NOTE

This document is not intended to supersede any collective bargaining unit contract language, Civil Service Rules or District Policy in effect. Any conflict in language should be brought to the attention of your supervisor.

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WELCOME

Dear Maintenance Team Member,

You are an important part of this organization.

This Maintenance SOP has been prepared for you as a basic source of information. The book is divided into 5 main sections: Departmental Procedures, Communications, Training, Health and Safety, and Board Policy Awareness. There are also many attachments that support the content of this SOP.

This manual should provide you with complete written guidelines on all of our major administrative procedures, technical requirements, and performance standards.

It is important that all employees have the opportunity to review, and become familiar with, all departmental procedures and policies. These rules and guidelines are to be applied consistently at all times. When the policies and procedures are violated, progressive disciplinary procedures follow and can range form a verbal warning to possible termination of employment – depending upon the severity of the violation. Your supervisor will review this handbook with you, after which you will sign the acknowledgement at the end, stating that you have read and understand the contents of this handbook. You are encouraged to ask questions regarding these procedures.

You are a professional and should always present yourself in a professional manner, whether you are talking with another maintenance employee, principal or a teacher. Take pride in yourself and in your trade.

We have the responsibility to provide a well-maintained, clean and safe environment to the students and staff of each of our schools and facilities throughout the county. We can only do this if we work together.

Greg E. King
Executive Director, Facilities-Maintenance
OBJECTIVE

Provide a clean, healthy, safe and well-maintained environment at all schools and facilities.

MISSION

The Facilities-Maintenance Department's mission is to provide well-maintained, functional facilities conducive to ensuring a safe and efficient instructional environment for all students, faculty and administrators of the Duval County Public School System.

Manpower/Budget

The Facilities-Maintenance Department’s current staffing level is 283 employees. We believe this is the optimal staffing level for our current district square footage and maintenance demand on facilities. District funding levels will always impact manpower levels. The three-year (2011, 12, 13) average maintenance expenditure is $25,939,120.

STANDARDS

Demonstrate professionalism at all times and provide quality service for our schools thus supporting the district’s mission to enhance our children’s future:

✔ Provide Superior Customer Response Time
✔ Seek the Highest Customer Satisfaction
✔ Demonstrate Initiative & Maintain Excellence Daily
✔ Provide the best possible environment for our clients (DCPS Schools)
DEPARTMENTAL PROCEDURES

PROCESS FOR NEW HIRES (INTERNAL AND EXTERNAL):

The hiring of personnel is coordinated through the Human Resources Department. When a vacancy exists, Facilities-Maintenance will notify Human Resources to advertise for the opening.

1. A job announcement will be posted on the Duval County School Board web site (http\www.duvalschools.org). The posting will list the job scope and application requirements and closing date.

2. After the closing date, Human Resources will pre-screen the applications received to ensure each one meets the minimum requirements stipulated in the job specification.

3. A list of applicants that meet the specifications will be provided to the appropriate supervisor for further qualification review.

4. The supervisor will pull the applications and determine whether or not an applicant meets minimum qualifications based on information provided on application, resume, letters of verification, etc.

5. All applicants deemed qualified by the supervisor will be invited in for an interview by an interview team selected by the Maintenance Director.

6. Facilities-Maintenance will schedule interviews for the supervisor and on that date, provide interview schedule, interview evaluation sheets, and any other relative material to supervisor.

7. The supervisor will conduct interviews on the scheduled date, or dates, check references as required, make his recommendation to the Director, and return all application packages with interview evaluation sheets to Facilities-Maintenance.

8. Following the Director's approval, Facilities-Maintenance will prepare a letter to Human Resources recommending that an individual be hired.

9. Human Resources will initiate a background check and call the individual in for orientation.

10. Upon checking into the shop, the supervisor shall provide each new employee with an orientation briefing including, but not limited to, information presented in the Organization-Responsibilities-Standards booklet, this SOP, and specific shop safety guidelines.
**WORKHOURS:**

The successful attainment of our mission can only be achieved through the consistent and punctual attendance of every employee. The standard work shift shall consist of eight hours per day, exclusive of the 1-hour lunch period. All personal business shall be taken care of prior to the beginning OR after conclusion of the authorized workday, normally 7:00 a.m. to 4:00 p.m., Monday through Friday.

Employees that demonstrate they have a tardiness problem will receive progressive discipline via Civil Service Rules.

Employees shall have their work assignments, trucks loaded, any necessary parts, and be headed to their first job as soon as possible after their start time.

Additionally, personnel must be readily available during the workday to respond to additional tasking as required. It is imperative that all personnel maintain contact with their supervisor or dispatcher through the use of DCPS provided PTT cell phones.

All personnel must keep their supervisor updated on the status of their job assignment throughout the day at intervals specified by the supervisor.

Employees are expected not to leave their job site until the end of the assigned workday, except to allow enough time for travel back to their respective work centers.

If there is not enough time at the end of the day to start another assignment, but too early to be back at the shop, the employee is to call his/her supervisor, notify him/her of the situation and await further instructions.

If for any reason a member of the school personnel does not permit access to area required for service, the employee must immediately call his/her supervisor for direction regardless of the anticipated time delay.

**SICK OR ABSENT:**

All maintenance personnel, when calling in absent due to illness, are to call their supervisor, or his/her designee, prior to their scheduled reporting time on the first day of their intended absence due to illness. Such notification will also include anticipated length of absence if known.

If possible, any employee calling in absent should do so before his/her regular starting time. As much advanced notice as possible is desirable, even if it involves calling your supervisor at night or on a weekend. Employees that call in with an illness later than the start time will be subject to tardiness procedures.
Sick leave shall be charged in increments of not less than one-half (1/2) hour. Any portion of leave beyond this amount will be charged as an additional one-half (1/2) hour.

For an absence of over five (5) days to be charged against sick leave, a certificate from a medical doctor will be required prior to issuing of the employee’s next payroll warrant. When the employee returns to work, the doctor’s certificate shall contain information as to whether or not the employee can perform any and all duties normally assigned to his/her classification.

If an employee is absent due to illness and fails to comply with the rules and regulations covering sick leave, he/she shall be charged with an unauthorized absence.

**INJURY IN LINE OF DUTY:**

For life threatening, or serious injuries, call 911 immediately.

Contact your station’s administration immediately. Your station’s administrative personnel will enter appropriate data into the website of Johns Eastern Company @ www.johnseastern.com and will also contact the senior administration at 858-6301. If the employee requests medical attention, let him/her choose his Primary Care Provider.

The employee should then provide all subsequent forms to the supervisor immediately upon completion of the doctor’s examination.

Should an employee be injured while in-the-line-of-duty, he/she shall be entitled to illness/injury-in-line-of-duty leave at regular pay (reduced by the amount of worker’s compensation received in the form of temporary disability paid by reason of such injury or illness) for a period of seven (7) days when he has been absent from his duties because of a personal injury received in the discharge of duty. Each station will have an individual designated to assist in filing OJI paperwork.

**LEAVES:**

Vacation time may be requested by an employee in writing to his/her immediate supervisor at least 48 hours in advance using DCPS Leave Form. Emergency requests for annual leave submitted less than 48 hours days in advance shall be considered on a case-by-case basis and must be approved by the Supervisor, or above.

Should a legal holiday fall within an employee’s scheduled vacation period, an additional workday shall be allowed and such workday shall be scheduled and taken off in accordance with the procedures set forth by the School Board for holidays.
Annual or Personal leave will not be granted during the period of 1-week prior to teachers arrival (usually one week prior to students returning) through 1-week after students return.

**VACATION LEAVE FOR HOLIDAYS:**

All facilities are subject to emergencies at any time, even when school is not in session. Therefore, a staff sufficient to do required tasks must be available at all times.

Staff members not granted leave during prior holidays will be given preference for future holidays.

**LUNCHTIMES:**

If involved in an emergency, designated as such by your supervisors, break and lunchtime may be delayed until the emergency is under control.

Each school maintenance employee shall be entitled to a sixty (60) minute lunch period free from duty-related interruptions, except in emergencies.

A school board vehicle may be used to pick up lunch at a drive-through facility and/or stop in a restaurant when en route to the next work assignment. The sixty (60) minute lunch period is from 11:00 a.m. to 12:00 p.m., but can be altered by foreman or Supervisor if warranted by required project completion. Travel time is included in the lunch hour.

**DISCIPLINE:**

All required discipline will be administered via Civil Service Rules. Foreman and Supervisors report incidents via the incident report form (Attachment HH). These documents are used only to report an incident and to document that incident. Any actual discipline must follow the progressive model as documented in the Civil Service Rules.

Additionally, when possible, the employee assistance program is offered to employees that may be having a variety of problems and is not a disciplinary action but intended only to help (Attachment CC)

**BREAKS:**

Break times are not cumulative.
Each school maintenance employee shall be entitled to a fifteen (15) minute rest break period during the first four (4) hours of a workday, and a fifteen (15) minute rest break period during the second four (4) hour period. Foremen may establish guidelines for these break times and the mechanics can deviate from them with Supervisor’s approval. Allowances shall be given to the existing work conditions, as determined by the Supervisor.

**SMOKING AND USE OF TOBACCO PRODUCT:**

The use of tobacco products is **PROHIBITED** in School Board vehicles and in all School Board Facilities and on any part of a School Campus.

**PAYROLL TIME SHEETS:**

The Station secretary prints two-week time sheets directly from SAP. The secretary provides the time sheets to the craft foremen, the craft foremen secures the signatures, and returns the time sheets to the station secretary. The Supervisor reviews the time sheets and the secretary files by pay period. Supervisor reviews and signs the payroll roster, makes deletions/additions as necessary, returns the payroll roster to the payroll department.

Note: It is imperative that all leave forms be filled out accurately, to guarantee that all leave time has been properly accounted for and that you receive your pay promptly.

Note: The SAP Daily Time Sheets (not directly tied to payroll) are completed by the mechanic daily, and given to the craft foreman to review and approve. The form sheet is then submitted to the station secretary for entry to SAP and kept on file. See Attachment Y for example.

