

REGULATION

BOARD OF EDUCATION ROSELAND

PROPERTY
R 7410/Page 1 of 4
Maintenance and Repair (M)

[See POLICY ALERT Nos. 182 and 227]

7410R MAINTENANCE AND REPAIR (M)

A. Inspection

1. The Principal or designee and the appropriate custodial staff member shall inspect the facility daily for proper functioning and cleanliness.
2. The Principal or designee with the appropriate custodial staff member shall make a regular inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.

B. Reports

1. Reports of each inspection required in A. above will be made on a form and forwarded to the Superintendent or designee.
2. The Business Administrator will report to the Buildings and Grounds Supervisor those repairs or improvements that can be completed by district staff and those improvements or repairs that require the services of an outside contractor.

C. Repairs by District Staff

1. Any staff member may prepare, on the prescribed form, a work order request for repairs, improvements, and/or maintenance. All work order requests will be submitted to the Business Administrator.
2. The Business Administrator will assign a priority to those work orders to be performed by district staff. The priority code will be:



REGULATION

BOARD OF EDUCATION ROSELAND

PROPERTY
R 7410/Page 2 of 4
Maintenance and Repair (M)

- a. Emergency, for work that must be done immediately;
 - b. High Priority, for work that affects health or safety;
 - c. Normal Priority, for work that affects neither health nor safety; and
 - d. Low Priority, for work that can be completed during the summer months or whenever staff is available.
3. Work scheduled to be performed by the school district staff shall be entered on a work order form unless an emergency exists in which case the form may be filed after the repair has been made.
 4. The work order form shall include, at a minimum, the following information:
 - a. Name of the person making the request;
 - b. Date of request;
 - c. Location of repair;
 - d. A description of the work to be performed;
 - e. Scheduled date of completion; and
 - f. Signature of approval by the Business Administrator and Superintendent.

D. Repairs by Outside Contractors

1. When it appears to be necessary to utilize outside contracting services to complete a repair, improvement, or maintenance item, the Principal; appropriate custodial or maintenance staff member; the School Business Administrator/Board Secretary; and any other staff member designated by the Superintendent



REGULATION

BOARD OF EDUCATION ROSELAND

PROPERTY
R 7410/Page 3 of 4
Maintenance and Repair (M)

or School Business Administrator/Board Secretary will confer in the preparation of a project specification.

2. The School Business Administrator/Board Secretary or designee will prepare the required documents in the event the project requires to be bid or quoted in accordance with law or if it is determined the district wants to obtain quotes for the work even if quotes are not required by law.
3. In the event the project does not need to be bid or quoted, the Buildings and Grounds Supervisor shall prepare a purchase order requisition that indicates:
 - a. The recommended vendor(s);
 - b. A description of the work required and its location; and
 - c. The actual cost of the project.
4. The staff member designated by the Superintendent shall be responsible for supervising the conduct of the work.

E. Replacements and Improvements

1. The Superintendent and School Business Administrator/Board Secretary and others designated by the Superintendent will prepare a replacement schedule that lists all district equipment. Annual recommendations will be made in the budget to maintain the schedule of replacements.
2. Replacements required, but not scheduled, shall be submitted to the Superintendent, School Business Administrator/Board Secretary, and Principal for a school building level need, by the end of September on a budget request form for consideration in the next annual budget.



REGULATION

BOARD OF EDUCATION ROSELAND

PROPERTY
R 7410/Page 4 of 4
Maintenance and Repair (M)

3. A comprehensive district maintenance plan shall be prepared in accordance with N.J.A.C. 6A:26-20.5 in order to meet facility needs and comply with law.

First Reading: May 19, 2022
Second Reading and Adopted: June 23, 2022

