



Preparing Today's Learner for Tomorrow

Administrative Procedure 9180

Work Orders and Material Procurement

Board Governance Policy Cross Reference: [1](#), [12](#), [14](#), [16](#)

Administrative Procedures Cross Reference:

[Purchasing and Payments](#)

Form Cross Reference:

Legal/Regulatory Reference:

The Interlake School Division (ISD) believes that procedures for the acquisition, regulation and disposal of divisionally purchased goods and services should:

- strive to model and uphold the highest ethical standards;
- maximize educational value of monies expended;
- accommodate appropriately the need for emergency expenditures;
- identify and monitor inventory effectively;
- consider practices that support sustainable development principles;
- consider practices that support accessibility initiatives;
- respect the relevant provisions of [The Public Schools Act](#).

A. Work Order Procedures

1. Requests

- a) Work order requests for building maintenance items will be submitted by school maintenance personnel or administration using CIMS.
- b) A detailed description of the situation including model numbers, description of equipment, and location within the building are to be included.
- c) Unless the situation is urgent, all requests for repair shall be submitted in work order form. Text messages and emails for repair will not be responded to unless they fall into Category 1 - Urgent as listed below.

2. Approval

Work orders will be prioritized by the Maintenance Supervisor based on the information provided and dispatched appropriately.

3. Completion

Upon completion of the assigned work order TMT maintenance staff will complete the work order in full including making notes of all relevant information into the work order, a description of the work performed and time taken noted where appropriate. Work orders shall be updated as work progresses.

4. Prioritization

Work Orders will be prioritized according to urgency based on a scale from 1-4, 1 being the most urgent and 4 being the least urgent.

1 - Urgent – Situation has had, or has, the potential to cause injury to occupants or damage/further damage to the building – life safety issues. The situation must be addressed immediately within 1 working day and resolved within 3 working days.

2 - High Priority – Situation causes a high level of inconvenience to occupants or has limited potential to cause further damage to the building. The situation must be addressed within 3 working days and resolved/repared within 5 working days.

3 - Medium Priority – Situation causes minimal inconvenience to staff and has no potential to cause further building issues. The situation must be addressed within 10 working days and resolved/repared within 20 working days.

4 - Low Priority – Situation which causes little or no inconvenience to staff and has no potential to cause further issues to the building. The situation must be addressed within 10 working days and resolved within 40 working days. May be deferred seasonally depending on nature of situation, or deferred to Capital “D” list.

B. Material Procurement

1. Maintenance staff are expected to obtain parts/tools/materials locally whenever possible. If items are picked up in the city by maintenance staff, the maintenance supervisor is to be notified via email or text. In the absence of the maintenance supervisor his designate shall be notified in a similar manner.
2. When maintenance staff plan a trip to Winnipeg to obtain materials, the individual must notify the other members of the TMT maintenance staff should there be other items to pick up.

3. In the event of an urgent situation, as defined above, it is expected that the maintenance staff member obtain parts/tools/materials from whatever source and location is most reasonable in order to respond to the situation in a timely manner. Notifying the Maintenance Supervisor, or his designate, is still required.
4. Parts/tools/materials shall not be ordered without a requisition number. A separate requisition number is required for each supplier and project/location. Requisition forms shall be completed and submitted every Monday morning accompanied by any packing slips/receipts received at the time the item was picked up. Prior authorization from the Maintenance Supervisor is required for purchases above \$500.00.