

PHYSICAL FACILITIES

PRIMARY RESPONSIBILITIES IN THE PHYSICAL FACILITIES DIVISION

David Holdaway - 717- 4762
Department Head, Physical Facilities
Overall Supervision
Budget Development
Procedures
Life Safety Codes
Policy Development

Mike Privett - 717 - 4760
Maintenance Supervisor
Secondary Schools & Lehi High Attendance
Assists in Budget Development
Inspects School Facilities
Coordinates with Principals
Life Safety Codes

Kraig Sweat - 717- 4761
Construction Supervisor
New Construction
Remodels
Portable Classrooms
Fire Marshall
Collects Annual Survey

Frank Pulley - 717 - 4760
Assistant Maintenance Coordinator
Remaining Elementary Schools
Excluding Lehi Attendance Area
Assists in Budget Development
Inspects School Facilities
Coordinates with Principals

Clay Johnson - 717 - 4761
Assistant Construction Coordinator
Remodels & Additions
Capital Outlay Projects
Construction Projects
Portable Classrooms

Ben Sorenson - 717 - 4761
Energy Management Coordinator
Energy Management
Electronic Systems

MISSION STATEMENT

The mission of the Physical Facilities Department, recognized for efficiency, effectiveness, dedication, and skilled professional employees, is to support the education of students and patrons of Alpine School District by providing a safe and healthy environment for learning, by treating each entity as a valued customer by accepting change and providing leadership in the use of the most appropriate technology, communication, organization and procedure, while remaining accountable for all resources.

JOB WORK ORDERS

Physical Facilities uses a work order to initiate the work in the schools. The general rule is, for work to be performed, use a work order. If supplies are needed, submit a requisition. If the custodian feels he can perform the work if he receives the necessary parts, etc., again, please submit a supply requisition for the parts required.

When submitting a work order be as specific as possible. Describe the problem, where it is located and what equipment is involved, if any.

Example: (Current description) "Broken water pipe."

Better: "Copper water pipe is leaking from joint. Location: East wall of room A17."

Precise location and accurate descriptions will expedite repair. If parts needed to complete the work order are known, indicate the "parts require" section.

Remodeling of district facilities will be done by scheduled work order. The work will generally be identified on the "annual survey" and will be approved through the budget process.

Remodeling not approved in the budget will not be accomplished unless funded entirely by the school. This applies to even small jobs such as cabinets, shelves, wall relocations, additional keys and locks. Maintenance will provide for the following:

- Routine maintenance
- Items approved on capital outlay budget

All other non-maintenance items must be paid by the school. The assignment of personnel to perform the approved work will be done by the lead man. It is necessary to have the principal approve the work order being initiated as well as the lunch manager for kitchen repairs or the head custodian for school building needs. Expenditure of funds from Food Services accounts must be approved by the Director of Food Services.

Generally speaking, work orders are completed in the order they are received at the Maintenance Office. Special program or time constraints must be communicated for proper consideration.

WORK ORDER ENTRY

All work orders are to be submitted through the wide area network. This is done by accessing the Alpine School District home page. Click on Departments, then "Physical Facilities" and then click on "On-line work orders". Enter your "user name" and "password" (contact Michele, 717-4760, for the user/password set up for you).

CABINET SHOP LABOR CHARGES

A labor charge is assessed for all items constructed in the cabinet shop. This includes cabinets, bookshelves, computer tables, and similar projects. After the cost of all material for a project has been determined, a charge of 75% of the material cost is assessed to cover the labor. When a request is made for a cost estimate, the cost of labor will be included in the estimate.

VACATION TIME FOR CUSTODIANS

Vacation time is recognized as a benefit for the employee; however, custodians are to obtain permission to take vacation time from their supervisor prior to taking off from work. In an effort to better coordinate the work in the schools, it is recommended that:

1. Prior to taking vacation time, custodians fill out a vacation release form and have it signed by their supervisor.
2. Vacation time is encouraged to be taken during the summer months when school is not in session.

SUBSTITUTE CUSTODIANS

In the event it becomes necessary to secure a substitute custodian, please refer to the approved list of names supplied by the custodial coordinator or the Personnel Office. In the event none of the approved personnel are available to work, then talk with the custodial coordinator (Kim Walker).

Each principal or his/her designee will obtain the substitute services when needed. Generally speaking, a substitute is not to be called for work until after the second day of an employee's absence.

