

Manhattan-Ogden USD 383 Maintenance and Facilities Procedures

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MANHATTAN-OGDEN USD383
MAINTENANCE DEPARTMENT
2031 CASEMENT ROAD
MANHATTAN, KANSAS 66502

Welcome to USD 383. We are glad you are here. This document was developed to provide an overview of our District Maintenance Department and should serve as a guide for current and future building administration to answer questions about proper procedures for maintenance related items. This overview will be updated periodically. We hope that you find some benefit in the information provided.

Our District Maintenance office is housed in the Keith Noll Maintenance Center located at 2031 Casement Road. Our team supports and maintains approximately 1.3 million square feet of building spaces and just under 300 acres of grounds at the District's 21 locations. Post 2018 bond estimates an additional 272,000 square feet being added, which would increase our square footage to just under 1.6 million square feet.

We serve the following locations:

- Two High School Campuses
 - East Campus – 7.7 acres
 - West Campus – 25.9 acres
- Two Middle Schools
 - Anthony – 39.1 acres
 - Eisenhower – 33.7
- Four Small Elementary Schools
 - Bluemont – 2.9 acres
 - Ogden – 2.9 acres
 - Theodore Roosevelt – 2.9 acres
 - Woodrow Wilson – 2.9 acres
- Five Large Elementary Schools
 - Amanda Arnold – 10.3 acres
 - Frank Bergman – 9.5 acres
 - Lee – 8 acres
 - Marlatt – 10 acres
 - Northview – 15.9 acres
 - Future school at Blue Township – 22 acres
- Two Early Learning Buildings
 - College Hill – 2.1 acres
 - Eugene Field – 2.6 acres
- Six District Support Staff Locations
 - Bishop Stadium – 19 acres
 - Central Kitchen/Warehouse – 3 acres
 - Keith Noll Maintenance Center – 3 acres
 - Robinson Education Center – 1.5 acres
 - Transportation – 3 acres
- Three vacant properties
 - 600 Osage - .17 acres
 - Blue Township Property – 50 acres
 - Miller Ranch Property – 20.3 acres

Our full team consists of 102 full-time and part-time employees.

The custodial team consists of 86 total employees covering both day and evening shifts. Our typical day custodian works a 6:00am-3:00pm shift (Monday-Friday), while an evening shift custodian works a 3:00pm-12:00am shift (Monday-Friday). Each custodian will clock out for an hour usually from 7:00pm-8:00pm, unless building usage requires a flex lunch to cover an event. Two 15 minute breaks are also provided. Below is a breakdown of our custodial team:

- (55) Full-time custodians
- (3) Half-time custodians
- (14) Part-time substitute custodians to cover absences on evening shift
- (14) Summer substitute custodians to help with summer deep cleaning and grounds duties

Our maintenance team consists of 16 total employees including:

- (1) Director
- (1) Assistant Director of elementary and early learning sites
- (1) Assistant Director of secondary and support services sites
- (1) Administrative Assistant
- (2) Turf Maintenance Technicians
- (2) Electricians
- (1) Plumber
- (1) Carpenter
- (1) Painter
- (4) HVAC Technicians
- (1) Locksmith

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1. ATHLETIC FIELD MAINTENANCE

Athletic fields exist at Eisenhower Middle School, Anthony Middle School, Bishop Stadium, and Manhattan High School West Campus. Athletic fields at those locations are maintained by USD 383 Maintenance. The Athletic Director at each site is responsible for submitting a SchoolDude request for the first field painting of the year. This request should be submitted no later than two weeks before the first painting is required. Work order should include an event schedule, so that paint can be touched up as needed prior to events. USD 383 Maintenance will provide the following services at the sites listed:

- Bishop
 - Clean up after events
 - Sweep and groom synthetic field as needed
 - Set up scoreboard and field for soccer and football games
 - Mow and trim within the fenced area of the stadium
 - Add sand to jumping pits as needed per athletic director SchoolDude request
 - Maintain and repair irrigation system on sloped areas
- MHS-West Campus
 - Aerate fields annually or as needed
 - Mow practice fields
 - Paint fields - first painting and touch up/repaint as required during sports season
- Eisenhower Middle School
 - Aerate fields annually or as needed
 - Mow practice and game fields
 - Paint fields – first painting and touch up/repaint as required during sports season
 - Maintain and repair irrigation systems on game and practice fields
 - Provide cleanup assistance through building custodial team
 - Add sand to jumping pits as needed per athletic director SchoolDude request
- Anthony Middle School
 - Aerate fields annually or as needed
 - Mow practice and game fields
 - Paint fields – first painting and touch up/repaint as required during sports season
 - Maintain and repair irrigation systems on game and practice fields
 - Provide cleanup assistance through building custodial team
 - Add sand to jumping pits as needed per athletic director SchoolDude request

Athletic Directors/Coaches will be responsible for removing track equipment (mats, pits, etc.) from storage facilities at the beginning of the season and will also be responsible for taking these items back to storage facilities. This setup allows student athletes to assist with setting up and taking down equipment, thereby learning how to properly set up equipment while spreading the work out amongst many hands. Maintenance will provide a maintenance team member to assist with packing the equipment back into the storage area at Bishop only.

Any issues with those fields should be reported using SchoolDude. For emergencies at those sites, contact Jack Platt, Assistant Director of Maintenance for Secondary Schools and Support Services.

In addition to the above District owned athletic fields, several other non-district sites are used for District athletics. Those sites are Cico Park (owned by Riley County) which is used for track and field events,

Warner Park (owned by the City of Manhattan) which is used for cross country events, Norvell Field (owned by the City of Manhattan) which is used for baseball, and Annenberg Park (owned by the City of Manhattan) which is used for softball, soccer, and cross country. USD 383 Maintenance provides mowing and painting of the cross country course at Warner Park, painting of the cross country course at Annenberg Park, and painting of the field event areas and installation of discus net at Cico Park. Any issues with those fields other than USD 383 responsibilities listed above should be addressed by contacting the owner listed.

