

## REQUESTS FOR IMPROVEMENTS

Building principals and/or the head custodian shall make requests for improvements or repairs to the director of operations. Likewise, an outside organization, business or person shall direct all such requests to the director of operations. The director of operations will make recommendations to the superintendent regarding these requests.

Once approval is given for these requests, the outside organization, business, or person must obtain cost estimates, and provide funding for the improvements or repairs. At that time the district will issue purchase orders for the approved improvements or repairs, and bill the outside organization, business, or person for the cost of these improvements or repairs.

Legal Reference: Iowa Code §280.3, .14, (2013).

Cross Reference: 802.1 Maintenance Schedule  
802.3 Emergency Repairs  
705.1 Purchasing - Bidding

Approved: February 25, 1991  
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