HEAD CUSTODIAN MEETINGS

Under the direction of the custodial coordinator, meetings for all head custodians will be held on: Third Tuesday of each month. The custodial coordinator will notify the head custodian as to the location of the meeting. (Should there be a change in time, date or location, the custodial coordinator will notify each head custodian of said change).

ALPINE SCHOOL DISTRICT
Custodian Inspection Report

School _____
Custodian _____

Date _____

RATING

Excellent 1 2 3 4 5 Poor

“The lower the number the better the score.”

Classrooms			Boys' Shower	
Office Area			Girls' Shower	
Faculty Room			Wood Shop	
Multi-Purpose Room			Metal Shop	
Lunch Room			Electronics Lab	
Kitchen			Automotive Shop	
Auditorium			Boiler Rooms	
Stage			Fan Rooms	
Little Theater			Faculty Restrooms	
Storage Areas			Sidewalks	
Custodial Closets			Grounds	
Hallways			Garbage Receptacles	
Entrance Ways				
Hall Lockers				
Drinking Fountains				
Stairways			Personal Attributes:	
Boys' Restrooms			Appearance	
Girls' Restrooms			Attitude	
Boys' Gym			Promptness	
Girls' Gym			Thoroughness	
Boys' Locker Room			Understands Work Assignment	
Girls' Locker Room			Understands Emergency Procedures	
Weight Room				
Dance/Exercise Room				

* NOTE: Only the applicable areas should be scored

Total Rating _____

Evaluator's Signature _____

EMERGENCY WORK

An emergency is defined as a situation which threatens the life, health or safety of students, employees, or patrons or which threatens the security of district property. Any situation which could result in damage to district property is also considered an emergency.

When an emergency occurs, early notification is extremely helpful. The following guidelines should be observed: **Notify the principal.**

1. During school hours:

Notify the Maintenance Office (717 - 4760)

2. After school hours:

Notify: Mike Privett	756-1037 - Home	830-1053 - Cell
Frank Pulley	756-9838 - Home	787-4059 - Cell
Kraig Sweat	(435)654-2423 - Home	830-1052 - Cell
Clay Johnson	768-4858 - Home	787-4063 - Cell
Ben Sorenson	785-8045 - Home	830-5209 - Cell
Dave Holdaway	785-5810 - Home	787-4053 - Cell

SECURITY CONCERNS

The security of the building and equipment is everyone's concern. Each person is held accountable for his respective work station. Make certain that the following guidelines are in practice:

1. If you unlock a space, lock it up.
2. Turn off the lights.
3. Secure any open windows.
4. Protect your keys, do not loan them out. Do not copy.

The local police departments make frequent checks of school buildings during the night, but this does not diminish the responsibility shared by everyone in securing the building.

Schools with alarm systems will be closed after normal work hours and on weekends. Persons requiring access should schedule it with Maintenance Control (717 - 4760) so we may disarm the alarm.

VANDALISM AND/OR BREAK-INS

The Maintenance Division, as well as the local police, are to be notified immediately of any break-in or vandalism. The same procedure as outlined in the emergency section will apply to vandalism and/or break-ins. The principal will be expected to submit a written report of any break-in to the Physical Facilities Department and to Jim Hansen listing what happened, itemize losses and any other necessary details.

School personnel are to be reminded that the district will not claim any liability for any personal items damaged, destroyed, or stolen which are on the school premises. The only exception is if the school principal has required the specific items to be brought to the school.

SCHOOL CLEANLINESS

The cleanliness of the school facilities is everyone's concern (student, teacher, patron, administrator, and custodian). It is foolhardy to expect the custodian to do everything for everyone. Custodians have job descriptions and specific assignments of duties at the school. Asking for extra things to be done may diminish the care of the school.

Inspections: Custodian Coordinator will inspect each school twice yearly. These inspections will measure the degree of cleanliness compliance to the district standard. Areas of deficiency will be noted and it is expected that steps will be taken to comply with the accepted district standard. Once again, it is expected that everyone associated with the building has a role in helping to maintain the cleanliness of the building and grounds.

Copies of the Acceptable Standards of Cleanliness and the Inspection Form are available for review.

Custodians are to be reminded that their scope of responsibilities include the cleanliness of school grounds as well as the buildings and the removal of snow from the sidewalks. It is also the responsibility of the school custodians to report maintenance items requiring district attention.

PAINTING, CARPET AND TILE

Maintenance will be responsible to re-paint buildings; refinish cabinets; bookshelves and doors; replace carpet; and replace floor tile as necessary. Funding will come from the maintenance and operation budget or capital outlay budget. Painting of brick walls, paint color, carpet and tile color and patterns must be approved in writing by a cabinet-level administrator.