**PAYCHECKS:**

Paychecks are now issued via direct deposit.

**DRESS CODE:**

Administration will provide eight (8) shirts for all maintenance and associates first time employees. An additional five (5) shirts will be provided for each succeeding year. If there are any discrepancies or shortages, you shall report it to your supervisor immediately.
Maintenance employees and associates will be allowed to wear dark blue jeans, dark blue uniform style pants, or dark blue uniform style shorts or hemmed dark blue jean shorts.

Footwear will be appropriate for the type of work the employee is doing. Wearing safety footwear is mandatory for employees required to do so. Maintenance employees who are required to wear safety shoes, shall receive a tax-free voucher for (currently, seventy-five (75) dollars) toward the cost of their shoes.

Employees must be clean and well groomed and present a professional appearance at all times. Shirt and pants shall be clean, and any missing buttons, torn pockets, or any other damage to uniform, shirt or pants, shall be repaired prior to being worn to work.

Employees who arrive to work without proper uniform attire, or whose uniform is not properly maintained, will be instructed to return home using their personal leave for the amount of time taken to change into an acceptable uniform. Only the remaining balance of personal leave will be approved. Otherwise, time taken off for this cause shall be charged as absent without leave.

**REPORTING TO SCHOOL/OFFICE:**

All Maintenance employees, when working in or outside a school facility will report to the front office and sign in the Maintenance Log (on one line), and then sign out prior to leaving each job site (on another line). It is the responsibility of the employee to make sure the school has appropriate sign in/out logs, See Attachment K. If a school does not have the correct log, the employee must report this immediately to his supervisor. It is recommended that the employee keeps extra logs in his truck to supply the school.

**SCHOOL/WORK DISRUPTIONS:**

Every effort should be made by employees not to unnecessarily disturb the learning environment.

Many maintenance operations have the potential to produce vapors, fumes, etc. that may disrupt the teaching process. Operations (i.e., painting, roofing, floor covering) require proper planning and precautions and should be closely coordinated with the principal.

Any noise such as saws, jackhammers, radios, etc., that may disturb classes should be curtailed or rescheduled, if possible, to a more appropriate time. In the event that you are requested to cease work, please notify your supervisor immediately for further instructions. Communication and coordination with school administration regarding activities that would be disruptive is paramount.

Any time your assigned work task cannot be continued, please contact your supervisor.
If for any reason a member of the school personnel does not permit access to area required for service, the employee must immediately call his/her supervisor for direction regardless of the anticipated time delay.

**MAINTENANCE AFTER HOURS CALL-OUT PROCEDURES:**

Selected maintenance employees are scheduled weekly by their foreman to respond to after-hours school maintenance calls. This information shall be forwarded to the Central Security Office for their use as required. No more than one employee shall be on call out per week at any station and/or receive the 2.5 hours associated with call out duty. Additionally, the identified call out personnel for any given week may not take BOTH annual/personal leave and receive call-out pay during the same week. **NOTE: The Electronics shop at Station 2 may also have one employee per week on call out in addition to the Station 2 standard call out personnel.**

The following procedures shall be followed should a designated after hours employee receive a page from Central Security after hours.

- Respond within five (5) minutes of receiving the page from the Central Security Office.

- Identify yourself and ask for the school name and number, nature of the problem, building and room numbers affected, as well as the contact person at the school, if any.

- Go to the school, meet with the contact person, if any, and gather factual information from the site regarding the nature of the problem.

- If the job requires other craft personnel, call that craft responsible maintenance employee from the site and inform him/her of the problem. If for any reason the craft employee can not be reached, call the Craft Foreman. If the Craft Foreman can not be reached, call the Supervisor. If none of these can be reached, call the Director of Facilities-Maintenance.

- Stay at the site until the appropriate craft personnel arrive and remain there to assist if necessary.

- Call Central Security and inform them that the emergency has been responded to and that the work is in process, or is completed.

- On the next business day the callout person must inform the appropriate craft Foreman of the nature of the work that was completed on the call out and what remains to be done to make the repair permanent.
NORMAL WORKORDER PROCEDURES:

The creation and tracking of work orders has been incorporated into the district-wide SAP software program. The school initiates a work order by calling a discrepancy into the dispatcher, who inputs the information into the database and assigns it a priority code. This information is available to all maintenance stations and other DCPS facilities over the intranet.

The dispatcher will assign a priority code to the work order based upon urgency and safety concerns of the problem.

- Priority 1 is considered an emergency situation and will be responded to within 24 hours and repaired as soon as possible (may be longer than 24 hours depending on the requirements of the repair)
- Priority 2 is considered an immediate problem, and will be responded to within 72 hours and repaired as soon as possible (may be longer than 72 hours depending on the requirements of the repair)
- Routine problems are assigned a Priority 3 code and will be responded as backlog permits, goal is to complete within 30 days.

Other priority codes utilized are:

- STY – is a work order that was generated as a result of a Safety Inspection Report.

Attachment Q (Q-1,Q-2,Q-3) contains the normal flow and decision guidelines for completing the work order process.

SAP Daily Time Sheets shall be filled out completely and turned in at the end of the day. Note: The SAP Daily Time Sheets (not directly tied to payroll) are completed by the mechanic daily, and given to the craft foreman to review and approve. The form sheet is then submitted to not later than 8:30 am the following business day to the station secretary for entry to SAP and kept on file. See Attachment Y for example.

Time should be charged (including travel time and supply purchases) to the functional location where that time was used to complete the assigned work.

All SAP entries shall be made in accordance with the SAP manual.

MULTI-CRAFTS WORK ORDER PROCEDURES

When a work order is received involving more than one craft to complete the repair, the original receiving work center Foreman will have the lead on the repair. The Lead Foreman will initiated all communications and issue assist work orders to other crafts in order to complete the job. The Original work order shall remain open until all crafts involved have completed their action on the repair.
It is the responsibility of the Lead Foreman to follow through and make sure the repair is complete

In the event the assisting craft has the majority of the work, the lead on the repair may be turned over to the assisting craft Foreman if both Foreman agree to it and after the lead foreman completes and their portion of the repair and/or all troubleshooting. The turn over must be documented on the original work order with a reference to the new work order.

Exception for Minor Multi-Craft Work Orders, described here as smaller jobs that require no more than two crafts and both crafts require a minimal work effort to complete entire project. In these cases, the mechanic should call in the 2\textsuperscript{nd} craft work order directly to dispatchers rather than shift the lead to the foreman as described above (however, foreman are not required to distinguish multi-craft work orders by size as described here if this distinction is not beneficial to the shop’s operation and foreman can defer to above paragraph). \textit{Note: The mechanic should never ask the school to call in the work order required to complete the entire project. Asking the school to call in the 2\textsuperscript{nd} required work order has the effect of shifting responsibility of the actual completion of the entire project to the school staff (our clients). All too many times the school staff will fail to call in the 2\textsuperscript{nd} craft work order leaving one completed work order as record of the job and an unfinished project as the result.}

\textbf{LOCK SYSTEMS WITH ELECTRONIC HARDWARE}

When a work order is received for a malfunctioning lock system with electronics/electrical hardware associated with it the following repair procedures shall apply;

1. The locksmiths shall troubleshoot and make all necessary repairs required to the best of their ability. Once the locksmiths determine that the unit has a functioning power source and all mechanical functions are operational per equipment specification, and the systems remains inoperative, than the locksmith Foreman may call on the electronics/electrical craft for assistance if they determine the malfunction is electronic/electrical in nature

2. When requesting assistance from the electronic craft Foreman the locksmith Foreman must communicate all malfunction and repair completed to the system to date

3. When the electronics/electrical craft receives the request for assistance they shall troubleshoot and make all electronic/electrical repairs and provide timely feed back to the Locksmith Foreman
4. If neither craft can resolve the problem, both crafts shall meet on site to evaluate the issue and make a decision on further action. If a repair solution cannot be reached then the Station Supervisors shall be informed for possible contracting action.

5. The Locksmith Foreman shall retain the lead on the repair from start to finish and follow thru to the satisfactory repair and completion of the work order.

**HURRICANE REQUIREMENTS:**

There are seldom times when the district both needs and recognizes the Maintenance Department’ efforts as they do in times of severe weather. See the following attachments for these policies.

- **Attachment DD** – Damage Assessment Teams and Electrical Assessment Teams
- **Attachment EE** – Checklists for Emergency Management Procedures
- **Attachment FF** – Hurricane Shelter Volunteer List (Changes Every Year)
- **Attachment C** – Emergency Sand Bag Assignments
- **Attachment D** – Emergency Storm Drain Assignments

These policies are constantly under development in an attempt to improve, and all employees should expect yearly changes to these policies.

**MATERIALS AND SUPPLIES:**

The School Board is committed to providing the necessary tools, materials and supplies to perform maintenance and repair tasks. Always notify your supervisor if the proper tools are not available. Seldom used tools/equipment may be rented from commercial sources as required, See **Attachment B**.

Parts and materials should be ordered in advance from the stockroom or vendors whenever possible.

**PARTS ACQUISITION:**

In SAP, parts or stock is categorized as: 1) expendables, 2) consumables, 3) inventory items, or 4) non-stock items.

1. **Definitions:**

   A. **Expendables:** Very low cost items that are available from the storeroom without a work order. The mechanic will have free access to expendables. The use of
expendables is never recorded in SAP and they are the same for every craft. Examples of expendables are: bolts, screw, washers, nails, etc.

B. Consumables: The craft foreman has determined which items are considered consumable for his craft. An item that is considered a consumable for the electrical craft may be considered an inventory item for the paint craft. For each shop, the consumable items are identified on the shop foreman’s Shop Consumable Reorder Form. For each mechanic and truck, the consumable items are identified on a general Consumable Reorder Form for the truck. As a very general rule, consumables cost less than $5.00.

C. Inventory Items: The Craft Foreman will determine the inventory items carried by each shop. The craft foreman with each mechanic will determine what inventory items are to be carried on the mechanic’s truck. The use inventory items must be recorded on the work order by the mechanic and reserved as a local part on the work order in SAP by the foreman.

