

Baboquivari Unified
School District #40

FACILITY MAINTENANCE PLAN

(For the purpose of this document, Baboquivari
Unified School District #40 shall be known as BUSD
#40)

TABLE OF CONTENTS

Contents

INTRODUCTION.....	3
SAFETY.....	4
MAINTENANCE & OPERATIONS STAFFING.....	5
Required Staffing.....	5
Management and Maintenance Staffing.....	5
Grounds Staffing.....	5
Note on Custodial Staffing.....	5
WORK ORDER SYSTEM.....	6
MAINTENANCE SERVICES.....	7
Preventative Maintenance.....	7
Inspections.....	7
Review.....	7
Playground and Bleacher Inspection.....	8
Playground and Bleacher Maintenance.....	8
GROUPS SERVICES.....	9
Summer.....	9
Fall.....	9
Winter.....	9
Spring.....	9
Weekly.....	9
INTEGRATED PEST MANAGEMENT.....	10
ENERGY MANAGEMENT.....	11
Energy Saving Strategies and Suggestions.....	11
Energy Management Checklist.....	11
Energy Management Systems.....	11

INTRODUCTION

This Facility Maintenance Plan has been developed by the Baboquivari Unified School District's Operations Building and Grounds management team to document the manner in which the BUSD #40 will maintain its buildings and grounds in order to ensure a safe and sanitary condition for its students and staff, and to protect the District's investment in its assets through sound maintenance procedures.

Along with the combined knowledge and expertise of district staff, this document is the BUSD #40's plan to meet all these requirements and maintain all of our facilities and grounds in a safe, suitable and sanitary manner.

SAFETY

Safety must be the top priority in everything we do in order to protect the health, welfare and safety of every student and employee. The BUSD #40 Safety Plan documents all required safety policies and procedures for the District. The District Safety Plan is an integral component of this Facility Maintenance Plan.

It is the responsibility of Operations to ensure that all staff receives the required training to ensure that all Building & Grounds staff can perform their work assignments in a safe manner.

At a minimum, all new Building & Grounds employees must receive the following training:

- Asbestos awareness
- Avoiding slips, trips & falls
- Blood borne pathogens
- Electrical safety related work practices
- General safety
- Hazardous materials
- Hand and power tool safety
- Lifting and materials handling
- Lockout/Tag out
- Personal protective equipment (PPE)
- Portable ladder safety

Training will be accomplished by Operations direct training and orientation, use of district owned training DVDs, vendor provided training sessions, and workshops.

District Safety Plan

It is the responsibility of Operations that all vendors working on site have signed the District Safety Plan. Operations will maintain the list of all vendors who have signed the District Safety Plan.

MAINTENANCE & OPERATIONS STAFFING

Required Staffing

Management and Maintenance Staffing

Operations will be responsible for managing the work order and preventive maintenance program, all grounds activities district-wide, district-wide vendor relations, managing district-wide and grounds budgeting and purchasing; and providing supplemental maintenance support district-wide.

Grounds Staffing

Grounds staff will be responsible for all assigned district-wide grounds and field maintenance activities. In addition, the grounds staff will also be used for athletic event set-up activities such as the lining of all athletic fields, and preparing the game site (e.g. moving bleachers & benches, and setting up fencing.)

(Note for Custodial Staffing:

Custodial staff is site based. Assistant principals, Dean of Students', or personnel assigned will be responsible for managing all custodial staff and coordinating any cleaning activities.)

WORKORDERSYSTEM

BUSD #40 Operations work order system uses both BUSD District website M&O work order form (Under M&O department page) and direct email methods. Work order requests can be submitted with either method.

The process is as follows:

- 1) Staff member reports issue/s to site Vice Principal (VP), Dean of Students (DOS), or Personnel assigned (PA) who manages site work requests.
- 2) VP, DOS, PA will submit work order via BUSD web site with the M& O work order form or email Director of Operations/Office Manager of Operations.
- 3) Director of Operations will assign work order to staff accordingly.
- 4) Operations Staff will require signature upon completion from requestor to close out work order.

