

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Repair of Furniture, Supplies, or Equipment
Revised: February, 1998

REGULATION REFERENCE:

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.53(a)(7)

POLICY:

Teaching staff will promptly repair or report any broken or damaged furniture, supplies, and/or equipment.

PROCEDURE:

1. The Teaching Staff will strive to maintain all equipment, furniture, etc. through observations and inspections, making minor repairs (tightening loose screws, etc) and working with parent volunteers.
2. Teaching staff will fill out Section I of the "Repair of Furniture, Supplies, or Equipment Report" form (see next page) to report any classroom items that are broken or damaged beyond minor repair. The report will be sent to the Area Manager.
3. If the item reported presents a safety hazard to the children and/or adults in the classroom, it will be removed immediately. The teacher will **not** discard any item, however, without prior approval from the Area Manager.
4. Upon receipt of the report, the Area Manager will determine if item is in need of minor repair (complete Section II and maintain a copy for files) or if item is in need of major repair (complete Section III and go to step 5 below).
5. If the repair is minor, such as replacement of a screw or bolt, the Area Manger will work with the center staff to make the repair.
6. If the repair is major, the Area Manager will fill out Section III of the Report form (Recommendation for a major repair, removal, and/or replacement) and forward to the Assistant Director for Early Childhood Development. If this repair involves the Facilities Maintenance Specialist, the Area Manager will send him a Maintenance Request Form.
7. The Assistant Director for ECD will approve or disapprove and forward Report to the Head Start Director for approval or disapproval. The Area Manager will then receive a copy of the Report with explanations (if needed) for the correction to take place.
8. The Area Manager will maintain a file copy of the completed "Repair of Furniture, Supplies, or Equipment Report."

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REPAIR OF FURNITURE, SUPPLIES, OR EQUIPMENT REPORT

Section I

Center _____ Teacher _____

Teaching Staff Signature _____ Date _____

Item damaged or broken: _____

Description of damage:

Recommendation:

Section II

Area Manager Signature _____

Date of inspection of broken or damaged item: _____

Recommendation for a minor repair:

Date completed (if minor repair): _____

Section III

Recommendation for a major repair, removal, and/or replacement:

Asst. Dir. For ECD Initials _____ Approve/Disapprove _____ Date _____

Head Start Director Initials _____ Approve/Disapprove _____ Date _____

Date of completed repair or replacement _____