

EAGLE COUNTY SCHOOL DISTRICT
FACILITY MAINTENANCE DEPARTMENT
540 2ND STREET EAGLE, CO

FACILITY GUIDANCE MANUAL



6:00 AM - 2:30 PM
(970) 328-1324

2:30 PM UNTIL 6:00 AM; OR WEEKENDS AND HOLIDAYS

EMERGENCY PHONE (970) 376-5592

WELCOME

**Please use this guidance manual
for assistance in navigating
the Facility Maintenance Department.
This manual will provide information
to help you obtain the most efficient
service for your facilities.**

STAFF DIRECTORY

Director of Facilities: Diana Scott

Facilities Service Coordinator: Caryn Yarger

Building Technicians:

(First responders, assigned to specific buildings)

Wayne Castiglione

David Curtis

Horace Jaramillo

Ken Smith

Billy McCallum

Trade Specialists:

Electrical: John Boggs

H/VAC: Rod Metzger

Plumbing: Scott Hughes

Carpentry: Troy Blose

Grounds: Lynn Metzger

BUILDING STATISTICS

AVON ELEMENTARY SCHOOL

Grades P-5

Original Construction Date: 1996
Total Square Feet 67,780
Capacity: 410

BATTLE MOUNTAIN HIGH SCHOOL

Grades 9-12

Original Construction Date: 2009
Total Square Feet 209,000
Capacity: 1,000

BERRY CREEK MIDDLE SCHOOL

Grades 6-8

Original Construction Date: 1996
Total Square Feet: 80,552
Capacity: 490

BRUSH CREEK ELEMENTARY SCHOOL

Grades P-5

Original Construction Date: 2001
Total Square Feet: 65,143
Capacity: 500

Phase II:

Construction Date: 2009
Square Feet: 1900

EAGLE VALLEY ELEMENTARY SCHOOL

Grades K-5

Original Construction Date: 1973
Total Square Feet: 47,739
Capacity: 550

EAGLE VALLEY HIGH SCHOOL

Grades 9-12

Original Construction Date: 1975/2009

Total Square Feet: 155,147

Capacity: 800

EAGLE VALLEY MIDDLE SCHOOL

Grades 6-8

Original Construction Date: 1980

Total Square Feet: 53,779

Capacity: 500

EDWARDS ELEMENTARY SCHOOL

Grades P-5

Original Construction Date: 1991

Total Square Feet: 55,000

Capacity: 430

GYPSUM CREEK MIDDLE SCHOOL

Grades 6-8

Original Construction Date: 2001

Total Square Feet: 81,590

Capacity: 500

GYPSUM ELEMENTARY SCHOOL

Grades P-5

Original Construction Date: 1991

Total Square Feet: 55,000

Capacity: 550

HOMESTAKE PEAK Pre-K-8

Grades: Preschool-8

Original Construction Date: 1975/1991/Remodel 2011

Total Square Feet: 119,159

Capacity: 750

JUNE CREEK ELEMENTARY SCHOOL

Grades P-5

Original Construction Date: 2008

Total Square Feet: 74,000

Capacity: 500

VAIL SKI & SNOWBOARD ACADEMY

Grades 5 – 12

Original Construction Date: 1978
Total Square Feet: 53,758
Capacity: 415

RED CANYON HIGH SCHOOL-EAST

Grades 9-12

Original Construction Date: 2008
Total Square Feet: 5,700
Capacity: 70

RED HILL ELEMENTARY SCHOOL

Grades K-5

Original Construction Date: 2001
Total Square Feet: 62,943
Capacity: 450

Phase II:

Modular added: 2008
Square feet: 2400

RED SANDSTONE ELEMENTARY SCHOOL

Grades K-5

Original Construction Date: 1977
Total Square Feet: 45,537
Capacity: 365

DISTRICT OFFICE

Administration Building
948 Chambers Ave., Eagle

TECHNOLOGY/WEST BUS BARN

(3RD STREET ANNEX)

757 East 3rd Street
Eagle

EAST BUS BARN/FOOD SERVICE WAREHOUSE

600 Eagle Road
Eagle-Vail

POOH CORNER PRESCHOOL

436 Pine
Minturn

RED CANYON HIGH SCHOOL-WEST

Leased from Colorado Mountain College
139 Broadway
Eagle

DISTRICT HOUSING:

173 Brook Trout Loop, Dotsero
179 Brook Trout Loop, Dotsero
149 Eagle Street, Gypsum
155 Eagle Street, Gypsum
112 Park Street, Gypsum
500A and 500B 2nd St., Gypsum
650 A and B Eagle Road, Eagle-Vail
Maloit Park Cabin

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AERIAL PLATFORM LIFTS

This section is intended to explain the procedure for use of a lift.

Safety

Only Maintenance trained personnel are authorized to use District lifts. Lift use requires an operator and a second person to act as a spotter.

Students and building staff may not operate, move, or position aerial lifts at any time.

Inspections of School Owned Lifts

In addition to pre-start inspections, all lifts must be inspected annually. This work is completed by an authorized contractor and arranged by the Maintenance Department.

Inspection reports must be kept on file at the Maintenance Department.

ASBESTOS

Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763

The Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) requires Eagle County School District to inspect its buildings for asbestos, and to develop a management plan for those asbestos-containing materials that might be located within its buildings. These management plans are available for review during normal business hours in the office at each facility or by contacting the Facilities Maintenance Department. These management plans have been implemented to meet requirements set forth in the regulation.

Following is a composite listing of requirements with which Local Education Agencies (LEA) must comply. Eagle County School District provides an on-going program to accomplish these requirements.

- ◆ School Districts must designate an adequately trained person to ensure compliance with the AHERA;
- ◆ AHERA Management Plans must be updated whenever the condition of any asbestos-containing material changes;
- ◆ Periodic surveillances must be conducted and properly reported every six months;
- ◆ 2-hour General Awareness Training must be provided to, and properly reported for, all maintenance employees;
- ◆ Annual notifications must be made and properly filed even if a school building was built after October 12, 1998;
- ◆ AHERA inspections and re-inspections are required for all buildings unless properly exempted; this notification is to be published in the first newsletter of the school year; (a sample letter follows this page);
- ◆ Asbestos abatement or remediation, building remodeling, renovation and demolition must be conducted in accordance with the provisions of the Asbestos National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 Code of Federal Regulations 61, Subpart M, which is more stringent than the AHERA.

ASBESTOS NOTIFICATION LETTER

(Sample)

To All Parents and Staff Members
Eagle County School District

In 1986, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law requiring all non-profit Public and Private Schools (K-12) to inspect for the presence of Asbestos Containing Building Materials (ACBM). Eagle County School District has completed the initial inspection on all buildings in the district and continues to monitor the status of any materials found during re-inspections. A copy of the inspections, subsequent re-inspections, and the Management Plan devised to keep in compliance with applicable regulations can be viewed at the main office of your school, or at the Facilities Maintenance Office.

Evidence suggests that the mere presence of asbestos in a building does not necessarily pose a hazard. Research indicates that unless asbestos is disturbed, allowing fibers to become entrained into the air, the potential health consequences appear to be negligible. Our goal is to control the disturbance of asbestos-containing materials and the release of fibers into the air in our schools.

Eagle County School District is committed to providing a safe and healthy environment for our children. The administration is interested in your concerns and suggestions. Please contact the offices of Facilities Maintenance to discuss your thoughts and concerns regarding asbestos.

BUILDING PERMITS AND ENGINEERING

School construction is under the Colorado Division of Fire Safety. They have established uniform rules for the construction and inspection of public school buildings and structures, in the interest of the safety and welfare of the general public. The main purpose of these regulations is to ensure that structures are constructed and inspected in conformity with these rules.

In order to be in compliance with these rules, before proceeding with any building project Eagle County Schools is expected to obtain plan reviews, apply for building permits, and acquire the necessary inspections after the permit(s) has been issued. Depending on the scope of your building modification request, it may be necessary to have plan reviews drawn up by an engineer and/or architect.

