

<b>Procedures Handbook</b>	<b>Business Management</b>		
	<b>Who Does What</b>	Descriptor Code:	Issued:
		<b>EB</b>	<b>6/97</b>
Rescinds:	Issued:		
		<b>Revised 8/01</b>	

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An updated maintenance and operations roster is provided annually to school and central office staff personnel, which contains the various areas of concerns, the person responsible, and the telephone number. This information is provided by the Supervisor of Maintenance and Operations. This update is generally provided at the beginning of each school year. If this roster is not received, the Supervisor of Maintenance and Operations (594-3633) should be notified.