



A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
Business Management	Safety – Maintenance and Construction Projects	
Descriptor Code:	Issued Date:	Revised Date:
AP-E-120-2	June 1997	

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NOTICE OF MAINTENANCE AND CONSTRUCTION PROJECTS FORM

1. These projects are major repairs performed by Knox County Schools Maintenance Department, such as, but not limited to, bathroom renovation, entire room vinyl composition tile replacement, HVAC system replacement or other projects that must extend over a period of days that may disrupt normal activities at a facility.
2. This form will be presented by Knox County Schools employees before the beginning of a Maintenance Construction Project.
3. The purpose of this form is to inform the administrative staff of the intent to begin a Maintenance Construction Project and to inform the staff of the scope and time frame for this project.
4. This form asks for advisement of unusual circumstances and possible solutions to these circumstances.
5. This form should be signed by a member of the administrative staff of the facility so that proper authorization is obtained.