

7410 MAINTENANCE AND REPAIR

The Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; their maintenance is, therefore, of prime concern to the Board.

The Board will develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26A-3.1 and 6A:26A-3.2. A “comprehensive maintenance plan” means a multi-year maintenance plan developed by a school district covering required maintenance activities for each school facility in the school district pursuant to N.J.A.C. 6A:26A-1.1 et seq.

Required maintenance activities, in accordance with N.J.A.C. 6A:26A-2.1, are those specific activities necessary for the purpose of keeping a school facility open and safe for the use or in its original condition, and for keeping its constituent building systems fully and efficiently functional and for keeping their warranties valid. The activities address interior and exterior conditions; include preventative and corrective measures; and prevent premature breakdown or failure of the school facility and its building systems.

Expenditures for required maintenance activities set forth in N.J.A.C. 6A:26A-2.1 shall be accounted for in accordance with the requirements of N.J.A.C. 6A:26A-2.2.

The required annual maintenance budget amount in the comprehensive maintenance plan shall be included in the district’s annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26A-4.1(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26A:4.1(b). The Executive County Superintendent, in accordance with the provisions of N.J.A.C. 6A:26A:4.1(c), may not approve the school district’s budget if the required annual maintenance budget is not included in the budget certified for taxes.

The Business Administrator shall develop and implement a maintenance program that includes the annual inspection of buildings to insure adherence to health and safety laws, a regular summer program of facilities repair and conditioning, the maintenance of a critical spare parts inventory, an equipment replacement program, and a long-range program of building modernization. Any substandard classrooms will be upgraded in accordance with law and rules of the State Board of Education, or eliminated.

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The maintenance program shall provide for the continuing upkeep of the physical plant and for the expeditious repair of those conditions that threaten the safety of the occupants or the integrity of the plant. Wherever possible and feasible, maintenance will be preventive. The Business Administrator will establish priorities among the requests for repairs received from building principals.

Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01

N.J.S.A. 18A:18A-43; 18A:21-1
N.J.A.C. 6A:23A-6.9; 6A:26A-1.1 et seq.

Approved: June 27, 2000
Revised: April 10, 2012
Reviewed: November 6, 2018

R 7410.01 FACILITIES MAINTENANCE,
REPAIR SCHEDULING AND ACCOUNTING

The district shall have an automated work order system for prioritizing, performing and recording all maintenance and repair requests for all district buildings and grounds.

A. Standard Operating Procedure (SOP) For Work Order System

1. The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2. Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of pupils and/or staff, the work order system shall include the following information for a request for work before work begins:
 - a. The name of the person making the request;
 - b. The date of the request;
 - c. The appropriate approval(s) as established by SOP;
 - d. The date of approval(s);
 - e. The location of work requested;
 - f. The scheduled date(s) of service;
 - g. A description of the work requested;
 - h. The estimated man hours needed to complete task;

- i. The name of the work order assigner; and
 - j. The name of the employee(s) working on the order.
3. The work order system shall include the following close-out information for each request for work:
- a. The actual hours worked by date for each assigned staff member;
 - b. The name of the employee responsible for attesting that the job was completed satisfactorily.

In Effect: April 10, 2012