

13.03 Maintenance Requests

Policy:

It is the policy of the Licking/Knox Goodwill Industries, Inc. that all maintenance requests must be submitted to the Director of Facilities.

Procedure:

All maintenance requests will be submitted in writing using a "Maintenance Work Order" form.

1. All requests must be specific as to the type of repair needed and location.
2. Maintenance Work Orders must include the division or area
3. Work orders must be signed by the individual requesting the work
4. Work orders involving expenses of \$100.00 or more must be authorized by the CEO/President (refer to Policy & Procedure 11.11, *Purchase Orders*).

Maintenance Work Orders will be prioritized according to need.

Requests for safety related repairs and situations causing work stoppage will be prioritized.

The Maintenance Technician must complete his/her section of the work order and submit it to the Director of Facilities. The Director of Facilities shall prepare a monthly maintenance report for the CEO/President and the Board of Trustees.