

#109356

**Maintenance/Capital Projects Verification**

1. The purpose of the Maintenance/Capital Projects Verification form is to ensure that the Division pays only for work that is completed to the Division's satisfaction at agreed upon contract or tender rates initiated by Board Office purchase orders.
2. Except for rare or unusual circumstances, all maintenance service work and capital projects must be initiated by a Board Office purchase order.
3. Schools will receive copies of all purchase orders issued for work or service to that site.
4. Information appearing on each purchase order shall consist of the following:
  - a) Name of contractor
  - b) Nature of work to be performed
  - c) Tendered or quoted price for this work (Labour cost per hour, cost per quarterly visit, etc.)
  - d) Expected date that this work is to be finished.
5. The principal of each school in conjunction with their custodian is to ensure that all planned work for their school is completed within the time period specified in the purchase order. Any exceptions to this rule are to be reported to the Supervisor, Facilities & Maintenance.
6. The verification form should be completed by each school's custodian (or Principal in the absence of the custodian).
7. An exact accounting of the time spent, where applicable, by the Contractor's representative at the school is required as Labour rates per hour only are quoted in advance for emergency service work
8. Completed and signed verification forms are to be sent promptly to Accounts Payable at Board Office for matching purposes to the purchase order and invoice.
9. Completion of this form would not apply to equipment service contracts (photocopiers, fax machines, computers).

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10. In instances where the service is to be performed off-site, the verification form should be completed with the time/cost quote obtained from the contractor.
11. All significant document matching discrepancies discovered by Accounts Payable are to be brought to the attention of the Secretary-Treasurer/Chief Financial Officer (or Assistant Secretary-Treasurer). All other discrepancies will be brought to the attention of the Manager, Purchasing for the Division.

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