This cost is the responsibility of the site requesting the building modification. All work must be coordinated by the Director of Facilities. There is also an associated cost to obtain a permit. If a building permit is required, blueprints are typically required by the local building authority. This fee is also the responsibility of the site requesting the building modification.

All general questions regarding the permit process should be directed to the Director of Facilities. No projects are exempt from the review and permitting process without written approval from the Director of Facilities.

**SMALL PROJECT BUILDING PERMIT SUBMITTAL REQUIREMENTS CHECKLIST –
PAGE 1**

Date: _____ School Name: _____
School Address: _____ City: _____
Design Professional's Company Name: _____
Design Professional's Representative: _____ Phone Number: _____
Fax Number: _____ Email Address: _____

THE FOLLOWING SUBMITTAL REQUIREMENTS MUST BE RECEIVED BY DFS (refer to Small Project Building Permit Submittal Requirements Checklist).

Checked boxes indicate items that are included with this submittal:

(1) FIRE NOTIFICATION : Notify the Local Fire Department about the proposed work.
Notification is to include: Name of Project, Location of Project, Scope of Work, Projected Cost, Planned Construction Start and End Dates.

Local Fire Department Notified: _____ Date Notified: _____

Address, Phone Number, and Contact Person:

(2) A FULLY COMPLETED PLAN REVIEW APPLICATION: Signed by the applicant on the form provided by the Division of Fire Safety <http://www.dfs.state.co.us>

(3A) * SITE PLAN: Including the property address(s) or legal description, boundaries, existing and proposed structures and/or additions, parking lots, fenced areas, fire hydrants, fire equipment access, water supply and topographical map. **OR,**

(3B) * KEY PLAN : Including the property address(es), shall be of sufficient clarity to indicate the location, nature and extent of the work proposed.

(4) * CODE ANALYSIS : Provide adequate information demonstrating compliance with the applicable codes pertinent to the scope of work being proposed.

(5) * TWO SETS OF CONSTRUCTION DOCUMENTS: Shall be of sufficient clarity to indicate the location, nature and extent of the work proposed.

(6) * TWO SETS OF CONSTRUCTION SPECIFICATIONS (If applicable).

(7) SOILS REPORT (if applicable): And the results of consultation with the Colorado Geological Survey, as required by C.R.S.22-32-124.

(8) A STATEMENT OF SPECIAL INSPECTIONS (if applicable): As required by IBC Section 1704.

(9) DOCUMENTATION OF COMPLIANCE WITH THE INTERNATIONAL ENERGY CONSERVATION CODE (if applicable).

(10) STRUCTURAL CALCULATIONS (if applicable): Two sets signed, dated and wet stamped.

(11) FIRE REVIEW: Fire review application must be submitted to The Division of Fire Safety and the local Fire Department which may include Schedules for Schematic Documents, Design Documents, and Construction Documents, and Selection of Delegation for Fire Review (Local Fire Department or Division of Fire Safety),

SMALL PROJECT BUILDING PERMIT SUBMITTAL REQUIREMENTS CHECKLIST – PAGE 2

Date: _____

School Name: _____

School Address: _____

City: _____

Design Professional's Company Name: _____

Design Professional's Representative: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Check box for category of Small Project Building Permit Application and submit the items as indicated, refer to **BUILDING PERMIT SUBMITTAL REQUIREMENTS CHECKLIST** for definitions & explanations of numbered items:

- **Installation of One or More New Security Gate:** Submit items (2), (3B), (4), (5), (6), (11).
- **Installation of One or More New Window, Interior/Exterior:** Submit items (2), (3B), (5), (6), (11).
- **Installation of One or More New Door: Fire Rated:** Submit items (2), (3B), (4), (5), (6), (11).
- **Installation of One or More New Door: Non-Fire Rated:** Submit items (1), (2), (3B), (4), (5), (6).
- **Alteration of One or More Door: Adding Window/Glazing in Door:** Submit item (1), (2), (3B), (4), (5), (6).
- **Alteration of Door Hardware: Panic Hardware:** Submit items (1), (2), (6).
- **Installation of One or More Magnetic Hold Open Device:** Submit items (2), (3B), (5), (6), (11).
- **Installation of One or More Wall: Non-Load Bearing:** Submit items (2), (3B), (4), (5), (6), (11).
- **Installation of One or More Skylight:** Submit items (1), (2), (3B), (5), (6).
- **Installation Involving One or More Roof Penetration:** Submit items (1), (2), (3B), (5), (6).
- **Installation of New Playground:** Submit items (1), (2), (3A), (5), (6).
- **Installation of One or More Partition Over 5'-9":** Submit items (2), (3B), (4), (5), (6), (11).
- **Installation of One or More New Operable Partition:** Submit items (2), (3B), (4), (5), (6), (11).
- **Area that Changes in Use (Interior):** Submit items (2), (3B), (4), (5), (6), (11).
- **Installation of Recreational Equipment Supported by Structure:** Submit items (2), (3), (5), (6), (11).
- **Installation of One or More Occupational Therapy Hook:** Submit items (1), (2), (3B), (6).
- **Installation of One or More Dugout (Fence):** Submit items (1), (2), (3A), (5), (6)
- **Installation of One or More Dugout (CMU):** Submit items (2), (3A), (5), (6), (7), (8), (9), (10), (11).
- **Installation of Shop/Vocational Instruction Equipment:** Submit items (1), (2), (3), (5), (6).
- **Installation of One or More Shade Structure:** submit items (1), (2), (3A), (5), (6).

Permits for the following projects are not provided by DFS, however local Fire Department notification is required.

- **Alteration of Door Hardware: Locksets.**
- **Installation of Projectors and/or Projector Screens.**

Small project building permit submittals must include both page one and page two of the small project building permit submittal requirements checklist.

Applicant Signature: _____ Date _____

DFS Project ID: _____

Go to <http://dfs.state.co.us> for the originals of this and related required forms.

BURGLAR SECURITY SYSTEMS

- ◆ Each principal is responsible for implementation and process for burglar alarm response.
- ◆ Notification by monitoring company is made to the principal or principal's designee.
- ◆ Contact phone numbers must be kept current. Phone contact changes must be submitted to Facilities Maintenance by work request.

CUSTODIAL SUPPORT

Purchasing

Custodial supplies are requested by Lead Custodian to the Maintenance Office in writing, monthly, by one of the following methods:

- ◆ Triad website
- ◆ Fax completed form to 328-1336
- ◆ E-mail completed form to carol.pruett@eagleschools.net

Equipment Purchases

Custodial equipment is purchased by the building, or by Capital Funding, as approved by the Director of Finance.

Repairs

Equipment repairs are submitted via TMA Work Request, and should include the make and model and location of the equipment.

Supervision

Director of Facilities supervises the custodial staff when principals are on summer break.

CUSTODIAL SUPERVISION AND SUPPORT: PRINCIPAL

Screen applications for new hires
Schedule and conduct interviews
Initiate and follow up on background checks
Conduct reference checks
Hire all custodial staff

Work with Lead Custodian to set up a work schedule and Custodial staff schedule

Follow up on 30 and 90 day new employee reviews, distribute copies, assist Lead Custodian in preparation if needed, or if an improvement plan is necessary

Pre-approve overtime, assure documentation on Time and Attendance sheets

Arrange for substitutes as needed

Inspection of work areas

Discipline

- verbal counseling
- written warning and letters of reprimand
- mediation of differences between custodians and other personnel
- terminations

Leave Reporting: monitor, pre-approve, assure proper recording in SAM and on TimeCentre payroll sheets

Payroll (Time Centre sheets) and corresponding SAM training and approval

Evaluations of Lead Custodian

Reimbursement of employee expenses incurred in performance of their duties or travel

Three-year paint rotation and maintenance of records of what, where, quantities and associated supplies

Verify custodial supply inventory completion (with copy to Maintenance)

Notify custodial staff in advance of building use by outside parties

Maintain building safety by conducting safety and loss prevention walks and inspections

CUSTODIAL SUPERVISION AND SUPPORT:
FACILITY MAINTENANCE

Ordering of supplies and equipment (paper products, chemicals, power and hand tools) and associated budgets and accounting paperwork

Supervision and payroll management during summer break.

