

FINANCIAL & ADMINISTRATIVE REQUIREMENTS

PERFORMANCE STANDARD 1303

SUBPART A – FINANCIAL REQUIREMENTS

SUBPART B – ADMINISTRATIVE REQUIREMENTS

SUBPART C – PROTECTIONS FOR THE PRIVACY OF CHILD RECORDS

SUBPART D – DELEGATION OF PROGRAM OPERATIONS

SUBPART E – FACILITIES

SUBPART F – TRANSPORTATION

Performance Standard	1303.40-1303.56	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	E	
Effective Date	8/1/2026	
Revised Date	7/24/2026	
Reviewed Date	7/22/2026	
Responsibility	Manager, Health & Safety Specialist, Director, Program Coordinator	

Subject: Facility Repair and Maintenance Work Order Procedure

Policy: All maintenance/repair needs must be reported on a work order form and approved by the Health and Safety Specialist before any work may begin. A digital work order must also be completed on the Head Start/ Early Head Start's organizational software, Child Plus, for accurate record keeping.

Procedure:

1. All managers and specialists will use Child Plus to create and submit work order forms. The Health and Safety Specialist will be responsible for updating the form to best meet the needs of the program on a yearly basis.
2. The facilities maintenance work order form must be filled out in its entirety, providing the following information:
 - Date of Request
 - Name of Requester
 - HS or EHS project
 - Contact information of requestor
 - The type of project/service being requested
 - The priority level of the request
 - Items/Services being requested
 - Location of the project/services needed
 - Assignment of Vendor to complete work (to be done by the Health & Safety Specialist if bids required)
 - 3 Bids complete with vendor name, price and contact information (if required)
 - Work to be performed
 - Completion detail (start/end date, status of job)
 - Verification and Sign-Off of work completed (to be completed by requestor and Health & Safety Specialist)
3. The work order form, once completed, will be check frequently by Health and Safety Specialist. In the event of the repair/maintenance being routine and under the \$5,000 threshold, the requestor may select the vendor they wish to use. If the repair/maintenance is more than the \$5,000 threshold, the Health and Safety Specialist will approve the vendor they believe will complete the job with the best interest of the program in mind. 3 Bids must be obtained before the Health and Safety Specialist can make a decision. All bids will be obtained by the Health and Safety Specialist.
4. All work order forms, along with bids when required, will be turned into the Program Coordinator for purchasing, along with a pre-approved requisition form.
5. The Health & Safety Specialist will then call the selected vendor and set up the services to be completed. The requestor of the maintenance/repair is responsible for the day-to-day oversight of the repair. Any issues or

concerns that may arise will be reported to the Health and Safety Specialist in a timely manner. The Health and Safety Specialist will keep the status of each repair to be completed until the job is completed and the work order is closed. Once the repair/maintenance has been completed, the Health and Safety Specialist, along with the requestor, must sign off that the job is completed and in safety compliance with the Head Start/ Early Head Start Program. The Health and Safety Specialist is responsible for retaining the work order along with all bids in the appropriate county binder.

4. The Health and Safety Specialist is responsible for maintaining all major repair records. Routine maintenance and all repairs that do not reach the threshold, will be retained by the Program Coordinator. The following are to be stapled together and retained:
 - Approved requisition form
 - All estimates for maintenance related projects
 - Work order associated with maintenance projects
 - Invoice
 - PO requisition form
 - Purchase order

Monitoring & Reporting:

Dissemination of Policies & Procedures will be made available to all employees through EPIC's website www.epicresa8.org. EPIC Head Start will educate and train applicable Staff regarding the policy and any conduct that could constitute a violation of the policy.