Housing residents will follow same process as the VP, DOS, and PA (Starting at step #2.)

In the event of an emergency, the requestor shall notify the Operations Department by the fastest means possible. A work order for emergency work shall be completed after the fact by the requestor.

MAINTENANCE SERVICES

The focus of the district's maintenance program shall be on preventative maintenance and inspections. The Maintenance program will follow the guidelines, standards, and schedules set by the Arizona School State Facilities Board (SFB.)

Preventative Maintenance Tasks:

Plumbing

HVAC

Special Equipment

Special Systems

Roofing

Surfaces

Electrical

Preventative Maintenance

Facilities and equipment shall be maintained and serviced according to the manufacturer's recommended preventative/regular maintenance standards.

Deferred maintenance shall be avoided unless time, facility use, or funding prevents immediate completion of necessary maintenance or repairs. All deferred work orders shall be reviewed monthly and completed at the earliest possible time. Every effort will be made to eliminate all remaining deferred maintenance work orders during the summer months so that no deferred maintenance will remain at the beginning of every school year.

Inspections

Every part of the facility shall be inspected according to assigned schedules set by the SFB. The inspections shall follow the SFB Preventative Maintenance Task forms. Once inspections are completed, any equipment that did not meet standards shall have a work order submitted for repairs or replacement and shall be reported to Director of Operations.

Review

At the end of every school year, the Operations department shall review the SFB Task Forms for the previous year to identify trends and equipment that fails or requires adjustment more frequently than the manufacturer's recommended maintenance schedule or more frequently than other equipment of the same type. Equipment identified as requiring an unexpected level of attention and continues to fail will be considered for replacement at the earliest opportunity.

Playground and Bleacher Inspections

Periodic inspections of playground equipment and bleachers shall be done yearly. Periodic inspections are more in depth and will require more time than a routine inspection. The periodic inspection must be performed by a certified playground inspector. The following items shall be inspected on each playground and bleachers at the facility:

- Inspect all equipment for exposed screws or bolts, protruding end bolts, and loose or missing hardware.
- Inspect all equipment for rust, chipping paint, sharp edges, splinters or rough surfaces, and excessive wear.
- Inspect all equipment to ensure no components are missing.
- Inspect all structures to ensure it has not shifted or bent.
- Inspect all swing and chain climbers for any kinks, twists, open “S” hooks, or broken links.
- Inspect platforms and stairway guard rails to determine if they are secure.
- Inspect all swing seats for missing components, cracks, or cuts.
- Inspect the surfacing material for adequate depth(minimum 12”) and coverage under equipment.
- Inspect playground surface for any tripping hazards such as rocks, roots, and exposed concrete footers.

Playground and Bleacher Maintenance

If playground inspector deems any component determined to be unsafe or other identified safety concern must be corrected as soon as possible by submitting a work order request and reporting to the Director of Operations. If for any reason the problem cannot be corrected, then whatever measures necessary should be taken to render the equipment safe or unusable until other measures can be taken.

GROUNDS SERVICES

Summer

- Grass shall be cut based on weather according to the schedule established by the Director of Operations.
- All fields shall be tested, aerated, fertilized, and seeded as needed.
- All infields shall be mat dragged, and conditioned as needed.
- Keep plantings weeded

Fall

- Grass cutting shall continue until the growing season has ended.
- All fields shall be tested, aerated, fertilized, and seeded as needed.
- All infields shall be mat dragged, and conditioned as needed.
- Leaves shall be raked and removed as needed.

Winter

- Ice shall be removed from main entry ways prior to the start of school for the day. Remainder of entry ways and sidewalks as soon as possible.
- Sidewalks and entryways shall be sanded or salted as necessary.
- If ice continues after the start of the school day, the main entrance shall be salted or sanded every two-three hours.

Spring

- All grass surfaces shall be raked and thatched as soon as weather conditions allow.
- All fields shall be tested, aerated, fertilized, and seeded as needed.
- All infields shall be mat dragged, and conditioned as needed.
- All storm drains and culverts shall be cleared of debris.

