



Repairs and Maintenance

In conjunction with the five year capital plan for SEC's regular operations of the building will require regular repairs and maintenance be followed to ensure that the facilities are in good working order.

The yearly planned budgeted items should include:

- A. School regular repairs and maintenance items
- B. School planned maintenance projects that are required but not on a yearly basis.
- C. Lodge regular repairs and maintenance items
- D. Lodge planned maintenance projects that are required but not on a yearly basis

Each year, the Maintenance Coordinator prepares a list for the Director/Principal establishing the criteria for prioritizing the planned repairs and maintenance. This criteria takes into consideration the safety and health of students and staff which shall receive preference.

This information shall form part of the annual budget.

Adoption Date: August 21/12	Revision Date:
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