

REQUESTS FOR IMPROVEMENTS/CHANGES

Background

The Manager of Operations will carry out improvements to District buildings and facilities based on the criterion of safety, educational needs efficiency and project priority.

Procedures

1. Any request for improvements must be filed with the Manager of Operations by using the appropriate work requisition online form ([FAME](#)).
2. Any employee can submit to the Principal or other manager a work order for approval and action.
 - 2.1. The Principal or other manager shall sign all work orders as they see fit.

Reference: Sections 20, 22, 23, 65, 85 School Act
Occupational Health and Safety Regulation
National Building Code
National Fire Code

Approved: December 16, 2015
Revised: August 15, 2021