DISTRICT HOUSING UNITS

Eagle County Schools has a small number of teacherages available for lease by ECS employees. District Housing units are managed by the Business Services Manager at 328-2746.

All requests for improvements or maintenance should be made in writing to the Business Services Manager.

The Business Services Manager will submit a work request, via TMA and provide a cost code for the work. The Business Services Manager will also obtain permission for maintenance staff to enter the property. Work will be completed Monday-Friday between the hours of 6:00 AM and 2:00 PM.

EMERGENCY PHONE:

376-5592

When calling to report an after hours emergency, the call made should be to the emergency number.

Examples of true emergencies: water leaks, gas leaks, power outages, broken windows, fire, storm damage, frozen pipes, etc.

It is imperative that the Principal or his/her designee is on site after an emergency arises. They are expected to call in their custodial staff members to assist with any necessary cleanup.

Emergency phone is NOT monitored during normal working hours.

EMERGENCY SHELTER USE

Local entities may request use of any of our facilities in an emergency situation. Generally, the request is made to the building principal. Custodial staff may be requested to respond, as needed.

ENERGY MANAGEMENT

CRITERIA FOR BUILDING OPERATING SYSTEMS

It is the intent of the Facility Maintenance Department to provide all facilities with an optimum indoor environment that is conducive to the educational mission. With the unpredictable weather in our area it is difficult to keep indoor temperatures constant throughout the year. Outdoor air temperatures and relative humidity have an effect on the indoor temperature of the building.

About 98% of ECSD facilities are not equipped with cooling. Cooling systems are only in place in some offices and computer-related spaces.

It is the responsibility of each building manager or designee to walk all areas of the building, especially during the winter, to confirm that rooms are at satisfactory temperature before occupants arrive. Because of the large volume of space involved, it may require up to 4 hours for equalization of temperature after night setbacks are released. Every effort will be made to accommodate requests; however in certain conditions, expectations of occupants cannot be met because of the capabilities of the equipment.

Report boiler failures to the Maintenance office or emergency phone.

District building equipment systems are managed by a JCI direct digital control software. Controls ranges are 68-74 degrees occupied, per federal standards. Temperatures are generally scheduled as follows:

| | |
|---------|---------------------|
| 4:00 AM | Warm up schedule |
| 7:00 AM | Occupied schedule |
| 6:00 PM | Unoccupied schedule |

These defaults are in place unless work requests are submitted, a minimum of 72 hours in advance, for specific planned events.

“Outside Use” agreements should be submitted to Maintenance with desired schedules.

Note: We do not heat buildings for off-hour comfort of individuals. Unoccupied temperatures are significantly cooler/warmer than occupied temperatures. These temperature setbacks produce significant utility savings.

H/VAC SCHEDULING OF SPECIAL EVENTS

ECSD facilities have a control system that operates the heating and cooling systems in the building. With this type of process, Facility personnel can program building equipment to activate at specified dates and times throughout various zones of each building. It also gives us the ability to condition space for most schools before an event is to occur. At buildings without these systems there are methods that can be used to set zone temperatures for the most efficient operation of equipment.

With this in mind, Facility Maintenance needs to be informed before the last week in August of all activities that are scheduled to take place that will be outside the customary operating hours of that building. It is critical that we know the date, the time, and the area to be used. An example would be: *Fall Concert, beginning at 7:00pm and ending at 9:00pm on September 20th and held in the Auditorium.* With these specifics, Building Maintenance Techs can enter this information into the system. Because automated systems can fail, the requested area should be checked by building personnel one hour in advance. If the area is not at the requested temperatures, Maintenance should be contacted immediately. Special events that are not ongoing but that occur outside normal operating hours should be reported at least three days in advance of the activity.

One of the goals of Facility Maintenance is to provide a building that is at a temperature conducive to educational activities as well as extra-curricular and co-curricular activities. Please help us by planning and communicating with us the information needed to facilitate a good environment for all school related activities.

EXTENSION CORD USE

Facilities Management is committed to assuring ECSD is a safe place to learn and work. In order to accomplish this goal, all equipment considered for use in our schools must meet a minimum guideline for safe operations. Stage and auditorium areas should be checked routinely for compliance.

The 1997 Uniform Fire Code, (Section 8506 and Section 8507), provides guidelines for the use of extension cords as temporary wiring with the following conditions. These guidelines are adopted as standards for District use of extension cords as temporary wiring.

- Extension cords shall not be used as a substitute for permanent wiring.
- Power strips are allowable in a few specific situations. Amp draw of items plugged in are not to exceed 90% of the strip's UL rating. One strip should not be plugged into another power strip.
- Surge protectors are not considered extension cords. One surge protector should not be plugged into another surge protector.

FACILITY MODIFICATIONS

The building modification process was developed to assist sites whenever they make requests that require modifications, additions, or deletions to their buildings or grounds in support of the educational mission. Modifications that alter or reassign space within the building, parking lots, or grounds, must be discussed in advance with District Office personnel and the Director of Facilities. Any time the visual/aesthetics are changed to the exterior of the building, such as adding storage sheds or changing the color of the facility or other structures on the site, the project is considered to have “External Impacts” and must be evaluated and discussed with all stakeholders. The impacts of any plans need to be considered in terms of the long and short term vision, relative to the changing dynamics of current and future educational needs. Compliance with state and local codes must also be considered and followed. Before embarking on projects with “External Impacts”, the administrative staff must determine if there is exposure to any politically sensitive issues, and the safety of all students, staff, and visitors using the facility must be considered. The following projects are considered “External Impacts”, and will be reviewed by the Director of Finance and the Director of Facilities: 1) Changes in floorplan; 2) Visual/aesthetics of exterior; 3) Students/staff safety. Prior funding must be approved by Superintendent and/or Director of Finance.

Facility Maintenance **MUST** approve any type of modification being proposed by an individual facility that does not fall under Capital Expenditure or bond construction. A *School Funded and Supervised Facility Project Approval* form (sample follows) must be filled out and sent to the Facility Maintenance Department. Upon receipt of this form, Facility Maintenance will send a representative to assess the request. Every attempt will be made to honor your request; however some requests may be denied because of code compliance reasons or external impacts as described above. All signatures must be in place prior to beginning the project.

No matter how minor your modification may be, this form must be submitted. This includes adding or removing fixed parts of your building. If you order equipment that will need to be installed, a form must be filled out requesting installation. The building principal must sign all requests. All costs for materials shall be the responsibility of the building making the request. When manpower is available through Facility Maintenance and the work is within the expertise of the Facility Maintenance team, in-house labor may be used. When conditions exist that require an outside contractor, the Director of Facilities will request that scope be prepared and sent to contractors. All work performed on district property must be authorized and coordinated through Maintenance, irrespective of how the funding is provided.

Summer months are extremely busy times for the facilities department and for the construction industry in general. Because of the coordination involved in preparing for a project and the necessity of completing projects before the start of school, it is crucial that all buildings and grounds modification requests be submitted before **February 1st** of each

year if project completion is planned for summer. Doing so will allow adequate time to bid projects in accordance with the district purchasing requirements, awarding of the bid, and beginning work at the earliest possible date. This will assure that work is completed satisfactorily before staff and students arrive for the new school year.

If for any reason the February 1st deadline is not met and a modification becomes necessary because of extenuating circumstances, a letter of special request must be provided by the school principal or building administrator and attached to the facility modification request. This letter must substantiate the need for the project.

Examples of justification might be implementation of a new district program, or the receiving of grant monies.

Note: Maintenance does not accept work requests for Technology upgrades. Submit such requests directly to the Technology Department.

Eagle County School District

Facility Project Approval Form

This form is to be used for *PRIOR* authorization of any facility project. Work should NOT commence until the signed approval has been returned to the school by the Facility Committee.

FLOW PROCESS

Step 1: Schedule a pre-project meeting between your project representative, the Director of Facilities and the Director of Construction. Review proposed project.

Step 2: Present project scope to Facility Committee for conceptual approval, using Project Approval Form as a guideline. (Schedule with Director of Facilities. Facility Committee will meet in October, January, April and July to consider projects.)

