

Facilities Management

(Maintenance)

Asbestos

- Each new school year a copy of the “parent notification” is submitted to the Facilities Management Office.
- Never alter or discard the Asbestos Management Plan (binder).

Copy Machines

- Canon Solutions America services all Canon and Imagistic copy machines.
- Call 1-800-505-9588 to request service or order supplies. Be prepared to provide the current copy count, model and serial numbers.
- Send all invoices to the Facilities Management Office in a timely manner.
- Email or fax copy counts to the Maintenance Secretary by the 25th of each month.

Custodial Emergency Account

- School funds are used for emergency or minor repairs, or for purchasing small items for regular repairs.
- Reimbursement is applied for by submitting a Yellow Payable Voucher to the Facilities Management Office in December and June. Receipts must be attached.
- Unused funds are not carried over.

Custodial Supplies and Equipment Budgets

- Requisitions are generated in ALIO to purchase supplies and equipment.
- Unused funds are carried over and are added to the small equipment budget at the end of the fiscal year.

Fire Drills

- Maintain a record of fire drills throughout the year and submit to the Deputy Fire Marshall at the end of the school year.
- Retain a copy for your files and annual fire inspections.

Risograph Copy Machines

- Request service by calling or emailing the Maintenance Secretary.
- Generate a requisition in ALIO to order supplies.

Work Orders

- Head custodians are responsible to initiate work orders.
- In the event of an emergency, if the head custodian or administration is not available, contact the Facilities Management Office.