

## REQUESTS FOR IMPROVEMENTS

Generally, except for emergency situations, requests for improvements or repairs shall be made to the superintendent by building principals and the head custodian. Requirements for requests outlined in the district's maintenance procedures shall be followed.

Minor improvements, not exceeding a cost of \$ 5,000.00 , may be approved by the superintendent. Improvements exceeding \$ 5001.00 must be approved by the board. Routine maintenance and repairs outlined in the maintenance schedule shall be followed.

Approved \_\_\_June 8, 2009\_\_\_