

PATHWAYS ABILITIES SOCIETY

PROCEDURE: BUILDING MAINTENANCE AND REPAIR

Applies to: All Personnel

Effective/Revision Date:

June 27, 2005
December 9, 2010
September 12, 2011
November 21, 2012
June 4, 2014
October 26, 2015
May 29, 2017
July 8, 2019
April 26, 2021

1. General site maintenance and repairs are monitored by the manager or supervisor working at the specific location.

When a maintenance or repair concern is identified:

1. The person notifies the supervisor or manager.
2. The supervisor or manager enters the concern in the ShareVision Building Maintenance and Repair list and notifies the executive director or designate.
3. The Executive Director or designate:
 - Reviews the Pathways Building needs periodically
 - Obtains 3 quotes, if required, for repairs and maintenance items exceeding \$100.00.
 - Tracks and updates in ShareVision and schedules all building and property maintenance.
 - Tracks and updates in ShareVision the Contractors Pathways' uses.
 - Tracks and updates in ShareVision the Assets Society list.