



Maintenance Schedules

Background

KTCEA is responsible for a diverse range of capital assets required to operate a K-12 school system. KTCEA recognizes the importance of developing regular schedules for routine service to major equipment and building systems.

Guidelines

KTCEA will develop a comprehensive servicing schedule to maintain and extend the service life of its major building systems and equipment.

#	Procedure	Roles & Responsibilities
1.	<p>The Operation and Maintenance Manager will prepare and keep an updated manual for each school and administrative facility which includes a schedule for routine and regular maintenance of building components including but not limited to</p> <ul style="list-style-type: none"> • energy management system. • plumbing, water heater and fountains. • heating and boiler operation. • electrical and lighting. • ventilation and air conditioning. • fire suppression system. • locks and passage hardware. • general cleaning. • grounds keeping, snow removal and grass cutting. 	Operation and Maintenance Manager
2.	<p>The Operation and Maintenance Manager, in consultation with the school Principal, will ensure that school and site staff receive training on implementing preventative maintenance schedules.</p>	Operation and Maintenance Manager, Principals, Staff

Definitions:

Not Applicable

References:

Link to [Maintenance Care.com](http://MaintenanceCare.com)

Link to [Operations and Maintenance](#) (Handbook for School Facilities)

Link to [Operations and Maintenance Manual](#) (A Guide for School Trustees/Administrators and Consultants)

KTCEA Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.