MECHANICAL SYSTEMS

Many of the school buildings in the district are equipped with modern equipment with very sophisticated controls. In the event there is a problem with the heating/cooling or ventilation system or any equipment items, it should be reported to the principal and/or head custodian so that a proper remedy can be secured.

Maintenance personnel are trained to repair HVAC equipment. In the event they cannot repair the item, then they know the proper personnel to contact to make the necessary repairs. Physical Facilities or its contractors will repair, adjust or replace school maintenance equipment.

School personnel are not authorized to override computer energy management control except when directed by the Physical Facilities Department. Principals or custodians should contact Maintenance Control and report needs for adjustments.

FURNITURE MOVING

Occasionally schools have furniture which requires relocation within the school or which is excess to the schools needs. Furniture moving within the school is the custodian's responsibility. Moving of surplus furniture is arranged by contacting the Warehouse. They will handle pickup, storage, reallocation or disposal.

PARKING LOTS

Parking lots are located in close proximity to the schools. Sidewalks, curbs, and lawns are not parking lots. All personnel are required to make use of the parking lots for the parking of vehicles.

Usually there are hand carts or similar carts which can be used to transport boxes, books, etc., into the school building without parking a car on the sidewalk or lawn areas. It is difficult to require others not to park in these restricted areas when school personnel do not make proper use of parking facilities.

Oftentimes when vehicles are improperly parked a major problem is created in not allowing emergency vehicles proper access to the buildings. Situations of this kind are a violation of the Life Safety Code and present certain hazards to the buildings and grounds.

LIFE SAFETY CODES

Life Safety Codes are designed for the protection of individuals and are enforced by the State Fire Marshall and the District Fire Marshall (Kraig Sweat or Ben Sorenson). Inspections will be made by local fire authorities who will report any irregularities to the State Fire Marshall's office. The State Fire Marshall or District Fire Marshall may then take whatever action is deemed appropriate.

Some of the major concerns are called as follows:

1. Open egress - ingress areas: All corridors and exit ways are to be kept free and open to allow proper entry and exiting of the building spaces. Exit doors must never be blocked or chained shut.
2. Storage of flammable: Paint, gasoline, duplicating fluids and other such combustibles are to be properly stored and properly cared for. Space provisions for these items have been provided within the total building complex. The use of egg cartons, which produced a toxic gas, are prohibited for use as room decorations, etc. in the school building. If you have questions about proper material storage contact the Maintenance Control Center.
3. Clean closets: Oftentimes oily rags and other refuse are tossed into a closet. These can generate combustion on their own. The requirement is to keep closets, storage areas, custodian's rooms, stages, mechanical rooms, utility rooms, shops, etc. clean.
4. Electrical circuits: Occasionally it is desired that a special effect or lighting change be done in a given area. Only Maintenance personnel are authorized to make electrical circuit changes. If such a change is necessary, use a work order to have the change

effected. Caution should be exercised with regard to the use of extension cords and overloading of circuits. Extension cords should only be used for short periods.

5. Use of straw, hay, Styrofoam, egg cartons, and Christmas trees are not acceptable for use in buildings under the Life Safety Codes. However, with certain restrictions, the Fire Marshall will allow a Christmas tree in the lobby or foyer area in a school building.
6. Room occupancy: The maximum number of people allowed to occupy a room shall not be exceeded. This is especially important in auditoriums, cafeterias, and gyms. Aisles must not be obstructed by chairs, tables or other objects.

Again, caution and good judgement should be exercised in all that is done. Remember the life that is saved may be our own.

EMERGENCY AND DISASTER PREPAREDNESS PLANS

School principals are required to acquaint all school personnel with the Emergency and Disaster Preparedness Plan early in the school year. School principals are also required to develop a local school evacuation plan and make certain all personnel are acquainted with its procedures.

Questions regarding the Emergency and Disaster Preparedness Plan are to be referred to John Childs, District Safety Administrator.

WATERING SCHEDULE FOR SPRINKLING SYSTEMS

The time clocks for the various sprinkling systems should be set to operate for up to 45 minutes at each station. The frequency of watering the lawns should occur no more than every other day. Certain soil conditions may cause a slight variance in this schedule; these situations must be discussed with the Maintenance Division.

LAWN MOWING & LANDSCAPING

Maintenance will mow lawn areas that are accessible with a gang mower. Custodians will be responsible to mow all other areas and maintain all other landscaped areas.

