

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Maintenance</b>	
Procedure No. 7410-00-01	Eff. Date: 8/24/09
Implements Board Policy(ies) 7410 (7100, 7110, 7120, 7130, 7140)	Last Reviewed: 4/30/12

**1. Background**

*Describe relevant background to the implementation of the policy.*

Quality state-of-the-art school buildings shall be provided and maintained.

**2. Responsibilities**

Title:	Facilities	
Address:	2315 Iowa Avenue	
Phone:	513-363-0747	Cell phone:
<i>Describe responsibilities:</i>		
Facilities shall provide maintenance, repairs and improvements to all CPS buildings		

**3. Action Steps**

*Describe the action steps relevant to the implementation of the policy.*

Repairs and replacement of buildings, infrastructure and equipment performed as needed. Preventive maintenance programs and intensive summer cleaning program are in place.

#### 4. Equity Considerations

*Describe any equity considerations relevant to the implementation of this policy.*

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Custodial Maintenance Procedures		
2. Building Equipment Scorecard		
3.		

#### 6. Additional Information

*Describe any additional information relevant to the implementation of the policy.*

Work order system data is available online.