2. BACKFLOW PREVENTER TESTING

Backflow prevention devices are located on several water systems throughout our district buildings. They are required by local codes to prevent backflow contamination of the City's fresh potable water system. The City requires an annual inspection of each device by a certified technician. USD 383 Maintenance will coordinate the annual device inspection at the following sites for the systems listed:

- Amanda Arnold – fire sprinkler system – Jayhawk Fire
- Anthony Middle School – HVAC, irrigation, and boiler systems – Thermal Comfort
- Anthony Middle School – fire sprinkler system – Jayhawk Fire
- Bluemont – fire sprinkler system – Jayhawk Fire
- Eisenhower Middle School – HVAC, irrigation, and boiler systems – Thermal Comfort
- Eisenhower Middle School – fire sprinkler system – Jayhawk Fire
- Eugene Field – irrigation system – Thermal Comfort
- Frank Bergman – boiler system and HVAC system – Thermal Comfort
- Keith Noll Maintenance Center – boiler system – Thermal Comfort
- Lee – boiler, HVAC, and irrigation systems – Thermal Comfort
- Lee – fire sprinkler system – Jayhawk Fire
- Marlatt – boiler system and HVAC system – Thermal Comfort
- Marlatt – fire sprinkler system – Jayhawk Fire
- MHS-East Campus – boiler and HVAC systems - Thermal Comfort
- MHS-East Campus - fire sprinkler system – Jayhawk Fire
- MHS-West Campus – boiler, HVAC, and irrigation systems – Thermal Comfort
- MHS-West Campus – fire sprinkler system – Jayhawk Fire
- Northview – boiler, HVAC, and irrigation systems – Thermal Comfort
- Northview – fire sprinkler system – Jayhawk Fire
- Ogden – boiler system and HVAC system – Thermal Comfort
- Ogden – fire sprinkler system – Jayhawk Fire
- Theodore Roosevelt – fire sprinkler system – Jayhawk Fire
- Theodore Roosevelt – irrigation system – Thermal Comfort
- Woodrow Wilson – fire sprinkler system – Jayhawk Fire

3. BURGLAR ALARM SYSTEMS AND AFTER HOURS SIGN IN

All USD 383 buildings are equipped with burglar alarm systems to prevent unauthorized entry into the building after hours. It is the responsibility of each building administrator to implement and maintain an after-hours sign in/sign out procedure at their respective building to prevent false alarm calls. Most buildings already have a sign-in/sign-out sheet next to the alarm keypad at their building. This sheet should include the following column headings: date, name, time in, and time out. All individuals entering the building on non-school days or after hours should enter through the exterior door where the alarm keypad is located. They should first check to see if the alarm is armed and disarm it if needed. After the alarm is disarmed they should sign in on the sign-in/sign-out sheet and proceed into the building. When exiting the building, they should sign out using the same sheet. If no one else is signed in, then the individual should rearm the alarm and exit the building. Care should be taken to prevent rearming the alarm if the building is still occupied.

In the event that the burglar alarm is set off, the alarm monitoring company will attempt to call the main office of the building where the alarm is sounding. If the alarm is set off, proceed to the main office and answer the phone, giving the operator the passcode to cancel the alarm. Any employee with after-hours access should know how to operate the alarm and should know the passcode needed to cancel the alarm. If the main office phone is not answered, the alarm monitoring company will place a second call to the building administrator's cellular phone. If there is no answer from the building administrator, the alarm monitoring company will continue down the emergency contact list for each building. If they reach the end of the list without anyone answering, they will call Riley County Police Department to dispatch an officer to the location.

1. Building Main Office
2. Building Administrator Cellular Phone
3. Maintenance On-Call Technician Phone
4. Maintenance 1
5. Maintenance 2
6. Maintenance 3
7. Maintenance 4
8. Maintenance 5
9. Maintenance 6
10. Maintenance 7
11. Maintenance 8
12. Maintenance 9
13. Maintenance 10
14. Maintenance 11
15. Riley County Police Department

Questions regarding the operation of your building burglar alarm system should be directed towards the Assistant Director of Maintenance who oversees your respective building.

4. CAPITAL OUTLAY PROJECTS AND REQUESTS

Our district uses capital outlay funds for a variety of uses, whether it be new buses at Transportation or computers/tablets for our Technology Department. These funds are also utilized by our Maintenance Department for capital improvement projects at all District locations. Some examples of capital

projects are; furniture, roof replacement, HVAC replacement, plumbing repair, masonry repair, parking lot repair, sidewalk repair, asbestos abatement, electrical upgrades, new custodial/maintenance equipment, window and door replacement, floor covering, fencing, and security upgrades. Most of these major building improvements are on a schedule to be entered into the capital outlay budget when they are nearing the end of their useful life. If building administrators have a specific capital outlay project they would like to submit for their respective building, they will need to fill out the necessary **REQUEST FOR BUILDING CAPITAL OUTLAY** request form and return to the Director of Facilities and Maintenance no later than February 1st, to have it considered for the upcoming fiscal year.

REQUEST FOR BUILDING CAPITAL OUTLAY PROJECT

Fiscal year: _____ District Facility: _____

District Administrator submitting request: _____

Please explain the proposed project (include pictures and supporting materials):

Please explain the educational need of this project: _____

Estimated cost of the project: _____

Building Administrator/Principal Signature: _____ Date: _____

5. CARE OF FACILITIES – MOUNTING ITEMS TO DOORS AND WALLS – DAMAGE REPAIR

With approximately 1.3 million square feet of building space and just under 300 acres of grounds, the assessed values of our district facilities as of June 2019, total just over \$257 million dollars. Care should be taken when attaching items to walls or doors to ensure that it will not result in damage to the surface. Repairing of damaged surfacing accounts for a significant number of maintenance requests generated each year. This damage is preventable by following a few basic rules.

- DO NOT USE any glue or hot glue substance to affix items to any building surface.
- DO NOT USE duct tape or any other tape material to affix items to any building surface.
- DO NOT USE staples to affix items to any building surface.
- DO NOT permanently affix items to walls (ie: tiles)
- DO USE tack strips or bulletin boards to display items.
- DO USE painter's tape that is safe for painted and sheetrock surfaces to affix light items to building surfaces.