D. Non-stock Items: Any item not carried by the storeroom is considered non-stock.
2. Truck stock should be used for emergency jobs and as a backup source for planned jobs.
3. Shop stock is a source of supply for those crafts who make more frequent repairs at their shop, and for planned routine jobs where bulk quantity of an item is used at one or more schools.

4. Recording parts used on a work order:

A. Emergency Work Requests

1. Consumables

   a. Mechanics craft foreman will approve and order quantity of consumables. (Storeroom will be instructed to never issue consumable parts to a mechanic without craft foreman approval.)

   b. Craft foreman will call storeroom and give them authorization to issue parts on the job work order.

   c. Mechanic will travel to storeroom to pick up parts.

   d. Since this is an emergency work request, the consumables can be issued to the job work order because the parts are only for that job.

   e. The option to use a vendor vice storeroom is at the foreman’s discretion.
2. Inventory Items

   a. Non-Scheduled Work Request (Blue Form): Same procedure as above.
   b. Storeroom will issue inventory to job work order.
   c. The option to use a vendor in place of the storeroom is at the foreman’s discretion and limited to emergency and/or urgent situations.

3. Non-Stock Items

   a. Procurement obtains a purchase order number and delivers to the mechanic or to the vendor, and to the foreman so that a goods receipt can be done OR the procurement is executed via the P-Card, See Attachment AA.

B. Routine Planned Work Requests (planned jobs and use of truck stock):

1. Consumables

   a. All items are purchased on Work Order.

   b. The storeroom can issue the consumables to the job work order.

   c. If the mechanic uses consumables from his truck stock in addition to those issued to the job, those consumables will be charged to the work order.

   d. If the mechanic does not need all the consumables that were issued to the job, he will return them if it is a large quantity. Returning consumables that were grossly overestimated will accomplish two things:

      i. Keep consumable stock down to predetermined levels on the truck

      ii. Prevent the school from being overcharged.

   e. Consumables used from truck stock or shop stock will be charged to the job work order.

2. Inventory Items are purchased via a Work Order

3. Non-Stock Items

   a. The foreman will estimate all non-stock items needed for a planned job.

   b. Foreman will enter these parts line item by line item on the component data entry screen in SAP. Each non-stock part item entry requires additional information to be entered on the Purchasing Data Screen. Additionally, the “ship-to-party” and “unloading point” fields must be filled in to provide
information to purchasing as to where to send the parts. This is for PO orders only, specific P-Card procedures are described in Attachment AA.

A. Consumables

1. The mechanic is responsible for maintaining the approved level of consumables on his/her truck.

2. As required, the mechanic will fill out and give the foreman a completed Consumable Reorder Form.

3. The foreman will initial and pass the form to the station clerk, who will reserve the requested quantity to Operation 20 of the mechanic's personal work order.

4. All consumables are sent to the mechanic’s station unless there is an emergency.

B. Inventory Items

1. The foreman will be responsible for ordering truck inventory.

2. When a truck inventory part is used, the mechanic will note this on an Emergency Work Request –Gold Form, a Non-Scheduled Work Request -Blue Form, or Work Order – White Form.

3. The mechanic will turn in the appropriate form to the foreman at the end of the day.

4. The foreman will reorder the part as a routine on the job work order.

5. When the part is received at the station, the mechanic can restock his truck.

6. Replenishing shop stock

A. Consumables

1. The foreman is responsible for maintaining the appropriate levels of shop consumables.

2. The foreman fills out, and approves, a Shop Consumable Reorder Form

3. The consumables will be charged to his shop work order.
PURCHASE REQUISITION FOR NON-STOCKED TOOL REPLACEMENT:

1. Requester completes handwritten Mechanic’s Request for Tools to the craft foreman, being sure to include all pertinent information. See Attachment T (typically printed on pink paper, not mandatory):

   1. Part, material, or service description
   2. Quantity
   3. Price
   4. Reason material is required
   5. Attach vendor’s quote if applicable
   6. DCPS approved vendor number
   7. Mechanic’s tool list

2. The Craft Foreman forwards the purchase requisition request to the Supervisor for review.

3. After review, and approval, the Supervisor gives the purchase requisition request to the station secretary for inputting into SAP and creation of a formal Purchase Requisition.

4. The Purchase Requisition, with all supporting documentation, is then forwarded to Facilities-Maintenance for approval and release by the Director of Facilities-Maintenance.

5. Following release, the Purchase Requisition is returned to the appropriate station clerk for tracking.

6. When all “releases” have been signed off, the Purchasing Department will assign a Purchase Order number to the requisition, and mail a copy to the vendor so that the requested material may be picked up, or delivered.

NOTE: P-Cards are not to be used for tools without authorization from the station’s Supervisor, See Attachment AA for P-Card restrictions.

PLANNED MAINTENANCE PROGRAM AND PROCEDURES:

The purpose of this section is to define a Planned Maintenance Program, and to provide planned maintenance procedures for the mechanical and electrical equipment in the buildings owned by Duval County Public Schools. The scope of these procedures is to include all mechanical, plumbing and electrical equipment. Specifically excluded are
kitchen equipment (other than ventilation fans), and computers (other than HVAC controls).

**Planned Maintenance consists of three primary components:**

1) Preventive Maintenance – Maintenance tasks that are performed on a time basis. For example, every twelve months the bearings on each air handler are lubricated.

2) Predictive Maintenance - Maintenance tasks that are performed on an event basis. For example, air handler bearings are monitored on a periodic basis, and replaced when they are found to be running hot or producing noise.

3) Reliability-Centered Maintenance - Maintenance tasks that are performed on a feasible and consequence basis. Reliability-Centered Maintenance is a complex decision-making process that does not lend itself to simplistic examples. Each piece of equipment is evaluated as to the cost benefit of repairing or replacing it in terms of avoiding unacceptable consequences.

**Responsibilities:**

All Foremen:

- On a monthly basis, conduct an in-depth inspection of all areas of responsibility at a minimum of three (3) schools, using the Facilities Material Condition Inspection Checklist as a guide (Attachment N) as a part of their Team Inspections organized by the station’s Supervisor. The Supervisor will transmit this information to an overall reporting sheet that is submitted to the Director. See Attachment L for Team Inspection policy.

- A work order for each deficiency noted during the inspection should be generated and noted on the Supervisor’s Team Inspection submittal to the Director.

- File the completed inspection checklist for future reference for your records.

- Should develop and execute a preventive maintenance schedule for work in their craft. Each craft should have a preventative maintenance program (no exceptions).

- All foremen should periodically inspect their men’s work in the field and adherence to district policies.

- Be responsible for all policies outlined in this SOP including the Attachments that may not be referred to in the body of this SOP.
The Craft Foremen and Lead Mechanics shall:

- Print out work orders.

- Assign the PM work orders to appropriate personnel. In particular, the lead and/or foreman should be familiar with that piece of equipment, and should be able to help the mechanic locate the piece of equipment if necessary.

- Oversee the performance of the maintenance tasks. If there is any doubt in the mind of the lead, then the lead should stop by the school in question and verify the correctness of the work order.

- Close the PM work orders when completed.

- Coordinate with the other foremen with respect to the completion of work orders not performed. (Oftentimes there will be more than one group that could perform maintenance at any given school, and it is expected that the two foremen will work in cooperation in the completion of all tasks.)

**PROCEDURES FOR EQUIPMENT REPLACEMENT:**

**General**

The purpose of this section is to provide procedures for the replacement of equipment as part of the maintenance of the buildings owned by the Duval County School Board. The scope of these procedures is to include all mechanical, plumbing and electrical equipment. Specifically excluded are kitchen equipment (other than ventilation fans), and computers (other than HVAC controls.)

**Planning**

When a piece of equipment has been identified as a candidate for replacement, the proper approval must be obtained. There are two distinct situations that affect the approval process:

1. Equipment Failure - When a piece of equipment has failed, it is no longer able to perform its intended function and, in addition, it is not able to be repaired, or it is not practical to repair the piece of equipment.

2. Exceeded Useful Life - When a piece of equipment has aged to the point that replacement is warranted, then it has exceeded its useful life. Although functioning
at the present time, impending failure of the piece of equipment can not be
discounted.

Criteria for Levels of Approval – Common sense and good judgment will normally
dictate the approval level required before a piece of equipment is to be removed and
replaced in the field. However, all options must be considered (can the unit be repaired;
is it more economical to replace it than repair it; if it is a component of a larger piece of
equipment, how much useful life is left on the complete unit; etc.), and contacting the
next level of authority (leaderman, craft foreman, supervisor, or director) is an option
that always exists. In general, the following guidelines shall be adhered to:

- Complexity of Equipment – Simple items such as exhaust fans can be approved
  at the lower levels, whereas an air-cooled packaged chiller would require a
  higher level approval.

- Replacement Cost – Inexpensive items such as a small electrical panel can be
  approved at the lower levels, whereas a large transformer would require a higher
  level approval.

- Urgency of Repair – If the loss of equipment function is critical to the continued
  operation of the facility, then a lower level of approval is sufficient as compared to
  a situation where loss of the equipment would result in the mere inconvenience
  to the building occupants.

- Identical Function – If the candidate replacement is identical to the original piece
  of equipment, then a lower level of approval is required than if the candidate
  replacement is physically larger or smaller, or if the capacity of the equipment is
  significantly different.

- Warranty Issues – The replacement of a piece of equipment, which is under
  warranty, is an extreme step, which warrants a higher level of approval.

Levels of Approval – Although not all-inclusive, the following examples of authorized
levels of approval for maintenance repair and/or replacements are provided for your
assistance:

- Mechanic – Small exhaust fans, exterior light wall-packs, secondary transformers
  up to 25 KVa, faucets, thermostats, compressors (1 – 5 ton DX), chill water pump
  motor, cooling tower motor.

- Craft Foreman – Large exhaust fans, surge suppressors, electrical panel and
  disconnects, sub-distribution panels, secondary transformers over 25 KVa, primary
  transformers, emergency generators, hot water heaters, toilets/urinals,
  water coolers, classroom sinks, irrigation pumps, wall hung heat pumps, split
system AHU, condenser (1 – 5 ton DX), multi-stage condenser, chill water pump, boiler.

