


Performance Standard	Financial & Admin Requirements	Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i>  <small>Serving the educational needs of the entire community</small>
Subpart	§ 1303.40 Facilities	
Effective Date		
Revised Date		
Reviewed Date		
Responsibility	Managers, Specialists and Director	

Subject: Maintenance of Facilities

Policy: In accordance with Head Start Performance Standards, EPIC Early Head Start/Head Start/PreK will implement the following procedures to request maintenance including renovations or construction of facilities to ensure a healthy and safe environment for children, families and staff.

Procedure:

1. Requesting Maintenance

- Observing staff will alert manager to needed repair
- Manager will document need by taking photographs and writing a description of issue on request form
- Request form with photos will be emailed to Health & Safety Specialist

2. Approval of Maintenance

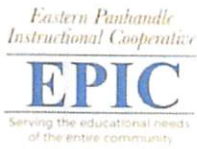
- Approval of all requests will be made by Health & Safety Specialist and Director

3. Quotes/Bids

- Once approved, Health & Safety Specialist will obtain quotes/bids from vendors for the maintenance repair if needed. Any repairs over \$5,000.00 will require a minimum of 3 bids by different vendors. Repairs over \$10,000.00 will require the 3 bids and has to be posted on the EPIC website to seek publicly solicited bids.
- Health & Safety Specialist will use federal website to verify they are an approved vendor for usage.
- For smaller repairs, Health & Safety will research what is needed and send it to the Administrative Assistant to order. Once the order is received, work will be completed by maintenance staff or the Health & Safety Specialist.

4. Scheduling of Maintenance

- Upon selection of quote/bid, Health & Safety Specialist will work with vendor to schedule work to be completed in a reasonable timeframe
 - Depending on type of work, it may be necessary to schedule on Staff Only Days or after hours



Early Head Start/Head Start Maintenance Request Form

Date of Request: _____ Work Location: _____

Manager: _____

Description of repair needed: _____

Photos Sent: Yes No

Office Use:

Date Request Received: _____ Date Approved: _____

Assigned to: Vendor Maintenance Staff

Vendor Name _____

Maintenance Staff Name _____

Estimated Cost: \$ _____ Quote/Bid received Yes No N/A

Date work to start: _____

Date work completed: _____