For our custodial team, the number one request is mess cleanup/carpet staining. In effort to reduce these requests, we ask that everyone follows a few basic rules listed below:

- DO NOT USE any paint or dye substance on top of a carpeted area. If this must be done, protect the flooring with a plastic barrier or tarp of adequate size to keep the carpet safe.
- DO NOT USE any paint or dye substance in any gym area. If this must be done, protect the flooring with a plastic barrier or tarp of adequate size to keep the floor covering safe.
- DO NOT USE playdough, slime, or any similar substance on top of a carpeted area.
- DO USE spill proof containers when transporting staining liquids over carpeted areas.
- DO USE tarps, plastic and other materials to protect building surfaces from staining.

If a mess is made, the individuals who made the mess must clean it up. They shall notify the building custodian immediately if they need additional guidance or assistance with clean up. In the event of a carpet stain, the building custodian shall be notified to help with the proper cleanup.

We would ask that students and teachers take just a few seconds at the end of each day to pick up pencils, papers, crayons, etc. within their classrooms. This helps our custodial staff to be more efficient as they are cleaning the buildings, which will allow them to provide students and staff with a much cleaner building.

6. CHAIN OF COMMAND

With multiple buildings, Administrators, and assignments, it is necessary to direct questions about facilities personnel or work requests to the correct Maintenance Representative to ensure that each situation is handled properly and in a timely manner. Below is a list of Maintenance contact information as well as the sites each is responsible for:

- Jack Platt – Assistant Director of Maintenance and Facilities for Secondary Schools and Support Sites
Email: jackp@usd383.org
Office Phone: 785-587-2180
Cell Phone: 785-473-6978
 - Anthony Middle School
 - Bishop Stadium

- Central Kitchen
 - Eisenhower Middle School
 - Robinson Education Center
 - Manhattan High School – East Campus
 - Manhattan High School – West Campus
 - Transportation Services
 - Warehouse Facilities
- Roger Ward – Assistant Director of Maintenance and Facilities for Elementary and Early Learning Sites
 Email: jrogerw@usd383.org
 Office Phone: 785-587-2180
 Cell Phone: 785-410-7180
 - Amanda Arnold Elementary
 - Bergman Elementary
 - Bluemont Elementary
 - College Hill Early Learning
 - Eugene Field Early Learning
 - Lee Elementary
 - Marlatt Elementary
 - Northview Elementary
 - Ogden Elementary
 - Theodore Roosevelt Elementary
 - Woodrow Wilson Elementary
- Matt Davis – Director of Maintenance and Facilities
 Email: matthewd@usd383.org
 Office Phone: 785-587-2180
 Cell Phone: 785-770-2549
 - All District locations

As a reminder, parents, teachers, etc. shall not be directed to contact our Maintenance office directly. Any contact should follow the proper chain of command, which is through the Building Administrator.

7. CLASSROOM FURNITURE

No household, non-school type furniture will be allowed to be brought into the school. This is for sanitary reasons and for keeping pests out of our buildings. Non-porous furniture also allows for easy cleaning and sanitization. Each attendance center should be equipped with the correct number of student desks and chairs. Maintenance does have a supply of new student desks and chairs for elementary schools in the event additional furniture is needed. It shall be the Building Administrator's responsibility to relocate excess furniture from their respective building to another district location as needed.

8. COMPOSTING

Composting will not take place on any District owned or operated property.

9. EMERGENCY CALLS

If a maintenance emergency arises during normal working hours (7:00am-5:00pm) Monday-Friday, please contact the Maintenance office at 785-587-2180. If a maintenance emergency happens after hours, the Building Administrator should contact our on-call technician phone at 785-340-2818. If you do not get an answer, then call the Assistant Director assigned to the building where the emergency is located.

10. EMERGENCY SHUTOFF LOCATIONS

A map of emergency shut off locations within your building should be filed in the emergency book located in the building main office. This map should define locations for water, electrical, and gas shut offs. In the event of an emergency, first responders may ask for these locations, so please familiarize yourself and office staff/lead staff with these locations. Untrained personnel shall never attempt to turn shutoffs on or off.

11. FACILITIES USE REQUESTS

With the good majority of our buildings being used after hours and on weekends in some form or fashion it is important to follow the proper procedures to ensure that key personnel are notified of events. This is done by making sure individuals requesting to use our facilities submit a **FACILITIES USE REQUEST FORM** to the Building Administrator. After the Building Administrator secures staff to cover the event, they sign off on the request and send it to Melissa Butler/Diane Denison at Robinson Education Center. Once approved at the Ed Center, the request is sent to the Director of Maintenance for approval.

Building Administrators should share events and requirements for setup/teardown with building custodians tasked with those duties, by providing them with the **FACILITIES USE REQUEST FORM** and any supporting materials. It is the responsibility of the Building Administrator to schedule events with their custodial team and program doors to be unlocked as necessary for the event. **Blocking exterior doors open or taping down panic bar is not an acceptable practice.**

12. FIRE ALARM INSPECTIONS AND VIOLATIONS

All USD 383 buildings are inspected annually by Manhattan Fire Department or the Kansas State Fire Marshal. These inspections are required by law to ensure the safety of all building occupants. Typically these inspections are performed during school hours. The fire inspector will report to the building unannounced and will identify himself/herself and the jurisdiction represented. They will require a representative from the building to accompany them on their inspection. Typically this individual is the Building Administrator and/or building custodian. This is done so that any deficiencies found can be explained and any minor deficiencies can be remedied while the inspector is on site. There are a multitude of safety items that inspectors look for, but here are just a few of the most common that we see and the district personnel responsible for resolution

MAINTENANCE RELATED DEFICIENCIES – MAINTENANCE DIRECTOR

- Failure of exit and emergency lights
 - These are battery powered lights are used in an emergency situation to light an exit path for egress.
- Incomplete/Inadequate testing log of emergency and exit lights
 - These lights must be tested monthly (30 seconds) and yearly (90 minutes) by custodial/maintenance personnel
 - Logs should be kept in the emergency book in the main office
 - These violations usually are a result of custodial turnover and unknown location of logs
- Ceiling tiles missing in hallways
 - Usually due to roof leaks

