



**WINDHAM SCHOOL
DISTRICT**

NUMBER: OP-11.11 (rev. 1)
DATE: February 4, 2015
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**SUPERSEDES: OP-11.11
February 1, 1991**

OPERATING PROCEDURES

SUBJECT: REPAIR AND MAINTENANCE OF SCHOOL FACILITIES

AUTHORITY: Texas Education Code Chapter 19.004

Reference: TDCJ Administrative Directive (AD)-10.20, "Identifying and Reporting Facility Maintenance Requirements"; American Correctional Association Standards 4-4186, 4-4218 and 4-4333

APPLICABILITY: Windham School District (WSD)

POLICY:

The maintenance of school facilities occupied by the WSD will be shared with Texas Department of Criminal Justice (TDCJ) Facilities Maintenance or New Construction.

PROCEDURES:

- I. Repairs Related to the Delivery of Instruction
 - A. Any alterations, repairs or restoration of service to the interior or exterior of the building that directly relates to the delivery of instruction will be requested and funded by the WSD. Some examples of this type of repair would be a lab bathroom in a vocational plumbing shop or kitchen facilities in a cooking class.
 - B. TDCJ AD-10.20 will be followed to initiate, document, and track the repair.
 - C. Where possible, the purchasing of materials will be handled through the WSD Purchasing Department.
 - D. Upon completion, and where applicable, TDCJ Maintenance will present a sales order to the WSD Business Office to cover labor and charges.
- II. Repairs Not Related to Instruction
 - A. Any alterations, repairs, or restoration of service that does not relate to the delivery of instruction will remain the responsibility of Facilities Maintenance or

New Construction. Some examples of this type of repair would include roof leaks, unsound construction, basic utility service, and the maintenance of environmental systems to include plumbing, heating, ventilation, and air conditioning systems.

- B. However, the detection, reporting, and tracking of the repair will be documented by the principal or designee as per AD-10.20.
- C. All material and labor will be funded by the Unit Maintenance of Facilities Construction.

NOTE: In the event that Unit Maintenance is handicapped by an unusually large work load, assistance from the vocational instructor may be requested. In this instance, the Maintenance Staff will initiate the appropriate documentation. The principal shall enter the work request number assigned by Unit Maintenance on the daily log.

Signature on file _____
Paul Brown
Director, Division of Administrative and
Business Service