



Memo



To: PDOP Maintenance Staff
From: Mike Grandy, Superintendent of Buildings & Grounds
Cc: Jan A, Executive Director
Date: January 16, 2015
Re: Maintenance Operations Service Level Guidelines

We have updated the Maintenance Operations Service Level Guidelines which can be found on the P-drive. We will discuss the changes in the Staff meeting on Monday, March 2nd 2015.

In the Maintenance Service Level Guidelines all of our duties have been identified and procedures have been written for all Buildings and Ground Maintenance Divisions. This document will be reviewed and revised as duties change. This guideline will remain a living document to be updated by the maintenance division as needed.

Please plan on attending the staff meeting at 11:45 Monday March 2nd at the 947 S. Ridgeland.