BUILDING PROCEDURAL DEFICIENCIES – BUILDING ADMINISTRATOR

- Use of extension cords other than for temporary use.
- Power cords and/or IT cords spanning across any walking spaces or paths of egress creating a trip hazard.
 - Power and/or IT cords should be used where they will not create a trip hazard.
- Use of unprotected/non-code compliant power or IT cords spanning from the room into the ceiling or walls between rooms.
 - Cords used in any room shall be entirely visible within the room and shall not enter into any ceiling space or wall cavity unless it is encased in conduit installed by qualified personnel.
- Installation of inserts inside of ceiling lighting fixtures.
 - These should be removed immediately
- Items that are not maintenance or custodial related stored in mechanical/custodial rooms.
- More than 20% of walls/doors covered with combustible material (artwork/paper)
 - No more than 20% of doors or walls should be covered by combustibles
- Impedance of egress
 - Storage of items in hallways/corridors reducing egress path to less than 72"
- Blocking access to electrical panels
 - A clear path of no less than 30" wide x 36" deep x 78" high is required to access each electrical panel.
- Daisy chaining surge protectors/multi-tap electrical connectors
 - Plugging one surge protector into another surge protector is not permitted
- Doors
 - Kiln room doors should be closed at all times.
 - Doors to any room entering into the hallway must be closed when not in use.
 - No door stops/wedges should be used to block open fire doors.
- String lighting or holiday lights
 - No use of string or holiday lighting will be permitted.
- Hanging items from ceiling
 - No items should be hung from the ceiling.
- Storage of items too close to the ceiling
 - Storage of items is not permitted within 2' of the ceiling

13. FIRE ALARM TESTING

Each year we are required to use a third party agency to test our fire alarm systems at each building. This is typically completed on or about the second week in July to limit the disruption of summer programs within the buildings. During these inspections it is necessary for the testing agency to sound the fire alarm for a significant amount of time to test all audible and visual components of the system. Maintenance will schedule these inspections and will notify Building Administrators of the schedule.

*****IMPORTANT NOTE:** Anytime a fire alarm is sounding, everyone should evacuate the building just as if it were a real fire alarm. During this time, no one other than the testing agency and District personnel should be inside the building.

14. GROUNDS MODIFICATIONS

Our maintenance and custodial team works hard to accomplish our mission of maintaining our facilities and grounds so that full educational use can be made of them at all times. Because we have a limited staff, we require low maintenance or no maintenance materials to reduce the amount of time required to maintain our grounds and facilities. We also require prior approval for any additions or modifications to District buildings or grounds to ensure that they do not create any maintenance or safety issues and to ensure that they will be maintained into the future. If you have a plan for a modification or addition to any district property, the **REQUEST FOR MODIFICATION OR ADDITION TO BUILDING AND GROUNDS FORM** must be filled out, submitted, reviewed, and approved by our District Facilities and Growth Committee, before any plan is enacted. This is a requirement for any modification or addition. A few examples of such items are gardens, flowerbeds, tree planting, shrubbery, greenhouses, landscaping, playgrounds, trails, etc. These are just examples and do not identify a full list of all possible items requiring approval. You can find the required documents below and also on the shared district (T:) drive.

REQUEST FOR MODIFICATION OR ADDITION TO BUILDING GROUNDS

Before any modifications or additions to any District grounds are performed, the following District request form must be filled out and emailed to the Director of Maintenance and Facilities and/or District Facilities and Growth Committee for review and approval. You may be asked to present to the District Facilities and Growth Committee. If your request involves building or pouring concrete for a path or trail, you will be required to provide stamped Architectural or Engineered drawings. Approved requests will be valid for a period of no longer than 4 years from approval date unless otherwise noted. Updating of District contacts during this time will be the responsibility of the Building Administrator approving the addition or modification. If the approving Building Administrator leaves their position during this time, it will become the responsibility of the new Building Administrator to decide whether or not to continue the request until the project time limit has expired. If they elect to continue the request, then they assume the responsibility over the request. If they elect not to continue the request, then it is the responsibility of the Building Administrator to contact the Director of Maintenance for a list of approved contractors to restore the project area back to pre-project/pre-construction conditions using Building Administrator's financial resources.

District personnel submitting request: _____

Please explain the proposed addition or modification (include pictures and GIS maps with dimensions):

Please explain the educational need of this addition or modification: _____

Please explain what the financial implications of the project are and who will be financially responsible for the ongoing costs of the project: _____

Project Start Date: _____

Completion Date: _____

Please list the District personnel responsible for performing the work associated with the proposed addition or modification. In the event that the either the primary or secondary District contact personnel listed leaves the District, it will become the responsibility of the Building Administrator to resubmit a new form with District contacts.

Primary contact:

Name: _____
Phone: _____
Email: _____

Secondary contact:

Name: _____
Phone: _____
Email: _____

Please list the District personnel responsible for maintenance and upkeep of the proposed addition or modification during the duration. In the event that the either the primary or secondary District contact personnel listed leaves the District, it will become the responsibility of the Building Administrator to resubmit a new form with District contacts.

Primary contact:

Name: _____
Phone: _____
Email: _____

Secondary contact:

Name: _____
Phone: _____
Email: _____

Building Principal or Building Administrator must approve this request prior to submitting it for review. Building Principal will assume responsibility for maintenance and upkeep of the proposed addition or modification. If at any time during the project issues with maintenance and upkeep arise that may cause an unsafe/unsanitary condition or city code violation, the Building Administrator will be notified to resolve the issue. If the issue is not resolved, the Director of Maintenance reserves the right to contact an outside contractor for mitigation. Building Administrator will be financially responsible for mitigation costs to return associated spaces back to pre-project/pre-construction conditions. At that time, the building project request will be dissolved and no longer valid.

