

**BACKGROUND:**

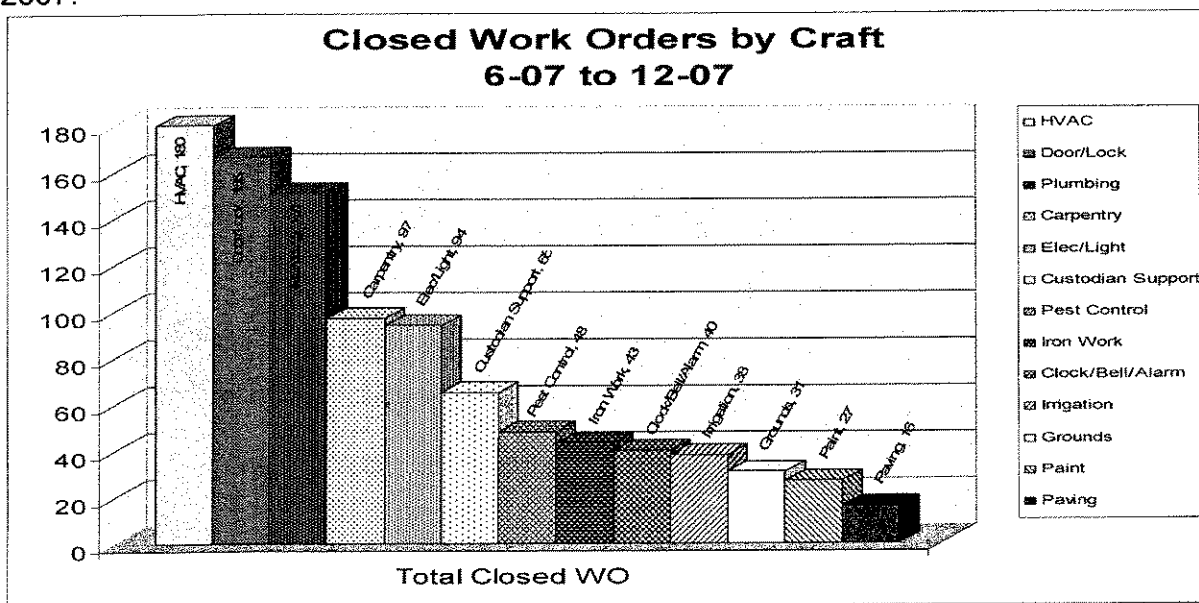
The Maintenance, Operations & Facilities Department is charged with the upkeep and long-range repair and replacement of school facilities, the majority of which were constructed in the 1960's with a few built in the early 1970's. Understanding that building components have various life spans, such as 6 years for exterior paint, 15 years for air conditioners, and 40 years for underground cast iron drain pipes, the Department works to formulate plans so as to operate as much as possible in a proactive manner within the current staff and operating budget constraints.

Through *Maintenance Direct*, a robust electronic work order system, customers are able to place requests for any needed repairs as they arise. They may also request guidance and cost estimates for capital improvement projects such as new landscaping, cabinetry, or additional electrical outlets. The Department utilizes in-hours or contracted services to accomplish work order requests.

**Maintenance**

Maintenance personnel currently operate primarily in a priority mode via site-generated electronic work orders, or when faced with a system failure. Recent examples include the repair of a broken water main at Chet F. Harritt and the replacement of the heating boiler at the District Office.

A high volume of work is identified at the school site level, with the electronic work orders submitted through the school site Secretary or Site Custodian. The chart below reflects the quantity of work orders completed between June 1, 2007 and December 31, 2007.