WEED CONTROL

Physical Facilities annually sprays lawns and playing fields for weed control. This is done on a scheduled basis. However, certain climatic conditions may cause alterations or delays to the schedule. Principals will receive a tentative spraying schedule early each spring.

Weed control around fence lines, sidewalks, parking lots, and buildings is the responsibility of the school custodial staff. Physical Facilities will provide herbicides to the schools through the work order process. The use of soil sterilants is not allowed anywhere on school property.

FERTILIZING OF PLAYING FIELDS

The application of fertilizer for the playing fields is done on a scheduled basis by the Maintenance Department.

GARBAGE DUMPSTERS

The placement of the garbage dumpsters around the various schools should be such that they are located at least 20 feet away from the building. This is according to Life Safety Codes and Utah County Board of Health recommendations.

BUILDING MAINTENANCE BUDGETS

Physical Facilities will prepare an annual maintenance survey in conjunction with local principals/custodians. This is known as the "Annual Survey." It will be completed in early December. Items brought to the attention of the district administration after the budget presentation generally will not be considered until the next budget year.

CAPITAL OUTLAY BUDGET

Physical Facilities will annually assist the local school administration in conducting a capital improvement inspection of the building. Generally speaking, this budget is for items that are new to the school and not replacements.

It is critical that actual needs be anticipated. The data will be submitted to the Director of Physical Facilities who will in turn present it to the budget committee. Funding for these projects is dependent on the final approved budget.

Work orders for capital improvement projects paid from school funds must be submitted to the Physical Facilities Department no later than the first Friday in May if they are to be funded from the current budget. This includes projects such as cabinet construction and installation, electrical upgrades, playground equipment, building remodeling, and grounds improvements.

HEAD CUSTODIANS

The role of a Head Custodian in the successful operation of an educational program in an Alpine School District school, is a multifaceted one.

The following will give some guidance and direction to Head Custodians as they perform their role and guide those who service under their leadership in the individual schools.

In Alpine School District the Head Custodian will:

1. Work directly under the supervision of the principal. However, he is responsible to the School District administration as to policies, procedures, and working conditions.
2. Be responsible for the physical plant and grounds at the location where assigned.
3. Be courteous and considerate of others and practices good human relations with faculty, student-body, and patrons of the schools and community.
4. He should understand the workings of the physical plant: boiler heat, air control, electrical,

plumbing, etc., so that when warning signals occur or emergencies arise, they can be taken care of. Technical help is available through the Physical Facilities Department. The Head Custodian should initiate and follow-up on work orders. The principal should be informed and made aware of problems as they may arise.

5. He must be aware of areas affecting the safety of students and others, and take proper steps to correct hazards.
6. Fosters good housekeeping and always gives top priority to this responsibility.
7. Trains and instructs custodial personnel working under his/her direction, helping these persons to become more efficient in custodial work.
8. Knows how to operate and care for custodial equipment.
9. Knows when and how to use custodial supplies and always reads instructions on labels. If there are questions concerning any of the supplies, the Head Custodian contacts the office of the Supervisor of Custodial Services.
10. The Head Custodian is responsible for ordering custodial supplies and for exercising care to remain within the budget. The Head Custodian will contact the office of the Custodial Coordinator if there are questions about the budget.
11. Under the principal's guidance, is directly responsible for carrying out all proper security measures. The security of personnel, building and equipment must be a major responsibility of the Head Custodian.
12. Makes a work schedule for each employee, area, and duties showing responsibility and approximate time to do the work.
13. Keeps attendance records and reports these to the principal so that time and attendance reports reflect accurate vacation time, sick leave, etc. Hourly employees should sign in and out, time started and finished.
14. The Head Custodian knows and maps out where the main water valves, electrical shut-offs, and gas mains are located.
15. Watches the boiler operation as this will vary during the day. The Head Custodian sees that boilers operate properly, and exercises preventive maintenance.
16. Saves where possible on all energy. The Head Custodian learns how to read water meters, gas meters, and electricity meters.
17. Interviews new candidates for custodial positions in the school, and screens these carefully to secure the best qualified help available.

18. Strictly observes a "hands-off" policy with students, and makes certain other custodial employees are informed of the importance of this procedure guide.
19. The Head Custodian is to check the playground equipment at least once a month and report to the Maintenance Office any irregularities or pieces of equipment needing repairs.

SUMMER CLEANING

Schools are required to conduct a summer cleaning program. This includes stripping and waxing tile floors and cleaning carpets. Refinishing of hardwood floors will be handled by one or more hardwood crews under the direction of the maintenance custodial coordinator.