Building Administrator/Principal Signature: _____ Date: _____

Director of Maintenance Signature: _____ Date: _____

Facilities and Growth Committee Approval: _____ Date: _____

TREES OR SHRUBS

If you are planning to plant trees or shrubs on any district property, you will need to complete a **REQUEST FOR MODIFICATION OR ADDITION TO DISTRICT GROUNDS REQUEST FORM**. You will also need to follow several steps to make sure they are planted where they can thrive and not create any maintenance issues or cause any issues with any underground utilities and drainage. Please see the outline below.

- Request a meeting with Facilities and Growth Committee to present proposal.
- Develop the plan for your building
 - When will the project begin
 - Who is responsible for oversight of the project
 - Where will the trees/shrubs be planted
 - When will the trees be planted
 - Who will care for and water the trees/shrubs after they are planted (adding this duty to custodial or maintenance staff is not an option)
- Call Dig Safe to mark underground utilities
- Contact Dr. Ribble at IT Services about any fiber optics locations at your building
- Contact Matt Davis at Maintenance about maintenance related issues
 - Underground utility locations that Dig Safe does not mark
 - Placement should be where the mature canopy grows no closer than 20' from underground lines
 - Underground drainage locations installed by district
 - Placement should be where the mature canopy grows no closer than 20' from underground lines
 - Conflicts with above ground utilities
 - Placement should be where the mature canopy grows no closer than 20' from overhead lines
 - Spacing from objects and buildings to allow access of mowing machines
 - At least 8' of clearance is needed for the small mower, taking into consideration the size of the mature trees
 - At least 20' of clearance is needed for the large mower, taking into consideration the size of the mature trees
 - Large/Tall trees with large root systems should be no closer than 35' from the building to prevent roof damage, storm damage, and debris on the roofs

GARDENS

If you are planning to plant a garden on any District property, you will need to complete a **REQUEST FOR MODIFICATION OR ADDITION TO DISTRICT GROUNDS REQUEST FORM**. You will also need to follow several steps to make sure they are planted where they will not create any maintenance issues or cause any issues with any underground utilities and drainage. Please see the outline below.

- Request a meeting with Facilities and Growth Committee to present proposal.
- Develop the plan for your building
 - When will the project begin
 - Who is responsible for oversight of the project
 - Where will the garden be planted
 - When will the garden be planted

- Who will care for and water the garden after it is planted (adding this duty to custodial or maintenance staff is not an option)
- Call Dig Safe to mark underground utilities
- Contact Dr. Ribble at IT Services about any fiber optics locations at your building
- Contact Matt Davis at Maintenance about maintenance related issues
 - Underground utility locations that Dig Safe does not mark
 - Placement should be no closer than 5' from any underground lines
 - Underground drainage locations installed by district
 - Placement should be no closer than 5' from any underground lines.
 - Conflicts with above ground utilities
 - Placement of tall garden plants should be no closer than 20' from overhead lines
 - Spacing from objects and buildings to allow access of mowing machines
 - At least 8' of clearance is needed for the small mower, taking into consideration the size of the mature plants
 - At least 20' of clearance is needed for the large mower, taking into consideration the size of the mature plants

PLAYGROUND/TRAILS

If you are planning to add any playground equipment or trails to any District property, you will need to complete a **REQUEST FOR MODIFICATION OR ADDITION TO DISTRICT GROUNDS REQUEST FORM**. You will also need to verify that the proposed location will not create any maintenance issues or interfere with any above or below ground utilities. Stamped drawings from an architect or engineer verifying ADA compliance and other City zoning requirements are being met will also be required. Please see the outline below.

- Request a meeting with Facilities and Growth Committee to present proposal.
- Develop the plan for your building
 - When will the project begin
 - Who is responsible for oversight of the project (some projects may require an architect or engineer)
 - Where will the project be located
 - The maintenance and upkeep of additions such as walking trails or added landscape will become the responsibility of the building principal and will need to be paid for from the building fund or PTO fund (adding this duty to custodial or maintenance staff is not an option).
- Call Dig Safe to mark underground utilities
- Contact Dr. Ribble at IT Services about any fiber optics locations at your building
- Contact Matt Davis at Maintenance about maintenance related issues
 - Underground utility locations that Dig Safe does not mark
 - Placement should be no closer than 5' from any underground lines
 - Underground drainage locations installed by district
 - Placement should be no closer than 5' from any underground lines.
 - Conflicts with above ground utilities
 - Placement should take into consideration location of above ground utilities and should not interfere with utilities.
 - Spacing from objects and buildings to allow access of mowing machines
 - At least 8' of clearance is needed for the small mower

- At least 20' of clearance is needed for the large mower.

15. HEALTH DEPARTMENT INSPECTIONS

Whole building inspections are performed annually by the local Health Department. Historically, these inspections take place in the summer during the month of July. These inspections are similar to fire inspections as they are unannounced. The inspector will report to the main office, identify himself/herself and the jurisdiction represented. They will generally request either the Building Administrator or Building Custodian to accompany them on their inspection. Some examples of previous deficiencies and the district personnel responsible for resolution are:

MAINTENANCE RELATED DEFICIENCIES – MAINTENANCE DIRECTOR

- Ceiling tiles missing in hallways
 - Usually due to roof leaks
- Light bulbs that need to be replaced
- Trip hazards – uneven flooring
- Emergency lighting functionality
- Missing switch or outlet plates

BUILDING PROCEDURAL DEFICIENCIES – BUILDING ADMINISTRATOR

- Use of extension cords other than for temporary use.
- Installation of inserts inside or outside of ceiling lighting fixtures.
 - These should be removed immediately as they reduce required lighting levels.
- Items that are not maintenance or custodial related stored in mechanical/custodial rooms.
- Frayed electrical cords
- Daisy chaining surge protectors/multi-tap electrical connectors
 - Plugging one surge protector into another surge protector is not permitted
- Personal lighting appliances within the buildings that do not have protection over light bulbs
 - Any lamps/lighting sources must be removed.
- Improperly stored chemicals
- Personal appliances such as coffee pots, microwaves, and refrigerators not in breakrooms.

