



**Granite School District**  
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**ADMINISTRATIVE MEMORANDUM NUMBER EIGHTY-SEVEN**  
**EMERGENCY MAINTENANCE WORK ORDER SYSTEM**

In order to improve efficiency in taking care of true emergencies, principals and custodians should refrain from "call-in work orders" except in emergencies.

Emergencies can be defined as follows:

1. Items affecting life, health, safety, and security of the building users.
2. Items which, if postponed, would result in extra cost or damage to district property.
3. Items which, if postponed, would seriously impair the instruction or control of students.

All work not classified as emergency should be requested on a written work order signed by both the principal and the custodian.

/s/

Loren G. Burton  
Superintendent