The custodial coordinator will provide training for custodians in methods and procedures for cleaning tile floors and carpets. Physical Facilities Dept. will provide cleaning supplies.

AUDITORIUM SOUND AND LIGHTING SYSTEMS MAINTENANCE GUIDELINES

Amplifiers and speakers:

1. All amplifiers, microphones, CD and tape players, effects processors, equalizer, and other major sound system components will be purchased through the maintenance department with coordination of a school contact. The maintenance department will offer a current price list and suggestions upon request.
2. All sound equipment is to be operated by a current qualified student or instructor at all times. These operators will assume total responsibility for the system so as to assure that neither the system nor the speakers are damaged. A tape deck, compact disk player, or other sound devices may be plugged into the system using the proper jacks. At no time shall either the amplifier, mixer, or the speakers be removed or the wiring changed, except by maintenance or district qualified technicians (no students). If immediate help is needed call the maintenance department (717-4761). Please plan ahead and send a work order allowing time to schedule the repair work.
3. All amplifier, speaker and system components will be maintained by the maintenance department. These repairs will be free to the school unless it is determined by both parties that there has been neglect or abuse to the system in which case the school or rental group will be required to fund the cost of the repairs.

Lighting systems:

1. All purchasing of lights or lighting equipment will be handled through the district warehouse. The light bulbs will be free to the school unless it is determined that the school or rental group has shown neglect or the system has been abused in which case the school or rental group will be required to fund the cost of the bulbs. All other supplies such as lighting medium or special effects shall be paid for by the schools.
2. The lighting system must be operated by a current qualified student or instructor at all times. At no time shall anyone other than a district electrician change any wiring on your lighting system. The theater lamps may be changed by students only with the instructor's permission. Make sure that all power is off, not only for your protection but also to avoid damaging the computer systems. Body oils will shorten the life of theatrical lamps. Therefore, handle bulbs with supplied packaging materials or gloves. The head custodian or a district electrician are to be the only ones to repair/replace sockets, cords, or non-theatrical lighting.

General:

1. **Food and drink are not allowed in the audio/visual control room or near electronic equipment at any time.** The cost of repairing or replacing equipment damaged by food or drink will be the responsibility of the school or rental group.
2. Do not remove security plates or otherwise gain access to components within amplifiers, sound boards, equalizers, lighting boards or other system components.

The cost of repairing equipment damaged by unauthorized removal of covers or modifications to internal electrical circuitry will be the responsibility of the school or rental groups.

3. Organizations renting auditoriums will be required to pay for trained students or instructors to operate all sound and lighting equipment in the auditorium. This requirement may be waived if persons operating the equipment for the organization have been properly trained and certified by the teacher and/or administrator in the school responsible for the auditorium systems. Payment for damage which occurs during the rental period will be the responsibility of the renting organization.
4. Auditorium security will remain the responsibility of the building administrator. Local decisions as to who has access to the light/sound areas should be coordinated with the teacher in charge of the facility for usage during the school day as well as after hours.
5. Auditorium security will be under the direct supervision of the following faculty or staff in the following situations:
 - a. School Activities - If the facility space only is in use without lights or sound, security is the responsibility of the faculty member in charge. If lights or sound equipment are required for an activity, security will be coordinated between the staff member in charge and the technical advisor.
 - b. Rental Activities - Security for all rental activities will be coordinated between the administrator in charge, the technical advisor, and the student helper.
6. Pay for Rentals - Students will be paid the current district minimum wage times the hours rented, plus 30 minutes prior to load in and 30 minutes after load out. Teachers, if called to work, will be paid the hourly supervisory wage.
7. Pyrotechnics - State law requires that no pyrotechnics or live flame is allowed on a live indoor stage unless the following conditions are met:
 - a. Prior written approval by school technical director.
 - b. Written approval by the District Fire Marshall with a copy delivered to the technical director at least one week prior to the performance date.
 - c. All pyrotechnics produced under the direction of a Utah licensed pyrotechnician.
8. Flying - Alpine School District insurance will not cover the “flying” of individuals on district owned counter-weight fly systems. Therefore, the flying of people by wire, rope, or chains by harness, or inside devices designed as such is not allowed unless the following conditions are met:
 - a. Only professional, bonded “people fliers”, such as Flying by Foy from Las Vegas will be allowed to fly performers.
 - b. Flying must be done using all outside equipment.
 - c. The school technical director must be notified of all arrangements two weeks prior to the performance.
9. Announcements - State Law requires that at the beginning of a public performance that the audience is notified of the location of exits.