All capital projects (installing new fixtures/equipment or eliminating existing fixtures/equipment) shall comply with building code permitting/inspection procedures and only be done after consultation with the Supervisor and/or Director.

**Scheduling**

Whenever possible, equipment replacement shall be scheduled at a time of minimum inconvenience to the building occupants. The craft foreman shall make every attempt to schedule replacements during normal business hours and avoid the use of overtime.

**ALTERATIONS/REPAIRS:**

**THERE SHOULD NEVER BE ANY CHANGES MADE TO THE STANDARD EQUIPMENT OR ORIGINAL EQUIPMENT IN A VEHICLE OR FACILITY WITHOUT THE PRIOR AUTHORIZATION OF A SUPERVISOR.**

If an employee encounters a problem that will significantly increase the scope of his/her work order assignment, he/she should contact his/her supervisor immediately.

If an employee discovers the need for repairs other than as assigned, he/she may complete additional repairs if time needed is minimal, and scheduled work load permits. Repairs should still be reported to his/her supervisor.

**BUILDING CODE PERMIT/INSPECTION PROCEDURES:**

1. With the implementation of the Florida Building Code, some school maintenance and/or projects will be required to be permitted and inspected by the Code Enforcement Branch of the Safety Department. See Attachment A for a flow chart that determines the level and type of Code Enforcement involvement.

2. What is not covered by the codes: Routine maintenance where there is limited, or no, replacement of permanent physical elements of the facility plant is generally not covered by the code, and therefore, need not be reviewed or permitted. Examples of this type of work includes: See Attachment A for a flow chart that determines the level and type of Code Enforcement involvement.
Painting
Floor finish replacement/repair
Filter changing in A/C equipment
Replacement of a plumbing fixture or fitting
Repair of door hardware
Replacement of hardware with the same type and function
Replacement of ceiling tiles
Repair of damage to non-structural building elements such as patching holes in gypsum board walls

3. What is covered by the codes: In general, any construction, enlargement, alteration, repairs not covered by exemptions, relocated buildings and/or elements thereof, demolition, change in occupancy or occupant content of a building or other structure, or any outside area being used as part of a facilities designated occupancy, or the erection, installation, alteration, repair, conversion or replacement of any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes. See Attachment A for a flow chart that determines the level and type of Code Enforcement involvement.

If you are involved with this type of work, it is covered by the Florida Building Code, and therefore must have a plan review by the Building Official and a permit issued before any work can commence.

There are several categories of permits to be aware of, and utilized, as appropriate:

- Annual Maintenance Permit: Each facility owned and/or operated by the Board will be issued an annual permit which will allow for minor repairs within limits set forth in the code, and as determined by the Building Official. Any work performed under an Annual Maintenance Permit may not exceed $200,000 or construction per occurrence, and may not involve work that would require remodeling, structural or mechanical system alteration which would involve the need for professional architectural and/or engineering design as determined by the Building Official, or any work that adds to or alters the occupancy of a facility, or any work that may otherwise adversely affect some other element or system as determined by the Building Official.

- Demolition Permit: A Demolition Permit must be issued for each specific structure or structural section requiring demolition. The rule to follow in determining the necessity for a Demolition Permit is that it has a man-made element or elements that in any way may be construed as a part of the structural environment, request a permit. Failure to receive a Demolition Permit is a very serious offense and a violation of both Federal and State Laws.

- Construction Permit: This is the permit for all contracted construction projects including work contracted by OFPC, Security, Food Services Contractor,
Technology, Maintenance, schools, etc. to any outside vendor, including those with annual contracts. Except as otherwise indicated all work must be permitted. Failure to obtain a permit will result in very serious consequences. No project may start without a permit and projects that have not started within six months of the permit issue date become void and a new permit will have to be obtained before work may begin.

4. Inspection/Enforcement: It is the responsibility of each permitted entity doing construction to notify the Office of Building Code Enforcement of each stage of work in place for inspection to determine compliance with the applicable codes. Until each portion of work within a project, which is covered by the codes, receives a “passed” inspection, subsequent work, which would cover or otherwise render the item of work unfit for inspection, may not commence. See Attachment A for a flow chart that determines the level and type of Code Enforcement involvement.

5. Maintenance Procedures: If an assigned task falls under the permitting/inspection criteria outlined above, the following procedures shall be used:

a) Fill out completely a Minor Project Notice and fax it to the Office of Building Code Enforcement. Be sure to fully describe the work being performed, and if applicable, include a sketch with descriptive notations.

b) If the cost of the project is less than $200,000, fill in the school’s annual permit number on the Minor Project Notice. The school’s annual permit number is “A-(facility 4 digit number)-(year of permit)”. For example, the annual permit for San Pablo Elementary is: A-3080-2002.

c) Following review by the Building Official, you will be notified which, if any, specific inspections will be required for the project. Contact the Code Enforcement Office at least 24 hours in advance to schedule any required inspections.

d) Include the following codes in the “short text” area of any workorder that pertains to a project covered under the school’s annual permit:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A99</td>
<td>Painters</td>
</tr>
<tr>
<td>E99</td>
<td>Electrical</td>
</tr>
<tr>
<td>H99</td>
<td>HVAC</td>
</tr>
<tr>
<td>L99</td>
<td>Locksmith</td>
</tr>
<tr>
<td>P99</td>
<td>Plumbers</td>
</tr>
<tr>
<td>T99</td>
<td>Tile/Plaster</td>
</tr>
<tr>
<td>X99</td>
<td>Electronics</td>
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<tr>
<td>C99</td>
<td>Carpenters</td>
</tr>
<tr>
<td>G99</td>
<td>Grounds</td>
</tr>
<tr>
<td>I99</td>
<td>Instructional Equipment Repair</td>
</tr>
<tr>
<td>M99</td>
<td>Millshop</td>
</tr>
<tr>
<td>S99</td>
<td>Sewer/Water</td>
</tr>
<tr>
<td>U99</td>
<td>Utility</td>
</tr>
</tbody>
</table>
See **Attachment A** for a flow chart that determines the level and type of Code Enforcement involvement.

**ETF PROCEDURES:**

An Equipment Transfer Form is required whenever a piece of inventoried equipment is transferred from one site to another, cannibalized, scrapped, destroyed, or traded. In general, inventoried equipment is classified as an “asset” in SAP and normally consists of any single item of material purchased that exceeds $750. See **Attachment X**.

The Asset Management Department creates asset master records on all new equipment that is purchased through SAP and Internal accounts. Identification tags (Asset Tags) are placed on all equipment that has an asset master record. The asset record is updated during an annual inventory with the serial number and room number for each asset tag.

The Custodian of equipment (from any District RC) may declare an item surplus to their needs. At that time, an Equipment Transfer Form (ETF) must be completed and signed by the Custodian, releasing the equipment. The piece of equipment is then transferred from the ETF location to the warehouse (3003).

After a period of time, the equipment, if not reissued, will appear on a retirement list that must be approved by the Board and submitted in the minutes of the Board. The equipment then can be sold at the Surplus Sale, cannibalized for parts, landfill, sold as scrap, or auctioned. The asset master record for this equipment must be identified with how the equipment was disposed. At this time, it is no longer an active asset for the District.

**CONTRACT SERVICES:**

The ordering of contracted services is almost identical to the ordering of material and parts defined above.

1. A contractor/vendor is selected based on quotes/proposals or from contract bid list.

2. A purchase requisition request is filled out following the procedures listed above. However, if Capital, or Major Maintenance, funds are to be utilized for this service, the request is forwarded to the Facilities-Maintenance Accountant instead of the station clerk for inputting into SAP and creation of a formal Purchase Requisition.

3. Once approved, and released by the Director or Supervisor, the Purchase Requisition will be returned to the Accountant for tracking.

4. When all “releases” have been completed, the Purchasing Department will assign a Purchase Order number to the requisition, and mail a copy to the vendor.
5. Following the issuance of the Purchase Order, the contractor may be given a notice to proceed.

6. Upon completion for contracted work, the job is inspected and supervisor approves payment.

Guidance Matrix are available as reference and offered assistance to determine when work should be performed in-house or contracted. Value, speed of execution and other circumstances can trump the matrix. See Attachments KK, JJ, LL

**CLEANLINESS:**

As a member of the staff, do your part to keep your work area orderly, safe and in a healthful condition. This includes placing trash and scrap in their appropriate receptacles.

Walkways must always be clear of potential hazards and tools and materials properly stored when not in use. Accumulating combustibles also should be avoided. All combustibles shall be stored in the flammable locker.

Order is essential to safety as well as production efficiency. An area is orderly when there is a place for everything and everything is in its place.

**DUMPSTERS:**

The dumpsters are not to be used by employees for personal home trash or garbage.

**DO NOT DISPOSE OF ANY HAZARDOUS MATERIALS IN THE DUMPSTERS. FOLLOW PROPER PROCEDURES.**

The area around the dumpster is to be kept clean and neat at all times. All dumpster lids must be closed at all times.

Employees will be responsible for keeping their respective work areas clean, safe, and secured.

When working at a school or ancillary building, make certain your area is cleaned up at the end of each workday.
COMMUNICATIONS

USE OF CELL PHONE PUSH TO TALK (PTT):

The PTT Phone is a vital piece of equipment for conducting our business. No employee is to misuse this portion of our operation. Unnecessary transmissions or interruptions are prohibited. The district provides a handset to all employees. The employee is expected to keep the PTT Phone full charged and on during working hours. If the employee is assigned after hours duties, the phone is expected to be on 24/7.

If the PTT Phone is not working, the employee should use the school telephones to communicate with the base station. Notify your supervisor immediately when your PTT Phone is not working and schedule replacement with the Director’s secretary.

PERSONAL COMMUNICATIONS:

NO personal mail is to be delivered to the Maintenance Department.

Personnel will not be called from workstations for telephone calls, unless the message is of an emergency nature.

Telephones in the schools should only be used for business purposes and then only if absolutely necessary. Personal telephone calls should be made only during lunchtime, unless an emergency exists.

