



## Services provided by Maintenance and Operations

In general, Maintenance and Operations Department’s responsibility is for the maintenance and repair of existing facilities, including: window and door glass, doors, door closures, panic bars, lock, HVAC equipment, plumbing, pumps, motors, electrical wiring, lighting fixtures, parking lot lights, ballasts, egress lights, generators, ceiling tiles, floor tiles, wall tile, restroom partitions, counter tops, handrails, interior and exterior paint, drywall, miscellaneous hardware, toilets, urinals, flush valves, faucets, water heaters, fire alarm detector systems, clocks, intercoms, intrusion alarms, building automation system (BAS) components, replacement signs, parking lot painting, pesticides, athletic field painting, fertilizer, irrigation systems, fencing, and swimming pools.

The cost of new items (discretionary items, expansion of service, remodels, classroom changes, etc.) typically should be borne by the site (or others such as Risk Management, Athletic programs, Capital Reserve funds, for example).

A list of typical (but not all-inclusive) items that the site would be expected to pay for would include:

Backboards	New staff signs, labels, name plates
Boards – chalk, white, tack	New turf/landscaping
Cabinets	Non-standard unusual signs
Climbing walls	Open/locked cabinets/drawers
Graphic applications	Picnic table
Hanging banners, plaques, pictures	Projections screens
Kitchen equipment maintenance (thru Nutrition Serv)	Rekey doors/locks
Marques/letters	Remote door openers
New carpet	Security systems
New lights	Shelving
New lock/s	Tack strips
New lockers	Trash containers
New power supplies, outlets, circuits	Window coverings/treatments
New/replacement keys	
Maintenance of non-standard or non-approved items	

In addition, if you decide to purchase/install these items on your own, please ask for Maintenance and Operations review and approval first. If Maintenance and Operations is expected to assume maintenance responsibility for these site-purchased/installed items, we must expect some level of quality of product and installation before we can assume that responsibility.