Step 3: After conceptual approval, complete the Facility Project Approval Form and submit to Director of Facilities for review and referral to Facility Committee for Review for acceptance and prioritizing. All documents must be attached and the submission package must be complete.

Step 4: At the quarterly meeting, the Facility Committee reviews for adherence to District standards and goals. If the project is accepted, the Committee prioritizes the project. Results are distributed to the schools by the Director of Facilities.

Approval of project does not automatically convey that funding is available for the project. District-funded projects require separate financial approval.

***Eagle County School District
Facility Project Approval Form***

School Name: _____

Project Name: _____

Project Location: _____

Funding to be supplied by:

- **Parent group and/or donation** \$ _____
- **Building operating funds** \$ _____
- **ECS Capital funds** \$ _____

Brief description of request:

1. Naming or dedication of facility: _____

2. Construction Project (attach complete construction drawings): _____

3. Landscaping Project: _____

4. Other: _____

Business Justification/Goal: _____

Curriculum Benefit/Goal: _____

Community Benefit: _____

Timeline for Project:
Desired start date: _____
Anticipated project time frame: _____
Date project will be complete: _____

Name, address and phone number of Project Coordinator:

Names of Person(s) who will be constructing the project, with licensing and insurance information:

Please attach a detailed budget for the project and identify the source of these project funds:

Please describe the five-year projected operating costs for this project and identify what is the source of these funds:

Estimated Operating Costs

Funds Provided by:

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

Other pertinent information:

Submitted By: _____ **Date Submitted:** _____

Principal Approval of Project: _____ **Date:** _____

Project Conceptual Approval by Facilities Committee: _____

Date: _____

Project Approved as Submitted _____ **Date:** _____

Disapproved _____ **Date:** _____

Approved “with the following conditions”: _____ **Date:** _____

Director of Facilities: _____ **Date:** _____

Facility Committee Approval: _____ **Date:** _____

NOTE: Facility Committee will meet in October, January, April, and July to consider projects.

ECSD Facility Committee.

Governance Policy EL-11

Goal: To prioritize projects and make decisions and recommendations regarding Capital funded projects to protect the assets of the district.

- ❖ Develop a projects list
- ❖ Assess and recommend school buildings for renovation and/or expansion needs
- ❖ Recommend projects for bond request
- ❖ Assess and recommend land acquisition, trades, or inventory reduction as proposed by the Land Resource Committee.

Mission:

1. Develop criteria for prioritizing projects.
2. Develop funding stream/expectations.
3. Develop capital project submission process.
4. Build consensus for bond referendums.
5. Review and approve or decline proposed “building funded” projects.

Current Members:

Director of Facilities – Diana Scott
Executive Director of Student Services – Mike Gass
Current Board Member – TJ Johnson
Community Member – Chris Williams
Principal - Phil Qualman
Director of Construction – Ray Scott
Charter Representative -

Champions: Director of Finance, Superintendent

Meeting Frequency: (Quarterly: October, January, April, July)

Prioritization of Facility Improvements

The Board recognizes that not all facility improvement needs have the same level of importance. Therefore the Board directs the Superintendent to develop a process to prioritize the relative importance of each facility improvement need. The four following priority groups shall be used in prioritizing capital improvements:

- 1. Priority Group 1 – Critical projects (health and safety)**
- 2. Priority Group 2 – Necessary projects (need to have)**
- 3. Priority Group 3 – Deferrable necessary projects (nice to have)**
- 4. Priority Group 4 – Desirable projects (limited benefits)**

Prioritization of Facility Improvements

Priority Group 1 – Critical Projects

This group includes those projects that are deemed to be of utmost importance. For this reason, projects in this group need to be accomplished as soon as feasible and preferably within a year, subject to the availability of funds. The following are the types of projects that are included in Priority Group 1:

1. Projects involving health and safety (water supply that may become contaminated, poor traffic patterns that endanger pupil safety, potential structural failures, installation of emergency systems, etc.)
2. Projects mandated by law (Americans with Disabilities Act, EPA regulations, state/local health department regulations, code revisions, etc.)
3. Projects necessary to avoid a building or facility being temporarily closed (leaking boiler, cracked combustion chamber in a furnace, etc.)
4. Projects that are necessary to prevent other damage to a building or site (extensive roof leaks that can cause interior damage, severe erosion along foundations and footings, etc.)
5. Projects which retard deterioration or which will cause an inordinate increase in scope or cost if delayed beyond one year (roof deterioration that will impact other building components such as deck, insulation, electrical, flooring, wall finishes, if not corrected, extensive deterioration in pavement that could adversely affect subgrade conditions or that creates a safety hazard if not repaired, etc.)
6. Projects which provide permanent additional capacity housing for students (when current enrollment at a school is greater than 125% of permanent program capacity, permanent facilities or other alternatives for housing students should be provided unless projections indicate a declining enrollment trend.)

Priority Group 2 – Necessary Projects

This group includes those projects that are essential to support the facilities' mission and purpose. Although they are important in nature, they are not as critical and urgent as those projects in Group 1. Group 2 projects should be accomplished within the next five years, subject to availability of funds. Examples include:

1. Necessary preventative repairs and improvements to maintain the integrity of and keep in operation a building or facility (replacement of equipment and systems that have served their useful life, including boilers, electrical panels, roof, floor replacement, pavement overlay, etc.)
2. Projects which provide permanent housing for students (new schools and additions required to permanently house current or projected enrollment not exceeding 125% of permanent program capacity, etc.)
3. Projects which support existing instructional/auxiliary service programs (additions, renovation of open space classrooms, acoustical treatment in instructional areas, renovation of older schools to meet current program standards, renovation to provide functional facilities, etc.)
4. Projects which support the expansion of or changes in instructional/auxiliary service programs (computer classrooms, modular technical education laboratories and similar improvements.)
5. Projects which provide operational efficiencies and economies (energy conservation projects, pavement sealing/overlays, ditch water irrigation systems, HVAC control automation and automated irrigation systems, and projects that provide a substantial cost avoidance or return on investment.)

A large number of capital improvement needs are usually identified as Group 2 priorities. Therefore this priority group is divided into six sub-groups as follows:

Priority Group 2A

Necessary repairs and improvements to maintain the safety and integrity of the building and avoid imminent failure of a building system that would cause the facility to be shut down and/or result in a substantial loss (roof replacement, boiler replacement, heating pipe and domestic water pipe replacement, etc.)

Priority Group 2B

Projects required to house students in permanent facilities on a regular single track schedule (new schools or additions to existing schools where the projected five year future enrollment, based on the most current enrollment projection report, exceeds the permanent program capacity by 20% or more.)

Project Group 2C

Projects which support existing instructional/auxiliary service programs and will provide a substantial return on investment, including acoustical improvements, renovation of classroom facilities and renovation/upgrade of facilities 35 years old and older that have had no major remodeling during the last ten years, including mechanical, electrical, core facility and flooring improvements as required.

Project Group 2D

Projects which support existing instructional/auxiliary service programs, renovation/upgrade of facilities 30 years old and older that have had no major remodeling during the last ten years and site improvement projects required to provide safe and functional site facilities, including mechanical, electrical, core facility and flooring improvements as required.

Project Group 2E

Projects which support existing instructional/auxiliary service programs, renovation/upgrade of facilities 25 years old and older that have had no major improvements during the last 10 years, including mechanical, electrical, core facility and flooring improvements as required.

Project Group 2F

Necessary maintenance or repairs to maintain the site facilities (pavement, drainage and other projects which provide operational efficiencies and economies) and projects that support the expansion of instructional auxiliary service programs (computer labs, modular technical education laboratories, etc.)

Priority Group 3 – Deferrable Necessary Projects

Projects in this group are identical to those in Group 2 except they may be deferred beyond five years.

Priority Group 4 – Desirable Projects

Desirable projects are those that improve the environmental qualities of a building or site above adopted district standards (installation of plantings and shrubs, carpet replacement for aesthetic reasons, etc.)

