

## SCHOOL MAINTENANCE

- 1. How do I get daily maintenance and repairs done at my school?**  
If it is within the scope of the carpenters' duties it should be communicated to your maintenance foreman, Phil Rochon – West Side or Wes Osatchuk – East Side, in written form listing items you wish completed.
- 2. How do I get electrical services done such as additional outlets, ballasts replaced, light bulbs replaced, etc...?**  
Your caretaker is to change fluorescent and incandescent light bulbs. For replacement of high pressure sodium exterior lighting, mercury vapor or metal halide gym lighting call Daryl Therres at 2002.  
  
For ballast replacement and additional outlets call Daryl Therres at 2002.
- 3. What do I do about heating and/or cooling not working?**  
The school principal or your caretaker will call Daryl Therres at 2002, who will repair/replace or service the unit as soon as possible. If he cannot get it operating properly himself he will contact a service contractor to complete the work.
- 4. What do I do about leaky faucets?**  
Minor repairs should be completed by your caretaker. If this is not the case you will have to call Daryl Therres at 2002 and he will attend to the problem.
- 5. How do I get repairs done to the exterior of the school and playground equipment?**  
Your first line of service is your caretaker. If the work is beyond his/her capabilities contact Daryl Therres at 2002.
- 6. How do I get chalkboards, tackboards, whiteboards changed?**  
Removing and changing locations of chalkboards, tackboards and whiteboards is initiated by contacting your maintenance foreman, Phil Rochon – West Side or Wes Osatchuk – East Side.
- 7. What costs are charged to the school budget and what costs are included in maintenance?**  
Generally speaking all costs relating to maintenance and repair will be included in maintenance costs.
- 8. How do I request renovations be done at my school?**  
All requests, other than daily maintenance are submitted once a year on your Facilities Planning Requests. Any requests as a result of OH&S concerns should be submitted by letter to the designated foreman.
- 9. How do I get snow removed from my school parking lot?**  
Caretakers are responsible for normal snow removal. If special circumstances require attention, call Gay Hoffman at 7024.

- 10. What do I do when I suspect a gas leak?**  
Your first contact should always be Sask Energy. Your second call should be to Daryl Therres at 2002.
- 11. What do I do when there is a water leak?**  
Your first action is to turn the water off at the nearest shut off to the leak. Your second action is to call Daryl Therres at 2002.
- 12. What do I do when I have a major electrical problem?**  
Your first call is to Daryl Therres at 2002. You do not attempt to remedy this situation yourself.
- 13. What do I do when we have a safety concern?**  
Your first contact is to your safety officer at your school.
- 14. How do I get an additional garbage pick-up at my school?**  
Phone Gay Hoffman at 7024 and she will make the arrangements for you.
- 15. What do I do if I have problems or concerns about my regular garbage day and/or pick-up?**  
Phone Gay Hoffman at 7024 and she will discuss the concern with the company.
- 16. What do I do if a room doesn't have a crucifix?**  
Crucifixes will be kept at the Service Centre. Call Lisane Gaudet at 2003 and she will fill your request.
- 17. What do I do if I need a clock?**  
Clocks will no longer be repaired. Call Lisane Gaudet at 2003 with your request.
- 18. What do I do if I need a new carpet runner?**  
Requests for carpet runners should be directed to Wes Osatchuk at 2000 East Side and Phil Rochon at 2004 West Side.
- 19. What do I do if I have a request for new caretaking equipment?**  
Requests should be made in writing to Daryl Therres at the Board Office.
- 20. Who should I call if I need caretaking equipment repaired?**  
Your requests should be directed to Daryl Therres at 2002.