16. HVAC SYSTEMS AND SETPOINTS – ENERGY CONSUMPTION

The District budgets \$1.2 million for electricity and \$125,000 for natural gas annually. During the 2008 bond renovation projects, new HVAC systems and controls were added to most District buildings. These new control systems allowed us to set up occupied schedules for HVAC equipment and make adjustments to HVAC systems remotely from any PC within the District network. Having better control of our HVAC systems helped us immensely when our funding was cut during 2015, by allowing us the ability to lock HVAC set points at each building to reduce energy consumption. The set points that were established and approved by the Budget Advisory Committee and Budget Steering Committee in 2015 were 68° for heating mode and 74° for cooling mode. Please know that with any HVAC system and change in heat load some areas may experience up to a 3°+/- deviation from the established set points. Requests for room temperatures to be adjusted away from the set points listed will be denied unless they are necessary to

meet special education requirements. With the implementation of the set points the district saved just over \$235,000 in electrical costs during the 2015-2016 school year. This cost savings has remained fairly consistent in the years since as the set points have stayed the same.

17. HVAC EQUIPMENT FAILURES

District Facilities and Maintenance will maintain all HVAC systems throughout the District to ensure they function properly when needed. Commonly used spare components will be stocked, so that repairs can be made as quickly as possible to minimize downtime due to equipment failure. There may be times where HVAC systems are unable to be repaired due to component availability. If the equipment failure is during the cooling season, Maintenance will provide box fans for air circulation. If the equipment failure is during the heating season, Maintenance will provide space heaters to prevent infrastructure damage to District owned facilities. Every effort will be made to provide sufficient heating for building occupant comfort as well, but relocation of specific building occupants may be required in certain instances.

18. HVAC AFTER HOURS REQUESTS

Our HVAC systems throughout the District are scheduled to be in operation during the hours of a normal school day. If HVAC systems are needed outside of that time for after-hours events, a SchoolDude request must be submitted no later than one week prior to the date needed. This request should include the date of the event, start and end times of the event, and the room(s) where the HVAC is needed.

19. IRRIGATION SYSTEMS

Over the years, PTO's and Building Administration have installed irrigation systems at various district sites. Those systems are the responsibility of the Building Administrator to maintain. Maintenance will schedule and pay for the yearly backflow preventer inspection required by the City of Manhattan, but any additional maintenance/repair work will be the responsibility of the Building Administrator. Maintenance will only maintain/repair irrigation systems for athletic fields due to safety. Those locations are Manhattan High-West Campus, Eisenhower Middle School, Anthony Middle School, and Bishop Stadium. Questions about contractors who can perform maintenance on irrigation systems should be directed towards the Assistant Director who oversees your building.

20. KEYS

Building key checkout and control is essential to school security. Building Administrators **must** do a key inventory each May when employees check out for the school year. Key inventory **must** be entered in a spreadsheet as shown below and attached to a SchoolDude request:

Building Name:					
Building Administrator Name:					
Employee Name	Position	Common Key Serial Number	Teacher Key Serial Number	Exterior Key Number turned in	Any other USD 383 keys

Principals will be required to sign off on this when they turn in their end of year checklist.

Below is an explanation of specific keys and who they may be assigned to:

- Building Master Keys will only be assigned to the following district personnel:
 - Building Administrators
 - Building office professionals
 - Building custodians
 - No one else will be issued a master key
- Exterior Building Keys will only be assigned to the following District personnel:
 - Building Principals
 - Building Assistant Principals
 - Building Office Professionals
- Teachers – should have two keys
 - Classroom key – only opens their classroom
 - Common key – allows person to lock any door in the school from the inside of the room
- Paras/Aides
 - All Paras will be issued a common key
 - Please submit a SchoolDude request for additional common keys needed
- Substitute Teachers
 - Substitutes will be issued a lanyard when checking into the building
 - The lanyard will have a blank keycard and a common key attached to it
 - Keycard will allow them to enter into the building from an exterior door
 - Common key will allow them to lock any door in the building from the inside
 - Substitute teachers will be asked to leave their car keys in the office during the day and can pick them up at the end of the day when they turn in their lanyard.
- Coaches
 - All coaches will have to follow the same procedures outlined above
 - Rule 10 coaches
 - Coaches get picture taken and receives new badge in Human Resources – the keycard part of the badge is NOT active yet
 - Building Administrator and Athletic Director should have a conversation about who will be responsible for entering this information into a SchoolDude request
 - Set parameters for when coach has access to building
 - Set calendar parameters for dates of access to building
 - Coach must bring their new badge to the building and check in with Building Administrator/Athletic Director
 - Building Administrator/Athletic Director submits information (employee name, badge number, and access times) in SchoolDude request.
 - Employee coaches in other district buildings
 - Coach must check in with each Building Administrator/Athletic Director. Each Building Administrator/Athletic Director submits information (employee name, badge number, and access times) via a SchoolDude request.
- After school/Boys and Girls Club

- These programs **WILL NOT** be issued a building master key
- If the after school program is a USD 383 program, those employees will have a name badge/key card through Human Resources and Building Administrator should go through the same procedure as other employees.
- If the program is Boys and Girls Club:
 - The Unit Director at each site will need to obtain a picture badge from Human Resources and coordinate with the Building Administrator of their assigned building to establish access times to their respective building.
 - Each Boys and Girls Club Building Unit Director will be responsible for assigning and collecting keys from Boys and Girls Club staff they supervise.
 - Boys and Girls staff reporting to Building Unit Director will be issued a common key and keycard. The keycard will allow them to enter back into the building from exterior doors. The common key will allow them to lockdown interior doors in and emergency event.

If a key is lost or stolen, a SchoolDude request shall be submitted by the Building Administrator responsible for the employee who lost the key. The request should include the key number and the employee name who the key was assigned to. Every attempt to locate the key shall be made, but in the event the key is not found, a SchoolDude request shall be made by the Building Administrator for a new key. This request shall include the employee name and key needed. One SchoolDude request can be made to include the lost key notification and the new key request.