FIRE PROTECTION SYSTEMS

Fire protection systems are cleaned and inspected yearly. These systems include fire extinguishers, kitchen fire suppression equipment, fire alarms, sprinkler systems, and fire hydrants.

Malfunction of any of these systems is considered an emergency. Contact Facility Maintenance immediately during normal working hours (6:00am-2:30pm) or call the emergency phone number at 376-5592 at any other hour or during a holiday or weekend.

Facility Maintenance will dispatch the appropriate personnel to the site for repairs as needed. Alarm signals will invoke an immediate response. Trouble signals may be handled on the next work day. **If members at the school place a call to the fire protection company, the school will be responsible for any costs associated with the repair.**

The following information is provided for your fire safety.

Common Fire Code Violations in Schools

The Uniform Fire Code and the National Electric Code were developed as loss control tools to prevent fires from starting and/or reduce the amount of damage if a fire starts. We can learn a lot from these codes and apply them to make our schools safer learning environments. The following are some common fire code violations that Facilities Maintenance staff has encountered during visits to district facilities. The Fire Code and/or Electrical Code reference is included for each item.

Clearance to Electrical Panels: Maintain a clear and unobstructed means of access with a minimum of 36 inches and floor to ceiling from the operating face of an electrical panelboard. Sparks may fly out during arcing or short-circuiting and ignite combustible materials placed in front of panels. You may need to get to the panel in a hurry to shut down power and obstructions impede this action.

National Electrical Code Article 111.26 addresses “Spaces About Electrical Equipment.” This article states: Sufficient access and working space shall be provided and maintained about all electric equipment to permit ready and safe operation and maintenance of such equipment.

For example, this electrical equipment will include electrical switchgear, electric panels, electric transformers, electric disconnects, Fire Alarm control panels, Security Alarm panels, etc. This equipment may be located in a designated Electrical Room, a closet, the front office, in a hallway, in the Boiler Room, or any area of a building. Sufficient access and working space around electrical equipment is defined below.

Article 110.26(A), Working Space, states: Working space for equipment operating at 600 volts, nominal, or less to ground and likely to require examination, adjustment, servicing, or maintenance while energized shall comply with the dimensions of 110.26(A) (1), (2) and (3). The following is a summary of this Article.

1. 110.26.A.1 “Depth of Working Space”: If your building has an incoming electrical service of 120/208 volts then it is required that you leave a clear working space of 3 feet (36 inches) in front of all electrical equipment. If your building has an incoming electrical service of 277/480 volts then this clear working space is increased to 3-1/2 feet or 42 inches. If you don’t know, then use the 3-1/2 feet or 42 inch rule.
2. 110.26.A.2 “Width of Working Space”: The width of the working space in front of the electrical equipment shall be the width of the equipment or 30 inches, whichever is greater. In all cases, the work space shall permit at least a 90 degree opening of equipment doors or hinged panels.
3. 110.26.A.3 “Height of Working Space”: The work space shall be clear and extend from the grade, floor, or platform to the height of the top of the equipment or 6-1/2 feet, whichever is greater.

Article 110.26.B “Clear Spaces” states “Working space required by this section shall not be used for storage. When normally enclosed live parts are exposed for inspection or servicing, the working space, if in a passageway or general open space, shall be suitably guarded.”

Extension Cords: The use of extension cords instead of permanent wiring is not permitted. Power strips may be permitted in some limited cases. They are **not** to be used for:

- (1) As a substitute for the fixed wiring of a structure.
- (2) Where run through holes in walls, structural ceilings, suspended ceilings, dropped ceilings, or floors.
- (3) Where run through doorways, windows, or similar openings.
- (4) Where attached to building surfaces (exception: 368,8 “Branches from Busways”)
- (5) Where concealed by walls, floors, or ceilings or located above suspended ceilings.
- (6) Where installed in raceways, except as otherwise permitted in this Code.

(National Electrical Code/National Fire Protection Association Bulletin 70, Ch.400-8)
Flexible Cords and Cables can be used for the following:

Article 527 “Temporary Installations”

- (1) 527.1 “Scope” states: the provisions of this article apply to temporary electrical power and lighting installations.
- (2) 527.2 “All wiring Installations”
- (3) 527.2(A) “Other Articles” states: Except as specifically modified in this article, all other requirements of this Code (2002 NEC) for the permanent wiring shall apply to temporary wiring installations.
- (4) 527.2(B) “Approval” states: Temporary wiring methods shall be acceptable only if approved based on the conditions of use and any special requirements of the temporary installation.
- (5) 527.3(B) “90 Days” states: Temporary electrical power and lighting installations shall be permitted for a period not to exceed 90 days holiday decorative lighting and similar purposes.
- (6) If you use an extension cord for “holiday decorative lighting and similar purposes” as permitted in NEC Article 527.3(B) then it has to meet the requirement of article 240.5(B)(3) “Extension Cord Sets”.

(7) 240.5(B)(3) “Extension Cord Sets” states: Flexible cord used in listed extension cord sets or in extension cords made with separately listed and installed components, shall be permitted to be supplied by a branch circuit of Article 210 in accordance with the following: 20-ampere circuits-16 AWG and larger.

(8) The uniform Fire Code also addresses the use of extension cords in article 11.1.5. It also states that extension cords shall not be used in the place of permanent wiring.

(9) To summarize: The use of extension cords should be held to a bare minimum and only used for short periods of time. They should never be used in the place of permanent wiring of the building. Be careful to never electrically overload an extension cord. You must never load an extension cord with more amps than the manufacturer has the cord listed for. Any extension cord must have an intact ground prong (the round one). If the ground prong is missing or broken then whatever appliance you are using the extension cord for will not be grounded. This is a serious fire and/or electrocution hazard.

Obstructed Exits: Do not obstruct exits in any manner to render the means of egress hazardous. (Uniform Fire Code 14.4) Do not store combustible materials in exits. Do not store any materials or furniture, student desks or learning carousels that may obstruct egress or cabinets that may topple over near exit doors.

Storage in Corridors: Maintain the corridor to a width of at least six feet. (Uniform Building Code 14.4.2) Remember, if a fire breaks out in your school, heavy smoke may reduce visibility and obstructions will slow down or prevent emergency exit from the building and hallways.

Interior Doors Blocked Open: Do not wedge classroom doors open at any time by any means. Open doors allow smoke to spread from a classroom to a hallway and vice versa in a fire.

Exit Illumination: Provide proper lighting for exit signs at all times. (Uniform Fire Code Section 14.4) Replace burned out light bulbs on exit signs immediately, if they have light bulbs. If you cannot repair an exit light then you need to notify the Facilities Management office as soon as possible.

Provide Emergency Lighting: Provide battery-powered emergency lighting in assembly rooms, interior stairways and hallways, and other means of egress so that occupants can exit in an orderly manner in case of an emergency with failure of normal lighting. (UFC 14.13) Some buildings use a generator in addition to, or instead of, a battery operated system. If you cannot repair an emergency light you need to notify the Facilities Maintenance office as soon as possible.

Storage in Mechanical Rooms: Do not store combustible materials in boiler rooms, mechanical rooms, or electrical equipment rooms. Electrical equipment can create sparks, which can ignite combustibles.

Storage near Ceiling: Maintain at least 24 inches of clear space between the top of storage and the ceiling of a non-sprinklered building to control fire hazards.

Storage near Sprinkler Heads: Maintain at least 18 inches of clear space between the top of storage and the ceiling sprinkler deflectors so they can provide adequate water distribution in event of a fire.

Heater Clearance: To reduce possible fire hazards in storage areas, maintain a clearance of not less than three feet in all directions between stored materials and unit heaters, radiant space heaters, duct furnaces, and flues, etc. in accordance with the clearances shown on the approved agency label. (National Fire Protection Association Bulletin 231, Ch. 4-2.4)

Fire Alarm Pull Stations: Do not put anything in front of a Fire Alarm pull station in any manner that would block its use or make it not readily visible.