The office staff has been directed to deliver messages to immediate supervisors regarding telephone calls. Emergency telephone messages will be delivered to you as quickly as possible. In the event of an emergency, contact your supervisor and explain the nature of the emergency; he/she will assist you.

District owned PTT Phones should be used by designated persons only and for district business only.

EVALUATION FORM:

Each employee of the School Board is required to be evaluated at least once annually. There is no maximum number of times an evaluation may be done. An employee can be evaluated at any time if the supervisor feels that it is necessary or desirable.

A copy of the official evaluation, as intended to be placed in the assessment file, shall be provided to each member at the time it is presented for his/her signature. Any member may file a written objection to an evaluation given by his supervisor. Such
written objection shall be made part of the assessment file. See Attachment U for example evaluation form.

**RECORD KEEPING, DOCUMENTATION, AND CONTROL FORMS:**

In the course of a normal day, there are record keeping documentation and control forms that may be used. It is the responsibility of each employee to make sure that any form used is filled out accurately, completely, neatly, and submitted in a timely manner. Some required forms listed in attachments are as follows:

- Hazardous Waste Form, See Attachment F
- Recycle Quotation Form, See Attachment J
- Handbook Receipt Form, See Attachment S
- Employee Leave Form, See Attachment V
- Vehicle Incident Form, See Attachment W
- Minor Project Notice Form, See Attachment Z
- Employee Acknowledgement of Safety Gear Form, See Attachment BB

All invoices and bills will be turned into your immediate supervisor at the end of each work day.

Proper procedures should be followed at all times with regard to processing forms.

If assistance is required or training is necessary, please contact your supervisor.

**SUGGESTIONS FOR IMPROVEMENT:**

Improvement and increased efficiency in every area is an objective we strive for in the Maintenance Department. You are encouraged to contact your immediate supervisor or the Director to suggest process improvements. The Director will review all suggestions submitted in writing. A written response will be provided to all process improvement suggestions.
TRAINING

TRADES ENHANCEMENT TRAINING:

Employees who specialize in a particular trade are strongly encouraged to seek out and request training opportunities to further enhance their professional aptitude. Many programs exist ranging from electrical code reviews, equipment operation, refrigerant management training, HVAC chiller and controls training, and more. Any training suggested from employees will be taken into serious consideration.

CUSTOMER SERVICE AND INTERPERSONAL TRAINING:

This training comes in various forms. Assorted interpersonal training opportunities are offered throughout the year with outside sources and in conjunction with Staff Development personnel. Any training requests in this area will warrant serious consideration.

DIVERSITY TRAINING:

This training comes in various forms. Assorted interpersonal training opportunities are offered throughout the year with outside sources and in conjunction with Staff Development personnel. Some of the workshops are put together and executed by the Stations Equity and Inclusion Committee and any training requests for outside training in this area will warrant serious consideration.

SAFETY TRAINING:

All employees will receive annual training on Hazardous Communication (Right- to-Know) training. Additionally, specialized training concerning Bloodborne Pathogens, Confined Space Entry, Lock out/Tag out, and Hazardous Materials Response will be provided to employees with potential exposure to these hazards. A Safety Manual is included as part of this SOP, See Attachment P.
HEALTH AND SAFETY

HEALTH AND SAFETY PROCEDURES:

It is a department goal and responsibility to provide a healthy and safe workplace, free of recognized hazards. You are responsible for contributing to that goal by conducting yourself in a safe manner. Equipment and supplies necessary to ensure healthy and safe working conditions for each employee will be provided. See Attachment P for Safety Manual.

As an employee, you must:

- Report hazardous conditions to the school/facility administration and your supervisor immediately.
- Maintain healthy and safe work areas on school/facility sites and secure all hazards before leaving work areas.
- Comply with all applicable school board, local, state, and federal rules and regulations.
- Use the proper tools and equipment for a particular job and use them safely.
- Wear or use prescribed protective equipment properly and keep it in good condition.
- Report any job-related illnesses, injuries, and “close calls” to your supervisor, and seek treatment promptly.
- Observe traffic rules.
- Discourage horseplay and avoid distracting others.
- Know where fire extinguishers are located and how to use them.
- Follow instructions. Don’t take chances that endanger the health and safety of you or others. If you have a question, ask your supervisor.
- Assist your fellow workers in avoiding hazards. Work together.

Administrative Procedures to Report Injuries

If the injury will require an OJI report to be filed, the employee should report injury to his craft foreman immediately. The Craft Foreman will contact their Maintenance Station Office Secretary so the Secretary can get a drug test letter from the Director’s office.
The Maintenance Office Secretary will issue the employee a packet of OJI forms (to be printed by the Secretary from the Johns Eastern website), these forms are completed by the employee and Station Clerk when employee comes into station office (these have to be completed before employee goes to the approved OJI Medical facility, currently CareSpot). The Station Clerk inputs notice of injury when prompted to by the John Eastern website www.johnseastern.com. An ID number will then be issued for the injured employee’s case. See Attachment O.

The drug test letter from Director’s office is picked up by the Craft Foreman and he drives the employee to the approved OJI Medical facility, currently CareSpot, for drug testing while receiving care for the injury. DCPS staff is not authorized to pickup/deliver any test results from CareSpot. These results are to be mailed to Human Resources by the provider, attention Supervisor of Human Resources, currently Danny Foye.

Employee will either report back to work or not based on doctor’s recommendation from the approved OJI Medical facility, currently CareSpot. OJI paperwork will be processed through the Maintenance Station Clerk and Johns Eastern. The employee will follow up with Station Clerk on remaining OJI issues to be processed.

**Hazard Communication/Right-to-Know**

The district has a written, comprehensive hazard communication program that includes provisions for chemical container labeling, material safety data sheets, and an employee-training program. You have a right to know the identity of hazardous chemicals you use in the workplace and methods available to protect you from their employees may be exposed while on district property.

**FDLES Inspections**

You are encouraged to work together with your supervisor and other workers to resolve health and safety problems. If a hazard is not corrected, you should contact the Director of Facilities-Maintenance immediately. The law protects you from punishment or discrimination for complaining to your employer, union, or the Florida Department of Labor and Employment Security (FDLES) about job health and safety hazards; or for participating in FDLES inspections, conferences, hearings, or other related activities.

**Personal Protective Equipment**

Suitable personal protective equipment (PPE) will be provided where there is a “reasonable probability” that injury can be prevented by its use. PPE may include hard hats, safety glasses and goggles, face shields, ear plugs/muffs, gloves, and respirators. PPE must be selected based on a hazard assessment and you must receive training on its use, care, and maintenance. As an employee, you must use and maintain
prescribed PPE. Contact your supervisor if you have questions regarding PPE. A specialized package of electrical safety protective equipment will be purchased by the district and assigned to each electrician. Upon receipt of the equipment the electrician will sign and return the Employee Acknowledgement of Safety Gear Form, See Attachment BB.

Back Injuries

Back injuries are one of the most common causes of lost work time in our department. Utilize lifting techniques that place minimum stress on the lower back. Maintain good physical conditioning and flexibility to reduce the risk of muscle strain. If you are not sure whether a load is too heavy to lift safely, ask for help.

Lockout-Tagout

Lockout-tagout covers servicing and maintenance of machines and equipment in which the unexpected energizing or start up of the machines or equipment or release of stored energy could cause injury. The rule generally requires that energy sources for equipment be turned off or disconnected and that the switch either be locked or labeled with a warning tag. All employees are required to comply with lockout-tagout provisions. If you are unsure whether your task requires lockout-tagout, contact your supervisor or the Safety Management staff.

Asbestos

Asbestos-containing materials (ACM) are present in many of our schools and facilities. For schools/facilities with ACM, asbestos management plans are available in the administrative offices, maintenance offices, and in the district environmental health office. Asbestos awareness training is provided to all employees whose job tasks may potentially impact ACM. If you have any doubt whether or not your task will disturb ACM, contact your supervisor.

Lead

Lead-based paint may be present in some of our schools and facilities. This paint must not be sanded, chipped, abraded, blasted, pressure washed, etc. unless proper procedures are followed. If you must disturb paint as described above, first contact your supervisor.
**Bloodborne Pathogens**

Participation in the Bloodborne pathogens program is limited to employees that are “reasonable anticipated” to come in contact with blood or other potentially infectious material as part of their job responsibilities (occupational exposure). “Good Samaritan” acts such as assisting a co-worker with an injury are not considered occupational exposure.

**Working in Hot Environments**

Most heat-related health problems can be prevented or the risk of developing them reduced. Engineering controls (e.g., fans, shielding), work practices (e.g., drinking plenty of drinking water), work and rest periods, acclimatization, and training are all important in preventing or reducing the potential for heat-related health problems. If possible, heavy work should be scheduled during the cooler parts of the day. Supervisors should be able to detect early signs of heat stress and permit workers to interrupt their work if they are extremely uncomfortable. If you have a health problem that predisposes you to the effects of heat, tell your supervisor.

**Summary**

There are many occupational safety and health standards applicable to your job. Only a few are mentioned in this section of the employee manual. It is impossible to summarize them all in a manual such as this. If you have any questions regarding hazards in the workplace, contact your supervisor. See Attachment P for the most recent version of the Safety Manual.
BOARD POLICY AWARENESS

GENERAL BOARD POLICY STATEMENT:

All department procedures are intended to comply with all School Board Rules. In the event of a conflict, School Board Rules always take precedence. All employees are encouraged to review all School Board Rules. School Board Rules are available for review in the Director’s Office and will eventually be accessible via the District’s home page on the Internet. (www.duvalschools.org)

BARGAINING UNIT AGREEMENTS:

All departmental procedures regarding bargaining personnel must be in conjunction with the current agreements with both bargaining units (Supervisors & Maintenance Mechanics). Currently, Jacksonville Supervisors Association represents the Supervisors and the IEBW represents the Maintenance Employees & Associates, Inc. In the event there is a conflict, the collective bargaining agreement will take precedence.