### **Priority Structure**

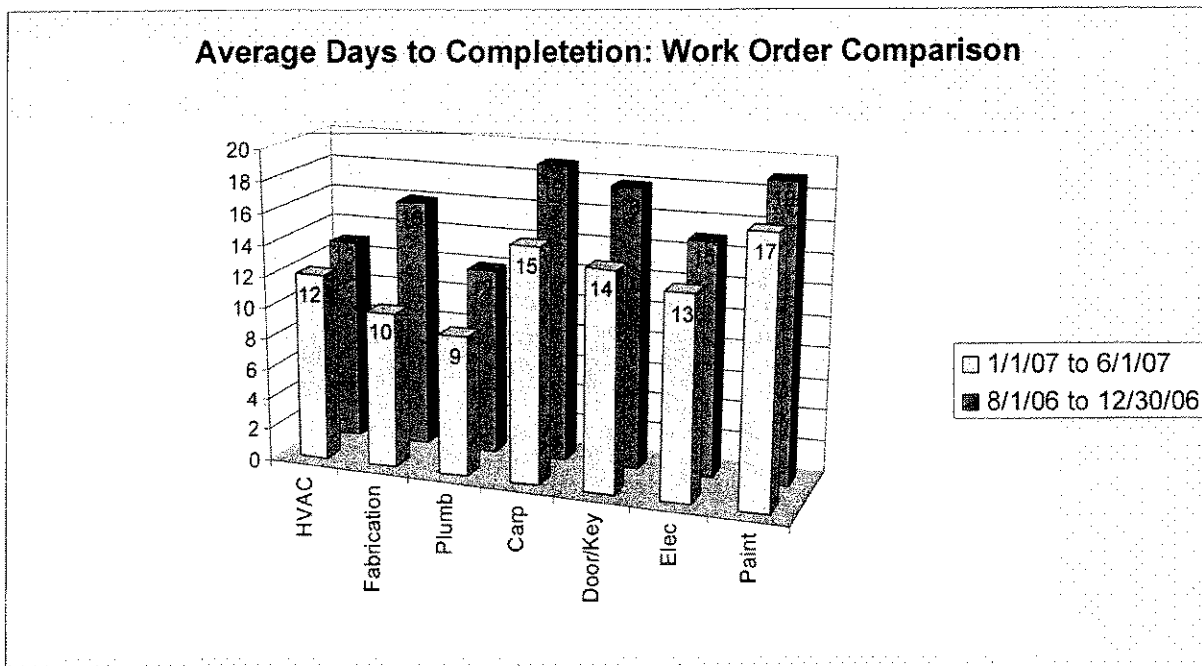
By following priority guidelines, the District is able to address facility needs in a financially responsible manner while still maintaining a minimal level of safety and security at our school campuses.

- #1 Malfunction, possible life safety issue
- #2 Urgent, system will fail soon
- #3 Routine maintenance or capital replacement cycle
- #4 Preventative maintenance or low priority capital improvement
- #5 Optional or long-term capital improvement

OR

- #1 Life safety
- #2 Regulatory requirement
- #3 a. housing students  
b. preservation of facility or system
- #4 a. Enhancing teaching & learning environment  
b. Maintenance, repair & replacement
- #5 Customer funded requests / donated services / self help

Following these priorities, and focusing on customer service, the Department continues its efforts towards greater efficiency. The chart below reflects improvements that Department personnel have made in their average days for completion of assigned work.



## Operations

The Operations component of the Department includes Custodians, Grounds Workers, and Warehouse personnel who focus on a scheduled daily cleaning and maintenance of buildings, grounds, and classrooms, as well as the receiving and distribution of products and mail. Current operations activities includes providing guidance to administrators regarding custodial duties, restoration of a custodian position, landscape capital improvement at Rio Seco, and the restoration of a grounds crew member. Also, the warehouse, in conjunction with technology, has adopted a new inventory tracking system, including a hand held scanner for easier input of items into our database.

### Custodian\*

- Site Custodians (Day time, 6:30 to 3:00)  
(Principal as immediate supervisor)
- Custodian II (Evenings, 2:30 to 11:00)  
(Principal as immediate supervisor)
- Custodial supply budget approval
- Substitutes arranged by M&O Dept. Secretary

### Warehouse

- Receiving
- Distribution
- Mail run
- Central kitchen collection

### Grounds\*

- Lawns, trees, bushes
- Irrigation
- Pest control
  - Weeds
  - Insects & rodents
  - Federal and State regulation
  - Parent notification (once a year & when chemicals applied)

\*NOTE: There has been many vacancies in the working crew over the last year due to illness and/or leaves

## Facilities

In accordance with the Williams' settlement and following OPSC guidelines, a thorough condition assessment of all facilities is in progress. The assessment will take into account the average life cycles of building components, a schedule/budget for their replacement, while also addressing environmental concerns. Environmental concerns might include items such as indoor air quality and site security.

Perhaps, the most important aspect of the long-range plan is to not only keep our facilities in good shape, but to also allow us to meet current and future educational demands.

The condition assessment data is being recorded in our facility database. To be truly effective, the database will need to be continually updated. With accurate data, we can be proactive as opposed to reactive. Facilities management responsibilities include the consideration of:

### **Long Range Master Plan**

- Site capacity
- Facility condition assessment
- Life cycles
- Impacts on education

### **Energy Conservation**

### **District Architect**

### **Use Permits**

- Girl/Boy Scouts
- Sports teams
- PTA
  - With & without custodial support

### **Contracts**

- Bids & bid limits
  - Less than \$15,000 = informal bid
  - More than \$15,000 = formal bid
- Internal & external sources construction sources

### **Building Records**

- Blueprints
- Specifications
- Manuals

### **Federal / State Regulation**

- Americans with Disabilities Act (ADA)
- Occupational Safety and Health Act (OSHA)
- Environmental Protection Agency (EPA)
- Air Pollution Control Board (APC)
- Fluorescent bulb and battery recycling
- Division of State Architect
- Storm water management

### **Financing**

- Bond
- Parcel tax
- State deferred maintenance
- Routine/Restricted account
- Site discretionary funds

### **Projects**

### **Planning**

- Estimating
- Coordination/scheduling
- Implementation
- Inspection

### **Air Quality**

- HVAC
  - Heating
  - Cooling
- Mold
- CO2
- Consultants

## **Facilities Projects (additional needs increase on a daily basis)**

Recent facilities projects include the installation of classroom of the future technology and new drinking fountains at Pepper Drive School. Facilities projects in progress include the relocation of the cooling tower at Cajon Park, new playground equipment and surfacing, and the replacement of exterior classroom door locks. Those planned for bidding in the near future include the next phase of playground equipment and field improvements at Chet F. Harritt.

