

LL #605922

USE OF DIVISION MAINTENANCE PLATFORM (GENIE) LIFT

Throughout the course of the year, schools may require the use of the Division Maintenance Genie Lift in order to reach areas of their buildings that are not safely reached via ladder. In order to access the use of the genie lift in a school, the schools **MUST** follow the process below:

1. A school must submit a work order request for the genie lift. As soon as schools are aware of their need for the lift they should submit their request.
2. The Division Maintenance Department will review the requests, with the use to be prioritized based on Division Maintenance needs, the availability of personnel and/or equipment to transport the genie, followed by school requests. Where the genie is required at two locations at the same time, the Maintenance department will try to accommodate both groups. However, if this is not feasible, a first come, first served practice will be followed. As soon as schools are aware of the date(s) you will require the lift, this information should be submitted.
3. Schools requesting the use of the lift must provide the exact dates(s) the lift is needed as well as a detailed purpose of the use of the genie.
4. Only qualified School Division personnel (staff that have had the appropriate safety training) will be allowed to use the genie lifts. The list of trained personnel is maintained by the Maintenance Department.
5. When a school is unable to secure the lift from the maintenance department due to the fact that it is in use at another school on the day(s) requested (or personnel and/or equipment is not available to transport the unit), schools may contact the Maintenance department to request direction of the possible rental of genie lift from a company outside the Division. The Division will consider only companies that have clear safety standards in the use of genie lifts.
6. While the genie lift is at a school, the school administrator must ensure that there are protocols in place at the school so that the appropriate (trained) Division staff uses the lift and that it is stored in a secure location in order to minimize the exposure to possible damage.

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7. The genie is not to be used by any outside persons or contractor; only trained Division personnel.

This process is in place to ensure the safety of all staff and students when the genie is in use at the school in addition to placing a work order for the use of the genie lift in a timely manner. A considerable amount of time is required of Division Maintenance personnel to move the lifts and therefore this process allows the Division Maintenance department to plan according to the needs of the Division and its schools.

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