USE OF SCHOOL BOARD PROPERTY:

The School Board considers school buildings and grounds as community centers which shall be available for any legal assembly which is open to the general public for public, literary, scientific, recreational, educational, or public agency meetings or for the discussion of matters of general or public interest. The Superintendent, or designee, shall approve the use of all School Board facilities. The use of school property, facilities, and equipment shall not interfere with the educational program of the school.

General Provisions: The principal or building administrator shall secure the approval of the Superintendent, or designee, before authorizing the use of school property, facilities, and equipment. The principal shall be responsible for safeguarding school property, facilities and equipment; enforcing and informing groups of School Board Policies; executing proper forms; and collecting payments when appropriate. The following conditions shall apply:

- A responsible School Board employee shall be designated by the school principal to open school facilities for public purposes. This individual shall remain present until the meeting or event is completed and the school premises are secured, and shall be vigilant against misuse of school property.

- The premises shall be left clean, consistent with conditions at the initiation of the meeting or event. Failure to comply with this provision may result in denial of future requests for use of the school property or facilities.
• The group or organization shall reimburse funds to the School Board for payment of any services rendered by School Board employees as required in Subsection (1)(a) herein.

• Utilization requests for a series of meetings may be approved for no more than one (1) year in advance and are subject to cancellation at anytime within the sole discretion of the principal.

Reimbursement for Utilities: Utility fee may be charged based on the square footage that is being utilized.

Prohibited Use of School Facilities: School property and facilities shall not be used for the following purposes:

• Commercial or personal gain;
• Programs involving any form of gambling or illegal activity;
• Private teaching, unless specifically approved by the School Board;
• Programs in violation of Florida Statutes or School Board Policies;
• Fund-raising activities by political groups;
• Activities for which an admission fee is charged either in advance or at the door, or requests for contributions are made. Provided, however, fees may be charged when they are returned or donated to the school for a school-related organization or are contributed to organizations which are non-profit organizations as defined in Section 273.01(3), Florida Statutes. Evidence of such status shall be provided to the School Board prior to the utilization being approved; and
• Events which are primarily social in nature such as weddings, receptions, family reunions and parties.

Special Provisions:

• The principal shall designate restroom facilities for use by the organization.

• Any school or community event sponsor or vendor who uses school facilities shall notify the local public health unit not less than three (3) days to a scheduled school carnival, fair, or other celebration involving the sale of preparation of food or beverages.

• The provision of the Policy entitled “Tobacco-Free Workplace” which prohibits the use of tobacco products on School Board property shall be in force during any utilization approved by this Policy.
USE OF SCHOOL BOARD VEHICLES:

All personal use of District owned vehicles is prohibited. The exception is the approved lunch described in this SOP. There are call out personnel that have been authorized by the Director of Facilities Maintenance to park their District owned vehicle in one (1) of three (3) centralized location to facilitate more efficient call out services:

- Peterson #3280
- Oceanway #3062
- Merrill Road #3228

There are various policies that guide the fuel purchasing procedures for the maintenance fleet, See Attachment E for further details.

DRUG-FREE WORKPLACE POLICY:

The Duval County School Board and its employee unions share a commitment to solve the substance abuse problem and to create and maintain a drug-free work place. In general, the Drug Free Workplace Policy for the School Board states that:

No employee of the Duval County School Board shall unlawfully manufacture, distribute, dispense, possess or use on/or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of Section 202 of the controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

Workplace is defined to mean the site for the performance of work done on School Board property. That includes any school building or other premises owned by the School Board; any school-owned vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment by the Duval County School Board, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace defined above, no later than five days after such conviction.

As a condition of employment by the Duval County School Board, each employee shall abide by the terms of the School Board’s policy respecting a drug-free workplace.

The Duval County School Board may require an employee to submit to drug and alcohol testing under any of the following circumstances:
Whenever at least two supervisory employees have reasonable suspicion that an employee is using, under the influence of, or in possession of illegal drugs or alcohol while on duty; or that the employee is abusing alcohol or illegal drugs and the abuse either adversely affects his/her job performance or represents a threat to the safety of the employee, his/her coworkers, or the public.

Whenever an employee is involved in an accident involving personal injury or property damage which could result in liability of, or loss to the Employer, including Workers Compensation liability.

At any time within one year after an employee has been counseled or otherwise disciplined because of a problem with alcohol or illegal drugs, has tested positive for the presence of alcohol, illegal drugs, or has completed initial rehabilitation for a problem with alcohol or illegal drugs, whichever is later.

Any employee who fails to pass a drug or alcohol test shall be subject to discipline, up to and including discharge from employment. Additionally, any employee who refuses to submit to alcohol and/or substance abuse testing as required above, shall be subject to discipline, up to and including discharge from employment.

The School Board may refer an employee to, and require an employee to attend the Employee Assistance Program after he/she has tested positive for the presence of alcohol and/or illegal drugs as a condition of continued employment. This shall not be construed to limit the Board’s right to take disciplinary action when an employee test positive for the presence of alcohol and/or illegal drugs.

**SEXUAL DISCRIMINATION AND HARASSMENT:**

The Duval County School Board forbids discrimination against any employee or applicant for employment on the basis of sex. The Board will not tolerate sexual harassment activity by any of its employees, volunteers or contractors who work on school related activities, subject to control of school officials. The Superintendent shall develop procedures for reporting and investigating harassment and for imposing sanctions against those who have engaged in sexual harassment.

**General Prohibitions:**

a) Unwelcome Conduct of a Sexual Nature

1) Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented kidding, teasing, double-entenders, and jokes.
2) Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

3) An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

b) Sexual Harassment – For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, an other verbal or physical conduct of a sexual nature constitutes sexual harassment if:

1) Submission to the conduct is made either an explicit or implicit condition of employment;

2) Submission to or rejection of the conduct is used as basis for an employment decision affecting the harassed employee; or,

c) The conduct substantially interferes with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions:

a) Administrators and Supervisors

1) It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate’s failure to submit will result in adverse treatment, or when the subordinate’s acquiescence will result in preferential treatment.

2) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

b) Non-Administrative and Non-supervisory Employees

1) It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature.

2) Employees who engage in such conduct shall be subject to sanctions as described below.

Reporting, Investigation, and Sanctions:
a) It is the express policy of the Duval County School Board to encourage victims of sexual harassment to come forward with such claims. This may be accomplished through the Employee Complaint Procedure.

1) Employees who feel that the administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee’s direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision, or to the Supervisor of Affirmative Action.

2) Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual’s work performance or creates a hostile or offensive working environment.

3) Confidentiality will be maintained to the extent possible, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

b) In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or his designee has the responsibility of investigating complaints of sexual harassment. The Superintendent is responsible for the final resolution of the complaint.

c) Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to: warning, suspension, or termination, subject to applicable procedural requirements.

d) Written notices summarizing this policy and identifying the Affirmative Action Officer to whom reports can be made, shall be posted in conspicuous locations, available for employees in all educational facilities throughout the School District; and such notices shall be periodically updated in order that all information contained therein shall be current.

e) All investigations conducted pursuant to this policy shall be kept in strictest confidence as may be allowed by law.
EMPLOYEE CONCERNS AND COMPLAINT PROCEDURES:

Any School Board employee who has a major concern or complaint regarding employment shall initially discuss the matter with his/her immediate administrative supervisor as is appropriate in light of the subject matter of the complaint. Any such complaint shall be brought to the attention of the employee’s immediate administrative supervisor with ten (10) working days of the occurrence of the event(s) associated with the complaint. Provided, however, the ten (10) day period for an employee who is absent at the time of the event(s) occurs shall commence when he/she returns to work. If the employee and the immediate administrative supervisor are unable to satisfactorily adjust the complaint within two (2) working days, the employee may choose to utilize the District’s complaint procedure for employees. The employee shall have the right to representation at each step of the procedure.

The District’s employee complaint procedures shall be as follows:

1) To initiate Step 1, the employee shall reduce the complaint to writing and submit it to the Assistant Superintendent for Human Resources within five (5) working days after the expiration of the two (2) day period as described in the preceding paragraph. The written complaint shall set forth specifically the event(s) upon which the complaint is originated and the grounds upon which the appeal is based. The complaint shall be handled by the Assistant Superintendent of Human Resources or, if appropriate, referred to another Assistant Superintendent for determination. The Assistant Superintendent who handles the complaint and his/her representative(s) shall meet with the employee. A written decision on the appeal shall be transmitted within ten (10) working days after the receipt of the appeal; two (2) copies of the decision shall be delivered to the employee.

2) The employee may initiate Step 2 by submitting a written appeal to the Superintendent within ten (10) working days after the receipt of the Assistant Superintendent’s written decision as described in Step 1. The Superintendent shall meet with the employee and render a written decision on the appeal within ten (10) working days after receipt of the employee’s appeal.

3) Step 3 may be initiated by the employee within ten (10) working days after the receipt of the Superintendent’s written decision by submitting a written appeal to the School Board with a copy directed to the Superintendent. The School Board shall hold a hearing on the matter no later than forty-five (45) days from the date of filing such appeal. The School Board’s decision in the matter shall be rendered at the next regular School Board meeting after the hearing, and shall be final and binding in all respects.
**WELLNESS/EAP:**

The mission of Duval County Public Schools' (DCPS) Wellness Program is to increase health awareness, promote positive lifestyles, decrease the risk of disease and enhance the quality of life of employees and their families. The goal is to create and maintain a “wellness culture”, keep the “healthy” population “healthy”, identify those at risk and provide resources for those at risk and provide disease management for those with chronic conditions.

If you have any questions or concerns about this program, do not hesitate to call for information. Their telephone number is 390-2557. This number is not manned 24-hours a day.

**DRIVER RESPONSIBILITIES:**

Any employee of Duval County Public Schools who drives a district-owned vehicle as part of his/her job duties must accept responsibility for the safe and efficient operation of the vehicle. Drivers must exercise good common sense and treat county vehicles with care and respect. Abuse of county vehicles will not be tolerated. Listed below are specific duties and operating guidelines that must be followed. Failure to do so could affect the employee’s job evaluation and/or employment.

