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COMPONENT: EDUCATION, HEALTH, ADMINISTRATION

SUBJECT: CENTER MAINTENANCE AND SUPPLIES REQUEST

PERFORMANCE OBJECTIVES: To establish the procedures by which all Head Start Staff will request maintenance and supplies from the Central Office via email to the receptionist or appropriate manager. The receptionist will forward to the appropriate manager.

OPERATIONAL PROCEDURE:

Center maintenance and center supply requests are to be completed by utilizing email. The Center Maintenance Report is to be emailed to the Marketing Manager as the need for repairs arise. The Supply Request Form is to be emailed to the receptionist once a week.

CENTER MAINTENANCE REQUEST

The problem should be stated in such a manner that a person could be contacted without question as to what needs to be repaired.

SUPPLY REQUEST

Supply request should be submitted via email to the receptionist to report all needed **supplies** for the center. Some items need identifying information such as:

- Vacuum Cleaner Bags – Type A Hoover
- Fluorescent Bulbs – 4 foot
- A/C Filters – 20X30X1

If the **request is submitted** without this additional information, the person filling the request will not know what you need, and may delay the initial request.

NOTE: If you request an item and do not receive it immediately, **DO NOT REQUEST IT AGAIN!!** Some items are not in stock and a time lapse may occur.

Requested items are tracked as they are dispensed. The Marketing Manager has a record of items you have and have not received. Duplicating requests will only delay the process.

All computer maintenance/ink requests should be submitted by email to the IT Manager.