

# SEATTLE PUBLIC SCHOOLS



## **REPAIR/IMPROVEMENT REQUEST PROCEDURE**

**Important:** Please refer to the *Premises Repair and Maintenance Responsibility Matrix* to determine which repair items are considered Tenant responsibility.

If a repair is needed within a shared, non-dedicated space, please contact the on-site Custodial Engineer (CE) and report the issue. The CE will investigate the issue and input a Work Order to the Work Management Office for the District to address.

If a repair/improvement is needed within a dedicated space, the Tenant has the following options:

1. Submit a Work Request for District Staff to address at Tenant's Cost
2. Contract an Outside Vendor

### **To Submit a Work Request to the Work Management Office for District Staff to address:**

The **Work Request** form must be completed, signed and submitted to the District's Work Management Office with a check for the appropriate amount before the work/estimate is completed. All checks are made payable to **Seattle School District No.1**.

1. Cost Estimate Request - \$75.00  
Request an estimate prior to authorization of the work. This cost will not be applied to the repair cost.
2. Repair Work Request - \$250.00 Deposit  
Deposit is required prior to work; a refund will be given if the total cost is less than \$250.00. If the total cost is over that amount, a bill for the balance will be sent to you. It may take up to six months for the actual cost information to be finalized and therefore, may affect timeliness of billing and refund.
3. Emergency Work Request - \$250.00 Deposit  
Deposit Payment must be issued upon arrival to District repair personnel at the repair site. A refund will be given if the total cost is less than \$250.00. If the total cost is over that amount, a bill for the balance will be sent to you. It may take up to six months for the actual cost information to be finalized and therefore, may affect timeliness of billing and refund.

### **If Contracting an Outside Vendor:**

All repairs, improvements or alterations to the leased premises that are not done by District Staff must go through the District's Self-Help application, review and approval process. No work is allowed prior to District's written approval.

1. Outside contractors who are licensed for the particular types of needed work/repairs can be used. All applicable permit and code requirements must be followed. Prior to any work performed by private contractors, your office must notify the contractor that the building potentially contains environmentally hazardous materials, including but not limited to, asbestos and lead.
2. The licensed contractors must be bonded and insured.
3. Tenants will be responsible for damages caused by the contractors they employ.