Each employee assigned to drive a school district vehicle must:

- Maintain a valid driver’s license of the type required operating the vehicle.
- Be knowledgeable of and adhere to all State laws, School Board Regulations and Department Policies regarding the operation of the vehicle.
- Use the vehicle only in the performance of job-related duties. Keep current all required logs and/or reports.
- Keep the inside of your vehicle clean, orderly, and free from trash and debris. **DO NOT** use a hose to wash the inside of a vehicle!
- See that all vehicle fluid levels are adequate (gas, oil, etc.)
- Make sure vehicle numbers and DCPS decals are affixed to the vehicle and legible
- Promptly report all vehicle malfunctions to your immediate supervisor. No vehicle should be operated if it is in such a condition as to be unsafe to the driver, passengers or other motorists or pedestrians, or if a malfunction might cause damage to the vehicle.
- Any traffic tickets received while operating a county vehicle must be reported immediately to the appropriate supervisor.

- Any accident that results in personal injury or involves damage to a vehicle or property must be investigated by the appropriate police agency. The driver must notify his/her supervisor as soon as possible after any accident and complete a Maintenance Vehicle Mishap Report. A copy of this report must be forwarded to the District's Vehicle Coordinator before any repairs will be made to the vehicle.

- All vehicles will be locked and secured each night by the assigned driver.

- Drivers must leave all vehicle keys in the shop at the end of the shift in an area designated by the Foreman.

- The last driver of the vehicle will be responsible for body damage if not reported prior to leaving the compound.

- All drivers must comply with the safe driver's policy as established by School Board rule.

**HAZARDOUS SUBSTANCES:**

It is the intent of the Duval County School System to provide the safest possible environment for all persons working in, or involved with, the various locations within our system. This system strives to treat all emergency situations in the safest and most expedient manner possible. This Hazardous Substance Emergency Procedures Policy is intended to give you information that will help accomplish this goal.

Training should be conducted in accordance with 29 CFR PART §1910.1200(h) (O.S.H.A) and include the following information:


- The location of any hazardous chemicals in your workplace.

- The location of Material Safety Data Sheets (MSDS) for any chemical used in the workplace.

- The physical and health hazards of any chemical used in the workplace as well as methods used in detecting any spills or release of chemicals.

- Protective measures available to the employee, where applicable.
• Information on the labeling system used on chemicals and how to read and interpret information provided on the MSDS sheets.

Vendors are required to provide an MSDS for each hazardous substance purchased. Material Safety Data Sheets should be continually updated and the MSDS file should be accessible at all times. Each MSDS contains information on the manufacturer, substance I.D., physical/chemical characteristics, fire and explosion hazard data, reactivity, health information, control and protective measures and precautions for safe handling and use. An MSDS must be on file for all chemicals at your facility. If you do not have an MSDS for all chemicals in use, contact the vendor immediately and have them provide one for that chemical. If the vendor does not respond in a timely manner (3 – 5 working days) call the Office of Environmental Services (390-2220) or the Safety Office (858-1925) for assistance.

Storage: Hazardous substances should be stored in their original labeled containers provided by the manufacturer. Do not mix hazardous substances together, except when following explicit label instructions. Mixtures must then be labeled and properly stored.

Disposal: When an original container is empty, it must be disposed of in a manner prescribed by law. To dispose of any unused, unwanted, or unknown material assumed to be hazardous, completely fill in The Hazardous Waste Disposal Form and fax it to the Director of Environmental Services at 390-2265.

The emergency procedure to be followed depends upon the hazardous substance involved and the particular incident. General guidelines are as follows:

1) Determine the hazardous substance involved and refer to the label on the product container. Most labels give emergency instructions for spill clean-up.

2) Take emergency action as indicated on the label and call for assistance, as necessary.

3) Locate the MSDS for the particular product and follow emergency instructions.

4) Notify appropriate school supervisors and department personnel. The Safety Office should be notified as soon as possible.

5) If it is necessary for involved individual(s) to receive medical treatment, insure that medical personnel receive a copy of the MSDS and/or product label.

6) If the hazardous substance is a lab chemical, appropriate school and district personnel should supervise the emergency procedures, including clean-up.

7) In the event of a major spill, refer to the MSDS and notify the Director of Environmental Services (390-2220) and the Director of Safety (858-1925).
Cleaned up spills should be returned to their original containers, if possible, or the container marked with the name of the product.

**Other Policies and Metrics:**

There are many items in a complex district such as Duval County Public schools and policies are constantly developing and change over time. Some of the lesser common policies are attached to this SOP via the following:

- Key Control – *Attachment G*
- Kitchen Pilot Policy – *Attachment H*
- Light Bulb Policy – *Attachment I*

Metrics are intended as a management tool and are calculated and analyzed every two (2) months in the maintenance report *(Attachment GG).* A variety of metrics are analyzed and the foreman and supervisors are responsible for furnishing much of the data each month.

**Policy Revisions and Clarifications:**

During the year and between SOP updates, clarifications are often necessary and will be delivered as in *Attachment II* and *Attachment R* as an example.
Attachments Here
Routine Maintenance Work

Permitted via Maintenance Annual Permit

No Inspection Request Required

Maintenance small project work, usually involving limited installation of new building and/or system components

Permitted via Maintenance Annual Permit

SAP 99 Craft Code Periodically Audited by Code Enforcement and Inspected as Deemed Necessary

Inspection Request Performed by Maintenance via Code SOP

Successful Project

Pass Inspection

Maintenance small project work, usually involving more extensive installation of new building and/or system components

Permitted Base on Submission

Inspection Request Performed by Maintenance via Code SOP

Inspection Request Performed by Contractor via Code SOP

No Inspection Request Required

Work Performed by an Outside Contractor

Permitted Base on Submission

Inspection Request Performed by Contractor via Code SOP

Pass Inspection
Attachment AA

Duval County Public Schools
Purchasing Card Program
Policies and Procedures
Maintenance

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March 3, 2011

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PURCHASING CARD Policies and Procedures

PURPOSE

To provide guidance on the proper use of the Duval County Public Schools Purchasing Card and establish policies which meet the following criteria:

- Provide an efficient and cost effective method of purchasing and paying for goods and services not exceeding $750 per single purchase.
- Ensure Purchasing Card purchases are in accordance with the School District’s policies and procedures, and with Florida Statutes.
- Reduce time and money spent processing low dollar transactions.
- Ensure that the School District bears no legal liability from inappropriate use of Purchasing Cards.
- Provide for disciplinary action if the Purchasing Cards are misused.

BACKGROUND

Duval County Public Schools is making available to certain District employees delegated authority to make minor purchases directly through a “Purchasing Card” system. This will allow Maintenance personnel flexibility to purchase small routine materials and supplies.

Certain controls have been developed for the Purchasing Card that do not exist in a traditional credit card. These controls ensure that the card is used only for specific purchases and within specific dollar limits. Also, certification by each cardholder is required for all purchases as well as authorization from the Foreman.

PROCEDURES

The Foreman approving the assignment of a Purchasing Card will set two limits for each Cardholder: single purchase limit and billing cycle limit. The maximum limits shall be $750 for a single purchase and (as appropriate) during the billing cycle.

A multiple item purchase may be made but the invoice cannot exceed $5,000 or the Cardholder’s limit if less than $5,000. Purchases over $5,000 must be made by Purchase Order under the School District’s Purchasing Policies and Procedures.
1. Definitions

- **Bank** - The financial institution, which has entered into an agreement with the School District to provide the Purchasing Card Program (currently Bank of America).

- **Billing Cycle** - The monthly billing period that begins on a set date of each month and ends on the same day the following month, with a 14 day grace period before payment is due.

- **Cardholder** - Person named on the card that is authorized to make purchases.

- **Cardholder Agreement** – Visa’s terms and conditions that define Cardholder use of the Purchasing Card.

- **Foreman** – Supervisor whose signature will appear as authorization to pay and to set single purchase limit and billing cycle limit.

- **Merchant Category Code (MCC)** - A method to control where spending is allowed. All Visa merchants are assigned an industry-specific MCC code, which the School District can restrict from Purchasing Card access. Once an MCC code is blocked, all merchants within that category will be declined.

- **Monthly Limit** - The maximum dollar value of charges a Cardholder is authorized to make during the billing cycle.

- **Purchasing Card** - A charge card issued to an employee for the purpose of making authorized purchases on the School District’s behalf. The Purchasing Card will have the School District's name, tax exemption number, Cardholder's name, and the expiration date of the card.

- **Purchasing Card Administrator** - The Purchasing Director or designee. This person is responsible for the administration of the Purchasing Card Program. The Purchasing Card Administrator can be reached in Purchasing Services at 858-4848.

- **Single Purchase Limit** - The maximum value of charges a Cardholder is authorized to make during a single transaction.
2. **How It Works**

1. A Foreman authorizes the issuance of a Purchasing Card to an employee.

2. The Purchasing Card Administrator coordinates issuance of the Purchasing Card to an employee.

3. A Cardholder presents goods or services for purchase to a vendor who accepts Visa.

4. The vendor processes the card information to obtain authorization for the purchase.

5. The Bank receives the transaction information electronically from Visa.

6. The Bank verifies the account number and spending control limits on the card.

7. The Cardholder receives the merchandise and a copy of the receipt.

8. The cardholder gives detailed original receipts daily to the Foreman who will in turn maintain the original receipt for monthly remittance.

9. The Foreman receives SAP workflow e-mail directing where and how to log transaction into SAP Enterprise Software.

10. The vendor receives payment for the merchandise within 3 days.

11. The Foreman receives a monthly memo statement for each cardholder.

12. The Foreman reconciles all purchases and credit activity to the memo statement and attaches all original receipts.

13. The cardholder will sign the monthly memo statement verifying that they indeed made the charges on the statement.

14. The Foreman signs the memo statement then forwards the memo statement and attached merchant documentation to Business Services.


