

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Work Requests and Project Requests

Policy PP-4

This policy is set forth to provide guidelines and procedures for the proper handling and submission of Work Requests and Project Requests.

The Work Request is a format used by the staff person who requests Maintenance, Steam Plant, or Housekeeping to perform work that it is not feasible for the employee to accomplish on their own. The work request format will be used on all non-emergency work such as moving furniture, fixing plumbing, working on locks, or changing light bulbs. All non-emergency work requests must be submitted via email using the work order address. All staff personnel are responsible for completing and submitting the work order request.

In situations which may pose a threat to health, safety, or property damage, all staff are responsible for immediately notifying the Superintendent, Maintenance Foreman, and/or the appropriate supervisor for immediate action.

The Project Request form is to be used by staff who have a project that requires either the Physical Plant department or an outside contractor to complete, such as remodeling of a room or office, substantial new construction, or landscaping. All work done by outside contractors will require a Project Request form. This includes all alterations or modifications to the school's telephone, intercom, class bell, or fire alarm systems.

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Reviewed and Approved: 1/11/10, 10/21/13, 10/22/18, **10/25/21**

ISBVI Superintendent: _____ **Date**

ISBVI Board Chair: _____ **Date**