21. KEYCARDS/BADGES, KEY TRACKING and DOORS

Since the 2008 bond projects, the district has taken a proactive approach to building safety and security, installing electronic locks, AiPhone systems, and access control systems at all District attendance centers. In June 2019, we began combining District identification badges with key access badges allowing District personnel to use one badge for multiple uses. As of August 1, 2019, employees will use key access badges to enter through exterior doors at school buildings. All USD 383 employees are required to wear their name badge in an appropriate visible location anytime while performing their respective job duties at District locations. Each District employee will receive a badge when they attend new employee orientation at Human Resources. This badge will be active to use District time clocks and will identify the individual as a District employee. The badge **WILL NOT** be active to operate District door access control systems on any doors within the District yet. The employee should notify the Building Administrator at the building they are assigned and provide the Administrator with the last six digits of the badge number on the back side of the badge. From there the Building Administrator will need to submit a SchoolDude request providing the employee’s name, badge number, and building access times desired for the employee. Building Administrators should be very specific about access times for each employee. Below are some specifics related to badges.

- Examples:

- | ○ Name | Badge # | Access Times |
|-----------------|---------|---|
| ○ Michele Jones | 100440 | Monday-Friday, 7:00am-4:00pm |
| | | ▪ Michele is only able to access the building Monday through Friday from 7:00am-4:00pm. She will not have access on Saturday or Sunday. |

- Tess Reicke 100441 Tuesday and Thursday, 10:00am-2:00pm
 - Tess can only access the building for the four hour period on Tuesday and Thursday, She will not be able to access the building during any other times.
- Eric Reid 100442 Full access – 24hours/7days a week
 - Eric can access the building anytime
- Time defaults – Maintenance will program access for Paras/Aides/Clerks for the following times UNLESS the building administrator requests different access times:
 - Secondary Paras/Aides/Clerks – Monday-Friday from 7:00am-3:15pm
 - Elementary Paras/Aides/Clerks – Monday-Friday from 8:00am-4:15pm
- Non School Day (professional development days, work days, etc.)
 - Some classified staff – Paras/Aides/Kitchen Staff will not have access to the building – this will be automatically programmed.
- Summer
 - Most classified staff will not have access to the building – this will be automatically programmed.
 - Teachers and 12-month staff will have access to the building and that access will follow how they first assigned their access rights – UNLESS construction is happening at a building. Summer access rights may be suspended due to summer construction.
 - Summer staff – Administrator of summer program will need to submit a SchoolDude request for employees to have summer access.
- Lost or broken badge
 - Report lost badge to building administrator immediately
 - Building administrator submits a SchoolDude request to deactivate badge
 - Request should include name of employee
 - A \$5.00 replacement fee will be paid by the employee and the employee will have to go to Human Resources to obtain a new badge.
 - Employee gets their picture taken and receives a new badge – the key access card part of the badge is not yet active.
 - Building Administrator submits a SchoolDude request with the following information to have the new badge activated: employee name, six digit badge number, and access times.
- Misplaced badge
 - Report misplaced badge to Building Administrator immediately
 - Building Administrator submits a SchoolDude request to deactivate badge
 - Request should include name of employee
 - If badge is found, Building Administrator submits a SchoolDude request to reactivate badge.
 - If badge is not found, employee will have to go to Human Resources to obtain a new badge. A \$5.00 replacement fee will be paid by the employee.
 - Employee gets their picture taken and receives a new badge – the key access card part of the badge is not yet active.

- Employee must bring their new badge to the building and check in with Building Administrator.
 - Building Administrator submits a SchoolDude request with the following information to have the new badge activated: employee name, six digit badge number, and access times.
- New employee
 - Employee attends new employee orientation at Human Resources
 - Employee gets picture taken and receives new badge – the key access card part of the badge is not active yet.
 - Employee must bring their badge to the building and check in with the Building Administrator.
 - Building Administrator submits a SchoolDude request with the following information to have the new badge activated: employee name, six digit badge number, and access times.
 - If employee works in more than one building, the employee will need to check in with each Building Administrator. Each Building Administrator submits a SchoolDude request with the following information to have the badge activated for their building: employee name, six digit badge number, and access times.
- Employee Resignation/Termination
 - It is the responsibility of the Building Administrator to collect the badge and their key(s) and submit a SchoolDude request to deactivate the badge.
 - **Building Administrators must be responsible for all employee resignations/terminations. If there is a concern about Para resignations, etc. the building administrator must have a conversation with that department/teacher to set up a formalized process.**
 - For example: After talking together, the Building Administrator and special education teacher have decided that when a Para leaves, the special education teacher will submit a SchoolDude request with the necessary information. The teachers will also email the Building Administrator with the same information. SchoolDude will send an email confirmation when the process has been completed.
 - Building Administrator must shred the badge. **DO NOT THROW IT AWAY – IT MUST BE SHREDED.**
 - If a building administrator leaves or is terminated – **Keys and badge MUST be turned into Eric Reid at Robinson Education Center.**
 - If there is an emergent situation and the key access badge needs to be deactivated immediately, call Jake at 719-966-7035 and the follow up with a SchoolDude request.

22. KITCHENS

Access to kitchens districtwide should be limited to food service personnel only. Food service will provide the necessary cleaning services as required by the health department codes.

23. LOCKS AND DOOR PROGRAMMING

All District attendance centers are equipped with electronic exterior lock systems. Because there are two separate systems, the procedure for locking and unlocking doors is different between the high school sites and all other locations.

- Elementary Schools, Middle Schools, and Early Learning Sites
 - It shall be the responsibility of each Building Administrator to submit a SchoolDude request prior to the first week of school with details of exterior door unlocking/locking times for normal school days and half day schedules. Maintenance will enter these schedules into the door software to automatically unlock and lock per the submitted SchoolDude request. Any door times for after-hours events will need to be entered by the Building Administrator or designee at each location using the door software installed on their designated computer. If you need the door software installed on your computer or a tutorial on how to operate the system, please submit a SchoolDude request.
 - If after-hours events are cancelled, it is the responsibility of the Building Administrator to cancel any door times that were programmed for that event.
- Manhattan High West and Manhattan High East Campuses
 - It shall be the responsibility of each Building Administrator to submit a SchoolDude request prior to the first week of school with details of exterior door unlocking/locking times for normal school days and half day schedules. Maintenance will enter these schedules into the door software to automatically unlock and lock per the submitted SchoolDude request. Any requests for door times outside of the normal daily school schedule will require a SchoolDude request being submitted no less than one week prior to the scheduled event. Maintenance will enter the door lock/unlock times into the software.
 - If after-hours events are cancelled, it is the responsibility of the Building Administrator to contact the Assistant Director of Maintenance for their location to notify them of the cancellation. Maintenance personnel will respond appropriately to cancel the programmed door times.

