

OPERATION AND MAINTENANCE OF PLANT

The Board of Education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

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 chief school administrator shall develop and enforce detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and explained to all staff annually at the beginning of each school year and when any changes are made.

The chief school administrator and board secretary shall develop a three year comprehensive maintenance plan for board approval, to be updated annually.

Work Order System

The school district shall have an automated work order system by July 1, 2010 for prioritizing, performing and recording all maintenance and repair request for all district buildings and grounds.

- A. The chief school administrator or designee shall establish in the standard operating procedures for business functions 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 carry out the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
- B. The work order system shall include the following information for a request for work before work begins, except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff:
  1. The name of the person making the request;
  2. The date of the request;
  3. The appropriate approval(s) as established by Standard Operating Procedure (SOP);
  4. The date of approval(s);
  5. The location of work requested;
  6. The priority level (for example, urgent, high, average, low);
  7. The scheduled date(s) of service;
  8. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
  9. A description of the work requested;
  10. A projection of the materials and supplies needed for the work;
  11. The estimated man hours needed to complete task;

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12. The name of the work order assigner; and
  13. The name of the employee(s) working on the order.
- C. The work order system shall include the following close-out information for each request for work:
1. The actual hours worked by date for each assigned staff member;
  2. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
  3. The aggregate cost of labor by regular, over-time and total;
  4. The actual materials and supplies needed to complete the work order;
  5. Actual cost of materials and supplies; and
  6. The name of the employee responsible for attesting that the job was completed satisfactorily.
- D. Except where prohibited by collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
- E. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of the collective bargaining agreement for maintenance workers and/or custodians.
- F. The business administrator/board secretary in consultation with the supervisor responsible for this work shall conduct an analysis of the information in the work order system no later than February 1 of the pre-budget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Adopted: November 11, 2002  
Revised: March 12, 2012  
Revised: January 13, 2014

Legal References: N.J.S.A. 18A:17-49  
through -52

N.J.S.A. 18A:18A-1 et seq.  
N.J.S.A. 18A:18A-37

N.J.S.A. 18A:22-8

Buildings and grounds supervisors to be certified educational facilities manager  
Public schools contracts law  
Award of purchases, contracts, agreements educational facilities managers  
Contents of budget; program budgeting system

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<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	Worker and Community Right to Know Act
<u>N.J.S.A.</u> 34:6A-25 <u>et seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
<u>N.J.A.C.</u> 5:23	Barrier free sub-code of the uniform construction code
<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u>	Operation and Maintenance of Facilities
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:26-12.2(a)1, 2	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements