

CORPORATE SERVICES

Aug 31, 2005

This document is intended to give guidance as to the provision of services managed by the Corporate Services department. These services are available as funding permits.

PRINCIPLES GUIDING THE DETERMINATION OF CORPORATE SERVICES STANDARDS AND SERVICES

- a. Safety of the learning and working environment;
- b. Effectiveness of the learning and working environment;
- c. Cost efficiency of the service;
- d. Professional nature of the learning and working environment
- e. Available resources

FUNDING FOR THE SERVICES PROVIDED BY CORPORATE SERVICES

Provision of all items included shall be funded from Corporate Services budget with the exception of capital projects as funded by the Ministry of Education.

EQUIPMENT REPAIR REQUESTS

Corporate Services will be responsible for the repair of equipment as seen on the document titled "Equipment Types Managed" as funding permits.

Repair requests are to be submitted by First Class email to 'Corporate Services' or via fax to 604 590 2368 using the [Corporate Services Equipment Repair form](#). If you are sending your request via email, the following information must be included with your request:

- Site name/number
- Room number or name
- Contact
 - Serial number
 - Manufacturing name
 - Model name
 - Model number
 - Equipment type
 - Age of equipment (if no date is available, please approximate age)
 - If the repair required is considered a result of vandalism
 - Description of the problem

The decision to replace rather than repair will be made by the Corporate Services department.

Repairs resulting from misuse may be charged to the school. In this situation, Corporate Services will request an account number from the school.

Repairs requested for non-entitled and/or non-standard equipment will not be repaired and the requesting site will be notified by Corporate Services.