Electrical Appliances in Teachers Lounges: Teachers lounges/break rooms are areas where we tend to have overloaded electrical circuits. No schools/sites teachers lounges are electrically designed to have unlimited electrical capacity. A 20 amp electric circuit, which is what most of our general use electrical circuits are, has a maximum capacity of 2400 watts at 120 volts (120 volts x 20 amps = 2400 watts). The National Electric Code only allows us to load this 2400 watt circuit to 80% of capacity, which means a typical 2400 watt (20 amp) circuit is only allowed to carry a maximum of 1920 watts or generally speaking about 16 amps. If a circuit breaker trips, the circuit is either overloaded or damaged or the appliance has malfunctioned. If the appliance malfunctions it needs to be thrown away or repaired. The Facility Maintenance Department does not work on appliances. We only work on the building electrical system, not equipment that is plugged into the system. As a general rule, to tell if a circuit is overloaded, just add up the amperage rating of all of the appliances/equipment that are plugged into that circuit and the total should not be more than 16 amps. If the total is more than 16 amps, some of the appliances will have to be either removed or moved to another circuit that has available electrical capacity. If a circuit breaker trips please do not just keep resetting the electric circuit breaker! The circuit breaker is telling you that there is an electrical problem with that circuit and unless it is corrected the problem will degrade the components of the electric system of the school and could create a fire and/or safety problem. The following is a list of appliances that we typically find in teachers lounges and amperages they are typically rated for. Each electrical appliance should have its electrical rating on the appliance.

1. Microwave: 6 to 13 amps
2. Refrigerator: 6 to 10 amps
3. Toaster: 10 amps
4. Coffee maker: 8 amps to 16 amps
5. Soft drink vending machine: 9 to 12 amps
6. Candy vending machine: 3 amps
7. Popcorn maker: 12 amps
8. Hot plate: 10 amps
9. Electric space heaters: 7 amps to 15 amps

Places of Assembly: The most obvious “Places of Assembly” in a school district are the Auditoriums and the Gymnasiums. Article 518 of the National Electric Code (2002) lists these areas as “Places of Assembly” These areas are particularly important because quite often there

can be up to several hundred people in these areas at one time. This article tells us that there are only a few types of electrical wiring systems that are allowed within these areas.

In addition to being a “Place of Assembly”, Article 518 of the National Electric Code, Auditoriums are also listed by the National Electric Code as “Theaters, Audience Areas of Motion Picture and Television Studios, Performance Areas, and Similar Locations” (Article 520 of the National Electric Code).

Below is some information on both of the above mentioned codes.

Places of Assembly (Article 518 of the 2002 NEC): Generally speaking they are Buildings or Areas of Buildings that are specifically designed or intended for the assembly of 100 or more people. Article 518.2A specifically lists “Auditoriums within Schools” and “Gymnasiums” as places of assembly.

Theaters, Audience Areas of Motion Picture and Television Studios, Performance Areas, and Similar Locations (Article 520 of the 2002 NEC): This article covers the Auditoriums within our school buildings.

520.1 Scope. This article covers all buildings or that part of a building or structure, indoor or outdoor, designed or used for presentation, dramatic, musical, motion picture projection, or similar purposes and to specific audience seating areas within motion picture or television studios.

The Special requirements of article 520 apply only to that part of a building used as a theater or for a similar purpose and do not necessarily apply to the entire building. For example, the requirements of article 520 would apply to an auditorium in a school building used for dramatic or other performances. The special requirements of this chapter apply to the stage, auditorium, dressing rooms, and main corridors leading to the auditorium, but not to other parts of the building that are not involved in the use of the auditorium for performances or entertainment. The theater space may be a traditional theater, where the audience sits in the auditorium (house) facing the proscenium arch and views the performance on the stage on the other side of the arch, or other spaces, such as a simple stage platform, either indoors or outdoors, with seats on three of four sides facing the platform.

Following are some areas of concern for us in Facilities Management that have to do with the Auditoriums and Gymnasiums of Eagle County School District. If you need more information on this NEC article, feel free to call us. It is our intent to keep everyone who attends a function at one of our schools safe and able to evacuate a building in case of an emergency.

1. Temporary power cords: All power cords shall be listed as Extra Hard Usage (520.68). The standard orange extension cords that we find in most of our schools are not listed as Extra Hard Usage cords and should not be used in this area of the school. Also, see the article above concerning extension cords in general. Some cords that are listed as Extra Hard Usage are types S, SE, SEW, SEO, SEOW, SEOO, SEOOW, SO SOW, SOO, SOOW, ST, STW, STO, STOW,

STOO, STOOW. One of these designations has to be stamped on the cord before it is listed as an Extra Hard Usage cord.

2. All lights fixtures shall be
 - A. Constructed and listed for use in an Auditorium.
 - B. Suitably stayed and supported.
 - C. Designed so that the flanges of the reflectors or other adequate guards protect the lamps from mechanical damage and from accidental contact with scenery or other combustible material.

3. Emergency and Exit Lighting: Check to make sure all of the Emergency and Exit lights are working properly once every 30 days. They need to be tested for a minimum of 30 seconds every 30 days and for 90 minutes every 12 months. This includes stage, auditorium, dressing rooms, and main corridors leading to the auditorium.

GROUNDS MAINTENANCE AND GENERAL SUPPORT

Facility Maintenance hires landscaping staff for work June-August.

Following is a brief outline of the responsibilities of the Facility Maintenance Department.

- Maintenance of athletic fields and tracks
- Sprinkler system controls and watering schedules
- Grassed areas around buildings, outside sidewalks except where noted at specific schools
- Maintain all shrubs and trees throughout the District
- New and old landscaping projects as approved
- Snow removal on all parking lots, roads, and fire lanes. (All walks and inside patio areas are taken care of by the schools.)
- Playground areas
- Annual artificial turf field maintenance (by outside contractor)
- High School artificial turf field spring snow removal (once in the spring) to be completed by April 1

IRRIGATION

- Irrigation systems will typically be turned on after spring thaw.
- Irrigation systems will be shut down in early October.
- As soon as any deficiencies are noticed, report immediately through the work order system.
- Note: The following sites are “dirty water systems” using ditch water for irrigation: GCMS, RHES, EVHS, GES, BCES, BMHS, JCES, BCMS, RCHS, EES, MMS, DJS

HAZMAT PROCEDURES

It is the responsibility of each school to be in compliance with requests from fire prevention officials, Health Department officials, or EPA designees. The ultimate purpose of HAZMAT inspectors is to assure the public that our buildings are operating in a safe environment.

- All buildings should have flameproof cabinets for classroom and custodial supplies. If conditions warrant, multiple cabinets will be required.
- Only water-based paints are to be used and stored in district facilities.
- Aerosol products are not recommended for use in schools, however if aerosols are being used for any purpose, they must be stored in flameproof cabinets.

If at any time there is a spill of any hazardous material, contact Facility Maintenance immediately. The area where the spill is located must be vacated at once. At the same time, the ventilation system should be shut down and any available windows or doors to the outside should be opened. Facility Maintenance will dispatch the appropriate personnel.

HAZMAT SCHEDULE OF INSPECTIONS

The following areas are subject to Health Department and EPA inspections:

- Science room chemicals
- Labeling of all chemicals
- Verification that no chemicals are on the Colorado Department of Health 'prohibited' list (A printed list from the CDPHE website follows this section.)
- Proper storage and compatibility
- Flammable cabinets free of debris and materials and/or equipment is not stored on top.
- Proper ventilation.
- Nothing should be hanging on sprinkler lines
- All fire exits are to be free of clutter
- MSDS books must be in the proper locations
- Documentation of fire drills
- Proper storage of custodial supplies
- Proper NFPA labeling

List of prohibited and restricted chemicals in schools, printed from Colorado Department of Public Health, rules for schools section. Inserted here.

The latest prohibited chemicals list can be obtained from the CDPHE website, it is currently Appendix A, Appendix B and Appendix B2 of

www.cdphe.state.co.us/regulations/consumer/101006schools.pdf

2003 INTERNATIONAL FIRE CODE: WALL AND CEILING COVERAGE

Below is a summary of the 2003 International Fire Code which governs hanging flammable materials in buildings. It is mandated by the IFC that nothing is to be hung from ceilings as well as the percentage of walls that can be covered. It is the responsibility of the building administrator to convey this information to all teachers and staff.

