Capital Improvements and Charge Costs, Facilities/Maintenance (MOP-P001)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure discusses the method that is used to process Facilities Maintenance Chargeable Costs and Capital Improvements for Sacramento City Unified School District.

procedure is official. Therefore, all printed versions of this document are unofficial copies.

The online version of this

2.0 RESPONSIBILITY:

2.1 Office Technician II

Signature

Date Signature on file

3.0 APPROVAL AUTHORITY:

3.1 Director, Facilities and Maintenance

4.0 DEFINITIONS:

- **4.1 Chargeable Costs Maintenance:** Work requests for facilities where the maintenance is not paid for from the general fund and a budget code is required for charge out to specific grants and funds.
- **4.2 Capital Improvements Maintenance:** Capital Improvement Maintenance are requested site improvements that are paid for by the site. (Examples of Capital Improvements include but are not limited to the installation of wall mounts, electrical marquees and/or computer network drops.)
- **4.3 ESCAPE:** SCUSD Information System

5.0 PROCEDURE:

5.1 Chargeable Cost Maintenance:

- **5.1.1** Must receive an original work order request form with approval signature and budget code. (If an estimate is requested before work can be completed, process as a Capital Improvement Work Order)
- **5.1.2** Enter into ACT 1000 Work Order Maintenance system.
- **5.1.3** Print out a work order for work to be completed.
- **5.1.4** Submit to appropriate Trade Supervisor completion of work.
- **5.1.5** Update Excel spreadsheet, tracking all status changes to work order, which includes costs, dates to and from Trade Supervisor, budget, and General Accounting.
- **5.1.6** Receive completed work order from Trade Supervisor.
- **5.1.7** Update "Action Box" in ACT 1000 Work Order Maintenance system showing status, which includes dates. Close out completed work order with time, labor and materials.

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