



Painting Requests Priority & Procedure

General

Facilities Management tries to only schedule work orders two months in advance. Anything beyond that timeline consistently shifts, due to incoming work orders. Work orders received and deemed “not deferred maintenance” are either placed as low priority and/or we inform the department/client that we can get a quote for overtime or a contractor if they choose to cover the cost.

Priority

Work orders for painting are categorized and prioritized in the following groups:

- 1) Life and safety (e.g., mold, infection control)
- 2) Accreditation/lab certification
- 3) Part of a “multiple trade” work order (For example: work order is to relocate bulletin board, but when it’s removed the wall colour is a different colour)
- 4) Equipment or material deterioration (e.g., door frames, railings, etc.)
- 5) Public spaces (e.g., corridors, classrooms, teaching spaces, meeting rooms)
- 6) Public spaces within departments
- 7) Offices, etc.

Procedure

Requests for painting are made by submitting a work order request at <https://ca.myschoolbuilding.com> or, if your request is urgent, please phone **0471**.

Upon receipt of the work order request, the following steps are taken:

- 1) The work order is grouped in one of the above categories.
- 2) The condition of the walls is assessed (area is inspected if required).
- 3) Based on the above two steps, the work order is placed in the appropriate sequence.