Weekly

Routine inspections of playground areas for the following:

- Vandalism to equipment.
- Normal wear and tear.
- Broken glass, trash, and animal feces.
- The need for raking surfacing materials back under fall zones of play equipment.
- Sweeping walkways free of debris and loose surfacing that may cause slippery surface.
- Playground borders and landscaping for deterioration.
- Landscaping in and around the playground environment, such as low hanging branches, signs, bushes or trees that may cause eye injuries or limit the vision of users and overseers.
- Physical barriers such as fencing for damage.

If any of the above items are found they should be cleaned up, removed, and/or reported as soon as possible for continued safe use of playground areas.

INTEGRATED PEST MANAGEMENT

Integrated pest management (IPM) is a decision-making process following a set of detailed procedures describing how particular pest problems will be avoided or managed. Such pest management tactics may involve the activities of all users of a school facility-teachers, students, administration, and parents- not just staff responsible for pest management. How a school is used has great bearing on the types of pest problems which may occur. Integrated Pest Management (IPM) maintains a high standard of pest control while reducing reliance on pesticides.

IPM is:

1. Prevention of pest population.
2. Application of pesticides only as needed.
3. Selecting the least hazardous pesticides effective for control of targeted pests.
4. Precision targeting of pesticides to areas not contacted or accessible to the children, faculty, or staff.

Our routine pesticide applications, made on a regular calendar-based schedule, are performed by an outside contractor.

ENERGY MANAGEMENT

Energy Saving Strategies and Suggestions

BUSD's M&O Department suggests the following strategies for energy saving district-wide:

- 1) Keep the doors closed when A/C is running. Air conditioning is very costly. We have the capability of monitoring and controlling most of our systems from a central point and of adjusting run-time schedules that will keep the buildings comfortable and clean and still be efficient.
- 2) Turn the lights off when the room is unoccupied, even for only a few minutes. As much as 40% of the energy consumed is for lighting. Some rooms have wall switches that allow for partial lighting. Some have occupancy sensors. Both of these strategies can help reduce lighting costs. But, the biggest savings will be achieved by turning the lights OFF when the room is unoccupied. While it is true the life of a bulb can be shortened by turning it on and off, the balance point between turning a light on and off many times versus the energy savings gained by turning lights off when not needed is usually ten minutes or less. So, the rule of thumb should be: If a room is unoccupied for ten minutes or longer the lights should be turned off. This rule applies to either incandescent or fluorescent lights. Modern fluorescent lights use little starting energy contrary to the myth that operating fluorescent lights is cheaper than turning them on and off for brief periods. Turning them off helps them last longer and lower energy costs.
- 3) Turn off small office equipment that may not be used for long periods of time. These devices still use energy even when in low consumption stand-by mode.

Energy Management Checklist

To reduce energy consumption for air conditioning:

- A. Reset or set back thermostats to maintain specified settings for cooling and heating.
- B. Minimize conditioning of seldom-used spaces, such as storerooms or unoccupied classrooms.
- C. Where possible, such as in portable classrooms, turn the air conditioning off on weekends, holidays and off-shift hours.
- D. Turn off ventilating and exhaust equipment when not in use, such as in bathrooms and storerooms.
- E. Check for good fitting doors and windows.
- F. Block out morning and afternoon sun from shining through windows.
- G. Be sure the thermostat is working and the fan is set in the "Auto" mode.

To reduce energy consumption for lighting:

- A. Turn lights off in areas when they are not occupied.
- B. Reduce lighting levels where safety and performance would not be adversely affected, for example in hallways.
- C. Check the level of outdoor security lighting and make sure it is turned off during day light hours.
- D. Turn off sport fields, parking lot, and gymnasium lights when not in use.

Energy Management Systems

BUSD Operations has purchased Eco Bee IP addressed, programmable thermostats. Also currently replacing old light fixtures with LED or other energy saving fixtures such as solar powered, dusk-to-dawn sensors, and exterior light timers.