

Building Repairs

P.W.- Bldg./Inv. & Elec. Div.
Bldg. & Sign/Inv. Srv. Section

2200

2201

1

1/1/82

12/1/96

1.0 PURPOSE:

To describe the procedures to be followed by the Building & Sign/Inventory Services Section of the Building/Inventory & Electrical Services Division in effecting the repair of buildings owned or operated by the City of West Allis.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City departments, City boards, commissions, and the general public.

3.0 POLICY:

This statement of policy describes the Building & Sign/Inventory Services Section's policy regarding the maintenance and repair of buildings owned and operated by the City of West Allis.

4.0 REFERENCES:

None

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Building & Sign/Inventory Services Section of the Department of Public Works is responsible for routine maintenance and repairs of City buildings.

5.2 GENERAL POLICIES

5.2.1 Upon the approval of the Director of Public Works, the Building & Sign/Inventory Services Section may make both major and minor repairs and improvements up to ~~municipal buildings~~ \$5,000.00 in value, without additional authorization.

5.2.2 Whenever the Building & Sign/Inventory Services Section requests authorization and funding for major repairs or improvements, such a request must be placed in the form of a recommendation made by the Director of Public Works.