703.3 CEILINGS:

The hanging and displaying of salable goods and other decorative materials from acoustical ceiling systems that are part of a fire-resistance-rated floor/ceiling or roof/ceiling assembly shall be prohibited. NFPA 101, Section 15.7.4.3:

Artwork and teaching materials shall be permitted to be attached directly to the walls in accordance with the following:

1. The artwork and teaching materials shall not exceed 20 percent of the wall area in a building that is not protected throughout by an automatic sprinkler system in accordance with Section 9.7
2. The artwork and teaching materials shall not exceed 50 percent of the wall area in a building that is protected throughout by an automatic sprinkler system in accordance with Section 9.7

INDOOR AIR QUALITY

Indoor Air Quality (IAQ) has been identified as a public health concern having a significant impact on public school systems. The goals of Facility Maintenance include providing an environment that is most conducive to the educational mission. There may be times when staff members question the quality of the indoor environment. In this situation it is assumed a staff member will bring this concern to the attention of their building principal.

The first step is for the building principal to fill out an *Environmental Assessment Request*. This questionnaire should be forwarded to Facility Maintenance. After we receive this survey, technicians will be sent to the site to check all equipment, the interior of the building, and other associated elements. Once all data is collected, the district risk manager will determine if we will seek advice from an outside consultant for further determination of the affected areas.

Instructions for completing the Environmental Assessment Request

The Environmental Assessment Request form is intended to cover all occupants of the building and the attendance of all occupants of the building throughout the school year in which the complaint is filed. The name of the primary complainant should be entered under “Initiator’s Name” with the initiator’s position entered under “Title”. If other occupants have similar complaints, there is an area for their names.

For completing information under “Symptoms”, “Timing Patterns”, “Spatial Patterns”, and “Additional Information” a one-on-one meeting should be conducted between the initiator and the administration. Information under “Misc. Information” regarding the number of students, number of staff, student population age may be filled out by the secretarial staff. However, all other information in this section should be filled out by an administrator.

Environmental Assessment Request

(To be filled out by site administrator)

Building Name: _____ Date: _____

Initiator's Name: _____ Title: _____

Room # _____

Symptoms

What kind of symptoms or discomfort are you experiencing: _____

Are you aware of other people with similar symptoms or concerns? Yes ___ No ___

If yes, what are their names and room locations? _____

Do you have any health conditions that may make you sensitive to environmental issues?

_____ Contact lenses

_____ Chronic cardiovascular disease

_____ Undergoing chemo or radiation

_____ Allergies

_____ Chronic respiratory disease

_____ Chronic neurological problems

_____ Immune system suppressed by disease or other causes

Timing Patterns

When did your symptoms start? _____

Generally, when are they the worst? _____

Generally, when do they go away? _____

Do your symptoms coincide with a particular event at your site? _____

Spatial Patterns

Where are you when you experience symptoms or discomfort? _____

Where do you spend most of your time in the building? _____

How many hours do you spend in the building? _____

How many room occupants are there in the room when you have symptoms or discomfort? _____

How many years have you been at this building? _____ Are you new to Colorado? _____

Additional Information

Do you have any observations about building conditions that might need attention or might help explain your symptoms? _____

Have you sought medical attention for your symptoms? _____

Do you have any other comments? _____

Misc. Information (To be answered by site administrator)

Number of students: _____ Number of staff: _____

Student population age: _____ Primary _____ Secondary _____ Other

Excessive student absences? _____ Yes _____ No

If yes, give date and reason for absence: _____

Number of complaints, date, and time: _____

Source of complaints (number of staff, students, parents) _____

Completed by: _____ Date: _____

Principal Signature: _____ Date: _____

LAMP REPLACEMENT

The custodial team is to be responsible for the replacement of individual lamps in all facilities. Below is a list identifying all lamps the custodial team is responsible for ordering and replacing. Always replace lamps and check switches and breakers before submitting a work request for ballast replacement or other possible failures.

- All fluorescent lighting in halls, classrooms, storage areas, offices, electrical and mechanical rooms.
- All decorative and architectural fixtures.

Below is a list of lamps Facility Maintenance will replace:

- Parking lot lights
- Exterior soffit and wall packs
- Auditorium lights
- Stairwell lamps that cannot be accessed with a ladder

It is the responsibility of the custodial staff to submit a work request immediately when reporting exterior lamps that do not come on, or which need to have the schedule adjusted.

OUTSIDE USE OF SCHOOL FACILITIES

Principals are responsible for giving permission for use of their building. In some cases, ECSD creates “Memos of Understanding” or MOU’s to identify use criteria. In other cases, a formal lease agreement is entered into.

Copies of all agreements should be sent to the Facility Maintenance Department and the Director of Finance. Proof of insurance is required for all outside users. Certificates should name the School District as “additional insured” for a minimum of \$1 million.

Make sure to submit “use times” to Maintenance for HVAC scheduling at least 72 hours in advance.

PAINING

- ◆ Interior painting is permitted only by trained custodial staff.
- ◆ Only approved district paint colors are allowed.
- ◆ Under no circumstances are ceiling tiles to be painted, as this violates Fire Code.

Art projects may not be painted directly on building surfaces. If this rule is violated, the school budget will be charged to immediately return the building to original condition.

PLAYGROUNDS

Inspections of playground equipment include:

- Site conditions – infill material, retaining systems, drainage, and fences.
- Slides
- Climbing equipment
- Composite play structures
- Swings
- Rockers

Inspections should be done by the building custodial staff monthly. The inspectors will look at the elements listed above with special attention to sharp edges and corners, loose parts, missing parts, protruding objects, entrapments, trip hazards, anchors, footers, chains, ‘S’ hooks, and swing seats.

It is the responsibility of each school to report any conditions that might be deemed unsafe, such as loose parts, broken parts, or vandalism. Building custodians are responsible for shoveling or raking infill materials back into worn areas under equipment receiving repetitive use such as slides and swings. This should be done daily and will ensure that fall zones have sufficient resilient surfacing material to keep users safe. Sidewalks and asphalt areas should be swept or blown weekly to make certain these areas are free of sand or pea gravel that might present a slip hazard.

When planning for the installation of new playgrounds or individual elements, a building modification form must be submitted. All installations or new and/or individual elements require approval and a building permit. For more information, contact the Director of Facilities.

(See following examples of custodial inspection sheets.)

Public Playground Safety Checklist

Here are 10 important tips for parents and community groups to keep in mind to help ensure playground safety.

- 1** Make sure *surfaces* around playground equipment have at least 12 inches of wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.
- 2** Check that protective *surfacing extends* at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.
- 3** Make sure play structures more than 30 inches high are *spaced* at least 9 feet apart.
- 4** Check for *dangerous hardware*, like open "S" hooks or protruding bolt ends.
- 5** Make sure *spaces* that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.
- 6** Check for *sharp points or edges* in equipment.
- 7** Look out for *tripping hazards*, like exposed concrete footings, tree stumps, and rocks.
- 8** Make sure elevated surfaces, like platforms and ramps, have *guardrails* to prevent falls.
- 9** Check *playgrounds regularly* to see that equipment and surfacing are in good condition.
- 10** *Carefully supervise children* on playgrounds to make sure they're safe.

For additional copies, write: Playground Checklist, CPSC, Washington, DC 20207; call CPSC's toll-free hotline at 1-800-638-2772; or visit CPSC's web site at www.cpsc.gov.

APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

Surfacing (§2.4)

- Adequate protective surfacing under and around the equipment.
 - Install/replace surfacing
- Surfacing materials have not deteriorated.
 - Replace surfacing
 - Other maintenance: _____
- Loose-fill surfacing materials have no foreign objects or debris.
 - Remove trash and debris
- Loose-fill surfacing materials are not compacted.
 - Rake and fluff surfacing
- Loose-fill surfacing materials have not been displaced under heavy use areas such as under swings or at slide exits.
 - Rake and fluff surfacing

Drainage (§2.4)

- The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.
 - Improve drainage
 - Other maintenance: _____

General Hazards

- There are no sharp points, corners or edges on the equipment (§3.4).
- There are no missing or damaged protective caps or plugs (§3.4).
- There are no hazardous protrusions (§3.2 and Appendix B).
- There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts (§2.5.2, §3.2, §5.3.8.1 and Appendix B).
- There are no crush and shearing points on exposed moving parts (§3.1).
- There are no trip hazards, such as exposed footings or anchoring devices and rocks, roots, or any other obstacles in a use zone (§3.6).