## **Safety**

Underlying all Department activities is an effort to recognize and mediate safety considerations. The following list provides the Department of responsibility and concern:

**District Safety Committee Membership**

**Monthly M&O Safety Meetings**

**Building Safety**

- Trip hazards
- Electrical
- Asbestos
- Lead

**Disaster Preparedness**

**Duty Pager for Emergency and Security Notification**

**Traffic (transportation support)**

**Security**

- Fences and Gates
- Sonitrol

**MSDS**

**Hazardous Materials**

- Records
- Disposal

**Summary**

School Conditions and Student Academic Achievement:

- Our mission is to provide quality and rapid service to create the optimum learning environment for student achievement and employee well-being.
- Major priorities increase on a daily basis for the Maintenance and Operations Department.
- Staff and Personnel are limited to meet all needs and increasing responsibilities.

**RECOMMENDATION:**

No action is required by the Board, this is a discussion item only.

Maintenance, Operations, and Facilities actions support the following District goal:

- ✓ Provide facilities that optimize the learning environment for all students

**FISCAL IMPACT:**

Funding is provided through Routine Restricted Maintenance, Deferred Maintenance, Site, General Operating, Capital Facilities, and Modernization funds. The restricted and deferred maintenance budget is allocated for preventative, routine, and reoccurring maintenance, along with property loss and deferred maintenance projects. The State Facilities program mandates that 3% of a District's operating budget be set aside for its maintenance budget.

**STUDENT ACHIEVEMENT IMPACT:**

Strong positive relationships exist between overall building conditions and student achievement.

Motion:		Second:		Vote:		Agenda Item E.2.3.
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**SAMPLE  
CONSTRUCTION/PHASING SCHEDULE  
(Buildings Vary By School)**

Spring Break	March 15 – 30, 2008
Star Testing No construction during this period.	May 5 - 20, 2008
School vacates Modernization Phase 1A buildings	May 26, 2008
Start Construction – Modernization Phase 1A Phase 1A to include: (Classroom Bldg)	May 29, 2008
Last Day of School	June 12, 2008
School vacates Modernization Phase 1B buildings	June 13 -17, 2008
Start Construction – Modernization Phase 1B Phase 1B to include (Kindergartens), (Administration), electrical infrastructure,	June 18, 2008
Complete Construction Modernization Phase 1A and 1B	August 11, 2008
School moves back into Phase 1A and 1B Buildings and Vacates Phase 2 Buildings	August 11-15, 2008
School Starts Exact date needs to be confirmed.	August 18, 2008 (tentative)
Start Construction – New Classroom Building	August 18, 2008 (tentative)
Start Construction – Modernization Phase 2 Phase 2 to include: Building (Classroom Bldg)	August 18, 2008 (tentative)
Complete Construction – Modernization Phase 2	September 26, 2008
School moves back into Phase 2 Buildings and Vacates Phase 3 Buildings	Sept 26 – 30, 2008
Start Construction - Modernization Phase 3 Phase 3 includes: Building (Classroom Bldg) – all spaces except chiller room which remains operational for remaining Bldgs	October 1, 2008
Complete Construction – Modernization Phase 3	November 21, 2008
School moves back into Phase 3 Buildings and Vacates Phase 4 Buildings	November 21 – 28, 2008

Thanksgiving Holiday Exact dates to be confirmed	Nov 26 – 28, 2008 (tentative)
Start Construction – Modernization Phase 4 Phase 4 includes: Building (Round Library/Tech)	December 1, 2008
Complete Construction – Modernization Phase 4	March 14, 2009
Spring Break Exact dates need to be confirmed	March 17 – 30, 2009 (tentative)
School moves into Phase 4 Buildings and Vacates Phase 5 Buildings	March 17 – 20, 2009
Start Construction – Modernization Phase 5 Phase 5 includes: Building (Multipurpose/Media Center)	March 21, 2009
Star Testing Exact dates to be determined. No construction during this period.	April 28- May 9, 2009 (tentative)
Complete Construction – Phase 5	April 30, 2009
Complete Construction – New Classroom Building	May 1, 2009
School occupies new 2-story Classroom Building	May 1-15, 2009
Start Construction – Modernization Phase 6 Phase 6 to include: Remove chiller, complete upgrades to chiller room	May 1, 2009
Complete Construction – Modernization Phase 6	May 15, 2009
All construction complete including punch list and project close out	May 30, 2009