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## **Facilities Work Order Requests**

### **General**

Minor Renovations is the term used to categorize all new work, creating something not existing, or altering existing facilities including renovations, alterations, additions, and new site work. A limited amount of trust funds are provided by the MOE for such work, therefore, a screening process is necessary to ensure that the highest priority needs are met.

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### **Important**

Renovation work wrongly submitted as routine maintenance will only result in delays in the approval process as the request will need to be rerouted from the Maintenance Department to the Facilities Department.

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### **Facility Work Request Procedures**

1. Principals are to submit requests for minor renovations on either a facilities work request form or a memo to the Director of Facilities Services, (not to the maintenance shop).
  2. The Facilities Division will assess the technical feasibility of the proposed work.
  3. The request, if technically feasible, will be passed to the Director of Facilities Services for assessment of district priority.
  4. The Director of Facilities Services will either approve the proposal, return it to the principal for review/reconsideration, set it aside as a “shelf project” to be done if funds permit, or reject it.
  5. The approved work request will be sent to the Manager of Minor Renovations to schedule and implement.
  6. Larger projects will be accumulated and assessed in discussions between the Zone Assistant Superintendents, Secretary Treasurer, and Director of Facilities Services.
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