Security of Hardware (§2.5)

- There are no loose fastening devices or worn connections.
 - Replace fasteners
 - Other maintenance: _____
- Moving parts, such as swing hangers, merry-go-round bearings, and track rides, are not worn.
 - Replace part
 - Other maintenance: _____

Durability of Equipment (§2.5)

- There are no rust, rot, cracks, or splinters on any equipment (check carefully where it comes in contact with the ground).
- There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps, or rungs).
- There are no damaged fences, benches, or signs on the playground.
- All equipment is securely anchored.

Leaded Paint (§2.5.4)

- Paint (especially lead paint) is not peeling, cracking, chipping, or chalking.
- There are no areas of visible leaded paint chips or accumulation of lead dust.
 - Mitigate lead paint hazards

General Upkeep of Playgrounds (§4)

- There are no user modifications to the equipment, such as strings and ropes tied to equipment, swings looped over top rails, etc.
 - Remove string or rope
 - Correct other modification
- The entire playground is free from debris or litter such as tree branches, soda cans, bottles, glass, etc.
 - Clean playground
- There are no missing trash receptacles.
 - Replace trash receptacle
- Trash receptacles are not full.
 - Empty trash

NOTES:

DATE OF INSPECTION:

INSPECTION BY:

SNOW MANAGEMENT

During the course of the winter, facilities personnel and their contractors engage in removal of snow from district parking lots and driveways. Contractors are under the direction of the Facility Maintenance Department and are not allowed to take direction from building personnel. This requirement must be followed so that a coordinated effort may be conducted. Below is a summary of services provided by facilities maintenance and the responsibilities of building personnel.

| <i>AREAS</i> | <i>RESPONSIBLE PERSONNEL</i> |
|-------------------------------|-------------------------------------|
| Parking lots..... | Facility Maintenance |
| Driveways..... | Facility Maintenance |
| Drop-off areas..... | Facility Maintenance |
| Some playground surfaces..... | Facility Maintenance |
| | |
| Entryways..... | Building Custodians |
| Sidewalks..... | Building Custodians |
| Plazas and courtyards..... | Building Custodians |
| Play areas | Building Custodians |

If further snow removal support is needed, the building manager should call Facility Maintenance to coordinate assistance.

TRASH REMOVAL SERVICE

Basic trash removal is a service that is contracted annually by the Facility Maintenance department. Any problems or concerns with the day-to-day operations should be reported to Facility Maintenance at 328-1324.

When your site has activities that generate more debris than the container will hold, call Facility Maintenance as soon as possible to request an extra pickup.

UTILITY SHUTOFFS

It is imperative that all administrators, building managers, and custodians know the location of utility shutoffs in their buildings. Water is the only utility that building personnel are authorized to shut off.

Building personnel should review the location of all utility shutoffs twice each year. When a major water leak results because of pipes that have burst, water should be isolated immediately. It is the responsibility of the principals to inform office managers, and designated staff of these locations.

It is the responsibility of the principal to maintain a posted map of utility shutoffs for emergency personnel. We suggest adding a copy of your map to this manual.

UTILITY OUTAGES

An outage at any ECSD site is considered an emergency situation. All facilities have emergency lighting. If a power outage occurs at your site, contact the utility provider immediately, then notify Facility Maintenance. Facility Maintenance personnel may be dispatched to the facility to monitor the outage and to check all equipment. Most power outages are typically rectified within two hours.

Many of our sites are surrounded by new construction. Contractors in the area are sometimes responsible for unplanned utility outages.

If any utility outage occurs outside of normal business hours, (6:00am-2:30pm), call the emergency phone number at (970) **376-5592** after the utility provider has been notified.

Utility Issues and Outages:

1. Call utility provider immediately.
2. Advise Maintenance office at 328-1324. If phone goes to voice mail, please leave a message for “Urgent” issues.

(Place your building’s utility provider numbers here.)

Natural Gas Safety Response

When there is a verified, significant odor of natural gas or propane within the building:

1. Evacuate the building
2. Call 911
3. Notify Maintenance

Note: Some areas of our buildings do not even have gas lines. Some propane tanks, when filled, emit an odor for a short time. Work and coordinate with your Lead Custodian, Kitchen Manager, and assigned Maintenance Building Technician to become familiar with the nuances of your building’s operation to allow for making judgment calls and decisions.

Always default on the side of safety.

VANDALISM, THEFT, AND CRIMINAL ACTIVITY

GLASS BREAKAGE

Broken windows and other glass breakage **must be reported to Facility Maintenance immediately**. An insurance investigation report must be filed, with copies faxed to Risk Management (328-1024) and Maintenance (328-1336) before the glass company can be contacted to replace the window. Failure to do so will result in the building paying for all glass replacements.

In the case of vandalism, a police report should also be filed. In the event there is glass breakage on weekends, holidays, or between the hours of 2:30pm and 6:00am, call the emergency phone at 376-5592 to board up affected areas if required. The school staff is expected to clean up the area as needed.

VANDALISM

Graffiti

To report graffiti, school personnel should call Facility Maintenance during normal working hours (6:00am-2:30pm). Photograph the graffiti and file a police report.

Facility Maintenance should be called when graffiti is on brick, cinder block, or concrete. All graffiti on painted surfaces is to be removed or painted over by building staff as quickly as possible. This includes interior surfaces, wood and exterior drywall surfaces, and all portable classrooms. Any vandalized surfaces that are above ten feet shall be the responsibility of Facility Management.

Note: It is important to use the appropriate stain-blocker prior to painting over graffiti (such as Sherwin-Williams Prime Right). Contact Maintenance for assistance with specifications and procedures for cleanup.

Be aware that the graffiti removal equipment and materials used by Facility Maintenance may cause surfaces to change appearance through the removal process. Vandalism clean-up is the responsibility of the site with support from Facility Maintenance personnel.

MISCELLANEOUS

Occurrences of theft, burglary, vandalism, or other criminal events must be reported to local law enforcement authorities. File a police report and a District Incident Report. Call Facility Maintenance for emergency needs that require immediate response, and follow up with a work request.

WORK REQUESTS

Building maintenance and emergency requests are submitted via internet to iService.desk.

Work requests are not used for requesting “project modification” or “capital expense” projects. Facility modifications must be submitted on a “building modification form”. (See “Facility Modification” section.) Current state codes require us to submit for permits for many routine items. Design, engineering and permit fees will be charged to the project.

Project work can be expected to take longer, and be a lower scheduling priority, since projects are not considered critical work.

SCHEDULING PRIORITIES

| | |
|------------------|--|
| <u>Normal</u> | Up to 30 days |
| <u>Deferred</u> | School schedule/weather/budget constrained |
| <u>Urgent</u> | Soonest possible scheduling |
| <u>Emergency</u> | Call office for immediate response due to imminent damage to property or people. If phone is not answered, leave a message. After hours, call the emergency phone. |

“**Hey you**” requests are never appropriate. Maintenance staff is directed to advise all employees to use iService.desk to request work.



Staff Year-End Checkout Process

(secure this form to the inside of the door with blue tape as you leave for the summer)

Staff Member Name _____

Room Number/Location _____

1. Itemize specific custodial needs (beyond standard general clean):

2. Items in need of repair. (Custodian will fill out appropriate work orders over the summer.)

3. Remove all plants from the room for the summer.
4. Remove all fish, animals from the room for the summer.
5. Dispose of outdated educational materials.
6. Remove all personal items and personal appliances from the room.
7. De-clutter the room and remove all decorations in preparation for general cleaning by the custodial staff.
8. Appropriately secure all District assets.
9. Check in keys to the Office Manager