

KNOW YOUR RIGHTS!

Maintenance Requests

SAFE EMPLOYMENT CONDITIONS INCLUDE TIMELY REPAIRS!

SDEA members won the right to timely repairs years ago, through a repair timeline triggered by submitting a form to the central Physical Plant Operations (PPO). Recently, SDEA members strengthened their contractual rights to make sure that the most urgent repairs could be fixed at the site level whenever possible before escalating if needed.

SAFETY & ENVIRONMENTAL MAINTENANCE

Our new contract prioritizes the most urgent repairs that impact health and safety for educators and students alike. Examples of **safety/environmental repairs** include, but are not limited to:

- Plumbing
- Biohazards
- Heating, air conditioning, & air quality
- Pests
- Secure doors/exits
- Window coverings (including blinds)



SOURCES & RESOURCES:

- SDEA Contract, Section 11.2.5
- [Know Your Rights: Heat Protections](#)

MAINTENANCE REQUEST PROCESS

Safety or environmental maintenance needs should be addressed at the site level, then escalated to the central Physical Plant Operations (PPO) if needed:

- The SDEA member **emails site admin & custodial staff** about the safety or environmental maintenance need.
- **Within 10 workdays of that email**, the site either resolves the issue or gives a written status update with a timeline of when it will be resolved. If this doesn't happen, the SDEA member can escalate the issue to the District level by completing a **SDEA Contract Concern Form**.
- **Within 15 workdays of the form completion**, PPO either resolves the issue or provides a plan and timeline for when it will be resolved.

SDEA CONTRACT CONCERN FORM

The SDEA Contract Concern Form is only accessible from SDUSD wifi, and should be filled out by a SDEA member in order for contractual timelines to apply:



SDEA
San Diego Education Association

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ORGANIZE WITH YOUR COLLEAGUES

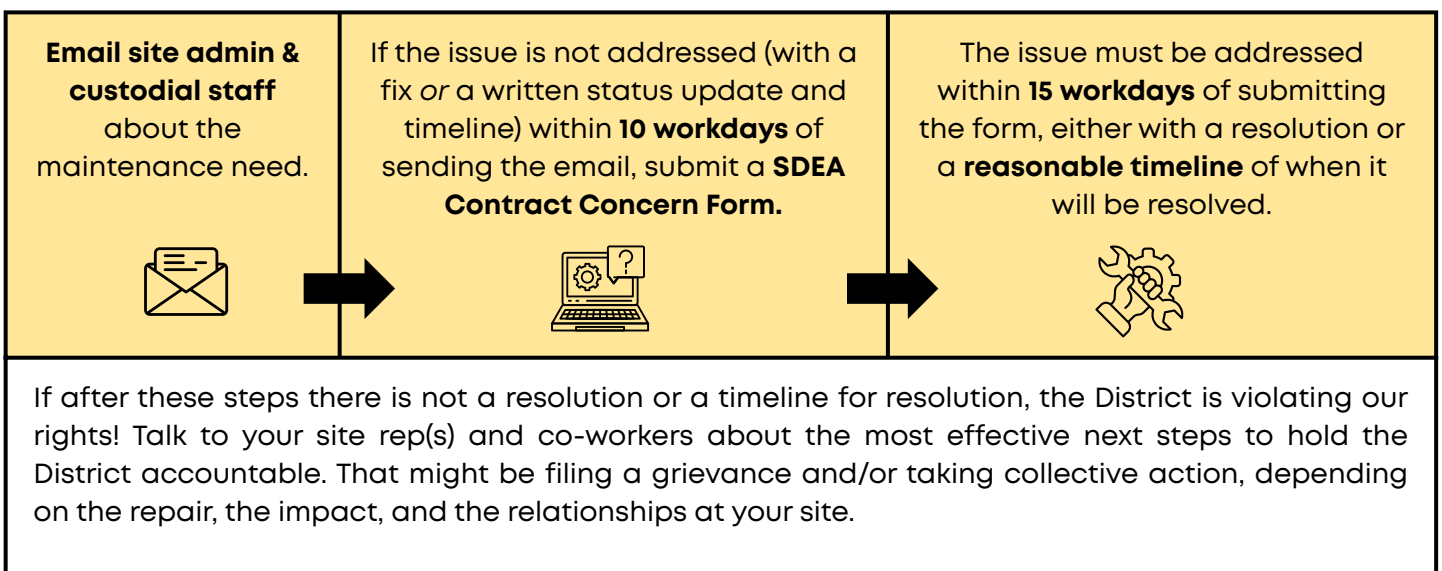
Especially when maintenance issues impact multiple educators and students, advocating for timely solutions is an organizing opportunity! Keep your site rep(s) in the loop and work together with your colleagues to figure out the fastest, most effective way to resolve the issue. This could mean delivering a grievance together, but for urgent maintenance needs, organizing often gets faster results... and builds your collective power for the future!

KEEP TRACK OF TIMELINES

Your contractual rights to maintenance include several timelines, and our grievance processes also has time limits. Set a reminder for yourself to follow up if the issue isn't resolved.

SOLIDARITY IN ACTION:

Fulton teachers organized to fix their leaky roof within a week! Read about it in the [May 2019 issue of The Advocate](#).



SOURCES & RESOURCES:

- SDEA Contract, Section 11.2.5 (Maintenance) & Article 15 (Grievances)
- [Flowchart: What do I do if I have an issue at work?](#)