

ORDERING REPAIRS AND MAINTENANCE

Most services required for repairs and maintenance can be requested through the Maintenance and Operations Department.

Building/Site Repairs and Maintenance

• Description

The Maintenance and Operations Department is responsible for the routine maintenance and upkeep of district facilities including buildings, grounds, mechanical systems, security and fire alarm systems. Contact information regarding maintenance questions is available on the APSNet at <http://maintop.aurorak12.org/faqs/>.

NOTE: Phone repairs, computer problems, moving of furniture and Xerox copier repairs are not covered by Maintenance and Operations. Contact Telecommunications Services, Technology Services, the District Warehouse, or Xerox respectively, for these services.

Most work requests will be funded by the Maintenance and Operations Department; however, there are many instances where the site or others will be expected to fund the request. Examples include:

- New installations - new white boards, cabinets, room configurations changes, etc.
- Expansions of service (for example - new electrical service outlets)
- Work on kitchen equipment and related Nutritional Services equipment/items
- Locksmith services (excluding repair of existing, broken locks)
- Insurance claim work
- New signs above and beyond normal sign repair/replacement

A list of items not funded by the Maintenance and Operations Department is available on the APSNet at <http://maintop.aurorak12.org/wp-content/uploads/sites/85/2008/09/services-for-maintenance.pdf>.

If the site is charged for repairs/maintenance, it is according to the budget code submitted in the SchoolDude acceptance e-mail sent to the service requestor. **An account with an object code of 0852 (internal repairs and maintenance services) should be used for these transactions.**

SchoolDude work orders will show up on [APS GL Transaction History Download XML \(M367\)](#) reports under the budget code for which they were entered.

Requests for maintenance/repairs, or cost estimates for these services, for sites are entered as a work request in [SchoolDude](#).

NOTE: There are emergency/urgent situations that should be phoned in instead of entered into SchoolDude. Please see the Facilities Department When to Call web site located on the APSNet at <http://maintop.aurorak12.org/wp-content/uploads/sites/85/2011/07/Emergency-and-Routine-Services-july-20133.pdf>.

The account entered into SchoolDude is debited after the work request has been completed, therefore requires no further action from the requesting site.

Work orders will show up on [APS GL Transaction History Download XML \(M367\)](#) reports under the budget code for which they were entered.

- **Procedure**

To enter a work order in SchoolDude:

- See the [SchoolDude Requestor Guide](#).

To track or review a work order in SchoolDude:

- See the SchoolDude Requestor Guide.