

Non-instructional Operations**MAINTENANCE SERVICES AND SUPPLIES**

I. Requests

Routine maintenance, maintenance materials and supplies, etc., should be requested using a Maintenance Requisition Service Form (FM-10400), forwarded by the School Mail Service to the Office of Facilities Operations.

II. Personnel

It is difficult to supervise maintenance personnel, in that they are scattered over the entire county, working individually, or in small groups. If at any time, the principal observes, or is advised of any actions that are not considered traits of a conscientious mechanic, a written or verbal report should be forwarded to the Assistant Superintendent, Office of Facilities Operations giving time, date, maintenance employee's badge and/or truck number, and pertinent facts.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.23(9)(c) F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 2-18-98