

## **Business and Operations**

### **WORK ORDERS (MAINTENANCE & OPERATIONS)**

**SP 3590.00**

The Maintenance & Operations Department (M&O) staff is responsible for maintaining County Office sites and facilities. All work requested of M&O is done via the online work order system.

A formal online system for requesting work has been developed to ensure compliance with laws, codes, ordinances, regulations and County Office standards. Requests for work will usually be processed on a first-in first-out basis. Exceptions may be made due to priority, life and property safety, potential hazards, funding, resource availability, and other constraints.

Minor repairs and maintenance may be performed by county Office employees as directed and in compliance with collective bargaining agreements. Major repairs and maintenance shall be performed by licensed contractors and/or outside vendors.

The County Office uses a deferred maintenance plan to schedule major tasks such as:

- roofing;
- painting;
- heating and air conditioning;
- plumbing;
- electrical work

*(Note: The online work order system may be utilized by other departments for their specific needs.)*

#### *Legal References:*

#### *Collective Bargaining Agreements*

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 03/01/2003

**Date Revised:**