24. MECHANICAL AND CUSTODIAL ROOMS

All custodial and mechanical rooms are keyed to a building master key to limit access to those areas by unauthorized individuals. Storage within these spaces should be limited to maintenance and custodial items only per fire regulations. Any other storage should be removed immediately and relocated.

25. PAINTING

It has not been the practice of Maintenance to repaint entire buildings each year, though this is something that is being explored for the future. During the 2018 bond, a list of paint colors for each building will be established to maintain consistency. No colors except for those listed for each school will be approved for use.

26. PERSONAL PROPERTY AND HOUSEHOLD APPLIANCES

Each building has an area designated for a staff breakroom/lunchroom. This area should be the only area where appliances such as refrigerators, microwaves, coffeemakers, toaster ovens, etc. should be located. Other personal appliances in other areas of the building shall be removed immediately. Under no circumstances should open flames or candles be used in any district owned facility except in designated spaces as required for instructional purposes.

27. PEST MANAGEMENT AND COMPOSTING

The District spends a significant amount of money annually on pest management at all District locations. In an effort to help reduce pests and prevent attracting new pests into our District spaces we ask that storage of food stuffs be limited to kitchen areas or breakroom/lunchroom spaces. We also ask that dirt, rocks, tree branches, grasses, etc. not be brought into District buildings as these items can introduce pests. Food composting or composting piles are **not** permitted on District owned property.

28. RECYCLING/TRASH SERVICE

District Maintenance is responsible for providing trash service at each District site. This service is currently provided by Howie's Trash Service. Trash dumpsters are picked up at a frequency between one and five times weekly based on usage at each site. District Maintenance does not oversee any recycling within the District. Custodial/Maintenance staff will not be responsible for collection of recyclables. Any recycling program within the District will be funded independently from the budget line used for District trash service. Code requirements for dumpster screening etc. should be followed for recycling. Those requirements can be found on the City of Manhattan website. Dumpster screenings or fencing additions would be considered a modification or addition and would need to be approved by the District Facilities and Growth Committee.

29. ROOM RECONFIGURATION

Rooms were designed using a specific layout during the 2008 bond improvements. Those layouts will provide some flexibility for classroom configuration. Requests for modifications to electrical outlets, marker boards, cabinetry, casework, or other none movable items to reconfigure rooms based on personal preference will be denied. Installation of new approved technology within those spaces shall not be considered personal preference.

30. SCHOOLDUDE – WORK ORDER SYSTEM

SchoolDude is the work management system that our Maintenance team uses to submit and track work requests throughout the District. Each District employee has access to SchoolDude using the HELP DESK requestor icon located on the home screen of your computer. SchoolDude not only allows us to track repair requests, but it also allows us to set up preventative maintenance schedules that automatically generate work requests on a monthly or yearly basis. Our team responded to just over 5,300 work requests during fiscal year 2018-2019.

There may be times when it is necessary to attach a document to a work order in SchoolDude. A few examples may be key assignment spreadsheets, pictures, or other documents that would be helpful for Maintenance personnel. Below are the steps for attaching a file using SchoolDude:

- 1) Sign into SchoolDude using desktop requestor tab.
- 2) Click on “applications link” on the drop down menu at the top of the page and select “MaintenanceDirect”.
- 3) Click on the “new request” tab.
- 4) Fill out the necessary information – Step #6 will allow you to attach a file.

31. SDS/MSDS

The SDS and MSDS library is maintained by the Maintenance Director. It is accessible on the District’s shared (T:) drive. If a new product that is not on the list is introduced into a building, it is the responsibility of the person introducing that new product to submit the SDS sheet to the Director of Maintenance via pdf document for inclusion into the SDS library.

32. SPACE HEATERS

Non-District owned or supplied space heaters will not be allowed in any District buildings. In the event of an HVAC equipment failure in the heating season, Maintenance will provide space heaters to prevent infrastructure damage to District owned facilities. Every effort will be made to provide sufficient heating for building occupants as well, but relocation of specific building occupants may be required in certain instances.

SEE ALSO HVAC FAILURES: SECTION 17

33. SUMMER BUILDING ACCESS

District employees who are not on contract during the summer should be encouraged to limit access to spaces during the summer months to allow custodial/maintenance staff adequate time to perform deep cleaning and maintenance tasks. At times, keycard access to specific buildings may be shut off or limited for safety reasons due to construction within specific buildings.

34. SUMMER CLEANING

With over 1.3 million square feet of building spaces to deep clean each summer and a multitude of summer programs to work around, our custodial team does encounter some challenges. Please be mindful of the work that this team does during the summer, by encouraging building personnel who are not on contract over the summer to limit their occupancy of the building during this time period.

35. SUMMER PROGRAMS

With a good majority of our District locations being used throughout the summer, it is the responsibility of the Building Administrator to submit SchoolDude requests for individuals who will need access to District buildings during that time. A few examples of these individuals may include; Boys and Girls Club Staff, Childcare Staff, Kitchen Staff, Library Staff, Office Staff, etc. In addition, Building Administrators

should submit a building floor plan showing dates and times of building spaces being used for programs over the summer. This must be sent to the Assistant Director of Maintenance for your respective building and the Director of Maintenance, before the last day of school, so that plans can be made for cleaning. Some locations may also require programs to shift to other rooms within the building in order to make sure our custodial team is able to deep clean every building space.

36. TRASH SERVICE

See RECYCLING: SECTION 28