

CHAPTER FOUR - Section 4.02 - I

FINANCIAL MANAGEMENT MAINTENANCE-SCHEDULING/RECORDING PROCEDURES

Date: February 20, 1984
Amended: February 22, 2007

SUBJECT: Financial Management Maintenance - Scheduling/Recording Procedures

CONTACT: General Manager
Maintenance Supervisor

I. POLICY

It is the policy of the LMOA Board of Directors that there be proper scheduling and accountability of maintenance of the Association's assets.

A yearly, monthly and weekly schedule of major work areas will be kept and updated to effect necessary changes.

The General Manager will brief the monthly maintenance schedule to the Executive Committee of the Board of Directors.

II RESPONSIBILITIES

The General Manager is responsible for implementing this policy. Each department head is required to assure that any maintenance received for his cost center is properly documented through the work order procedure.

The Maintenance Supervisor is responsible to see that his employees carry out the Scheduling/Recording Procedure.

III. APPLICATION

The General Manager will approve the maintenance schedule developed by the Maintenance Supervisor.

All work by the Maintenance Department will be recorded on work orders charging all man-hours and materials expended to the specific cost center. Completed work orders shall be in triplicate with 1 copy remaining with the Maintenance Department records, 1 copy to the Department Head of the Cost Center receiving the service, and 1 copy to the General Manager.

The General Manager shall insure that the work orders are recorded to the proper cost centers.

The General Manager will advise the Executive Committee whenever he has a problem in meeting scheduling maintenance. Due to insufficient resources, weather, etc., which may require Board action to alleviate the problem or change its priorities for work accomplishment.