16. Accounts Payable pays the consolidated statement to the Bank.
3. Responsibilities

A. **Cardholder** is responsible for the following:

- Making purchases in compliance with School District policies and procedures;
- Holding and securing the Purchasing Card and card number;
- Informing vendor of tax exempt status prior to processing sale transaction;
- Ensuring original merchant documentation is complete and available for every transaction;
- Reviewing the monthly statement that includes transactions during the cycle period for accuracy within (7) seven days of receipt;
- Signing the monthly statement.
- Immediately reporting a lost or stolen card.
- Turning in card to the Purchasing Card Administrator upon transfer, resignation, or termination.

B. **Foremen** are responsible for ensuring the integrity of the Purchasing Card Program by:

- Ensuring authorized Cardholders in department are aware of guidelines and follow the guidelines;
- Reviewing the monthly statement that includes transactions during the cycle period;
- Approving the statement for Cardholder purchases;
- Identifying and handling disputed charges and reporting discrepancies to vendor;
- Reporting violations of the Purchasing Card Program to the Purchasing Card Program Administrator;
- Informing the Purchasing Card Program Administrator of Cardholder transfer, resignation, or termination and your own transfer, resignation, or termination.

C. **Purchasing Card Administrator** is responsible for the following:

- Reviewing and communicating to the Bank all Purchasing Card requests and changes to card limits;
- Training Cardholders;
- Coordinating the issuance and cancellation of cards;
- Maintaining program policies and procedures, Cardholder guides and/or manuals and all Cardholder Application Forms;
- Maintaining a list of all current Cardholders;
- Pursuing supplier discount opportunities;
- Evaluating Purchasing Card feedback from suppliers;
- Coordinating and maintaining internal controls;
- Coordinating program policy issues;
- Participating in ongoing program reviews;
- Participating in resolving billing disputes;
• Monitoring program for compliance with all School District policies and procedures and recommending disciplinary action for cardholders with violation of policy to Foremen;
• Monitoring the program’s aggregate monthly spending relative to the aggregate established credit limit with the Bank for potential required increases;

D. **Internal Auditing** is responsible for conducting periodic audits and reporting findings.

E. **Bank** is responsible for the following:
   • Activating and deactivating Purchasing Cards at the request of the Purchasing Card Administrator;
   • Paying suppliers;
   • Controlling pre-defined Cardholder limits;
   • Providing monthly statements and reporting information;
   • Providing duplicate copies of sales receipts in case of disputed charges;
   • Providing customer service.

4. **Processes**

   **A. Requesting a Purchasing Card**

   1. Purchasing Cards will be issued to School District employees who frequently purchase goods or services.

   2. All requests for Purchasing Cards must be submitted by the Foreman to the Purchasing Card Administrator on a Purchasing Card Application Form. No credit checks are made against individual Cardholders.

   3. The Purchasing Card Administrator will review the application and if approved, coordinate the issuance of your Purchasing Card with Wachovia.

   4. The Bank issues the Purchasing Card and mails it to the Purchasing Card Administrator. The Purchasing Card Administrator will write "See photo ID" in the signature space on the back of each card.

   5. The Cardholder attends a mandatory Purchasing Card Program training session, signs the Cardholder Acceptance form, and receives a Purchasing Card and Visa Cardholder Agreement, and “Purchasing Card Policies and Procedures”.

   6. The Cardholder Agreement Form will be retained in Purchasing Services.
B. Modifying Purchasing Card Limits

If a purchase is greater than $750, the Foreman must be contacted for approval. If approved, the Foreman will contact the cardholder.

C. Card Description

Cardholder’s Name – The Cardholder’s name will be embossed on the card and “See Photo ID” will be written on the magnetic strip on the back, requiring ID to be shown to the cashier.

Account Number & Cost Center Number – A 16 digit account number will tie all transactions to the Cardholder, as well as the cost center number, embedded in the magnetic strip on the back of the card.

Sales Tax Exemption Number – The District’s tax exemption number will be printed on the card and serves as proof to the merchant that sales tax should not be charged. It is the responsibility of the Cardholder to make the vendor aware of this prior to processing the sale.

The Purchasing Card has been uniquely designed to avoid confusion with personal credit cards.

D. Using the Purchasing Card – General Information

The Cardholder may pick up supplies or services, or place an order for these by telephone, facsimile or electronically. Internet purchases must be made over a secured transmission. No back ordering is allowed when using the Purchasing Card.

E. Placing the Order: An order may be placed in person, by phone, fax, mail, or Internet.

Inform the merchant of the following information:

- This purchase is tax exempt. Tax-exempt #85-8013988912C-0 is printed on the card.
- Remind the merchant that this is a Duval County Public Schools purchase and should be accorded any applicable discounts
- Give the name as it appears on the card.
- Give accurate delivery information.
- Do not allow Cash On Delivery (COD) deliveries. Payment must be made at the time of ordering or pick-up by using the Purchasing Card.
- Request documentation showing description and cost of each item.
- When placing a phone order, get order number and request a copy of the invoice or order.
**Telephone Orders:** The Cardholder must confirm that the vendor will charge the Purchasing Card when shipment is made so that receipt of the supplies may be certified on the monthly statement. This is also a requirement of the vendor’s contract with Visa.

**Prohibited Purchases:** The Purchasing Card is to be used for School District authorized purchases only. The Purchasing Card shall not be used for any personal use.

**Do Not Purchase The Following Goods With The Purchasing Card:**

- Personal Purchases
- Cash or Cash Type Transactions
- Split Purchases – using multiple transactions to stay within spending limits.

**Inappropriate Purchases:**

- Airline Tickets
- Alcoholic Beverages
- Building Repairs
- Capital Equipment
- Cellular Phones
- Computers
- Consultants/Contractual Services
- Contracts requiring authorized signature
- Entertainment
- Furniture or Equipment greater than $749.99
- Gambling
- Gas and Oil Products
- Gifts or Gift Certificates
- Hotels
- Items Stocked in the District Warehouse
- Legal Services
- Meals (Will be reimbursed through established travel procedures)
- Medical Services
- Registrations
- Service or Maintenance Agreements
- Tools
- Vehicle Expenses – example: fuel products, auto parts and repairs
- Any other restrictions that may be placed by the Foreman

**Excluded Merchant Types**

Do Not Purchase From The Following Merchant Types. An attempted purchase from these types of merchants will cause the transaction to be declined.
• Banks, Automated Teller Machines (ATM's), Financial Institutions.
• Eating Places – restaurants, bars, cocktail lounges, nightclubs, fast food establishments.
• Betting, lottery, wages, beer, wine, tobacco, packaged liquor stores.
• Dating and escort services, counseling, massage parlors, health and beauty spas, computer dating.
• Any other purchases that are not appropriate expenditures for public funds. If there is a doubt, do not make the purchase.

*If your Foreman questions a purchase made by you, you must substantiate necessity or official use. Misuse of the Purchasing Card shall be subject to the immediate revocation of Purchasing Card privileges. Resolution of situations involving improper use of the Purchasing Card will be handled by the appropriate authority in accordance with School District Policies and Procedures, and reported to the Purchasing Director.

Sales & Use Tax

The School District is exempt from paying any State of Florida (and generally all other states’) sales and/or use tax, even if the purchase is made with the Purchasing Card. The School District sales tax exemption number is printed on the face of the Purchasing Card. Prior to processing the sale, it is the cardholder’s responsibility to make the vendor aware that the sale transaction will be tax exempt.

If the vendor charges sales tax, the Cardholder must contact the vendor and obtain a credit equal to the amount of the sales tax. Do not permit the vendor to issue cash to settle a sales tax error. If you have a problem with any vendor about sales or any other tax, please contact the Purchasing Card Administrator.

Compliance

Use of the Purchasing Card does not relieve you from complying with Federal, State, Local laws, ordinances, regulations, or School Board policies and procedures.

Conflict of Interest

Do not make purchases from vendors that create a conflict of interest, (i.e., purchases from companies owned or operated by School District employee(s) and/or their relatives, etc.)

Documenting Each Transaction

Every transaction must have valid and complete source documentation from the merchant.
Valid Source documentation should be:

- A receipt and card transaction slip from the merchant; and one of the following:
  - A packing slip, listing individual items and cost for each, at the time of delivery.
  - Order forms for dues, subscriptions, registrations, or similar items.
  - An invoice showing credit card payment

All documentation must include the following:

- Vendor identification (Merchant Name)
- Date the purchase was made.
- Description, quantity, and unit cost of each item purchased.
- Total cost of the order.
- Cardholder name and/or card number.

**Declined Transactions:**

**Possible Reasons For Decline and What To Do:**

- Phone orders – The merchant may have recorded the card number and/or expiration date incorrectly. Have the merchant repeat this information before completing the order.
- The merchant’s 4-digit Merchant Category Code (MCC) is one of the District’s excluded codes.
- The transaction exceeds the monthly dollar limits. Check the dollar amount of the cardholder’s transactions that have been made to determine if the limits have been exceeded.
- When all else fails call P-Card Administrator in Purchasing Services at 858-4848.

**F. Reconciling Monthly Statements**

1. **The Bank** will provide the Cardholders with monthly memo statements for verification of charges and reconcilement.

2. **The Cardholder** must verify receipt of goods or services for all purchase transactions on the monthly memo statement and match each one to corresponding supporting documentation (such as invoices, charge slips, receipts and packing slips). The Cardholder must also verify all credit transactions were processed.

Upon fully reconciling the monthly statement, the Cardholder submits a signed copy of the memo statement with the original merchant documentation to the Foreman who will review, sign, and forward to Business Services within seven (7) days.
G. Paying for Supplies

1. The vendor is paid by the bank within 3 days of the order being placed.

2. Accounts Payable will pay the consolidated statements within 14 days from the end of the billing cycle. The School District retains the right to dispute a purchase up to 60 days after the statement date in which the transaction occurred.

H. Returns And/Or Exchanges, Credits, Disputes, and Erroneous Charges

1. The Cardholder must attempt to resolve problems directly with the vendor. The vendor must issue a credit for billing errors, sales tax, defective supplies or unacceptable services, returned supplies or canceled orders. This credit should appear on the Cardholder's statement within 60 days. Do not permit the vendor to issue cash or store credit to settle a disputed amount. Under no circumstances may the employee accept cash or a store credit.

2. If the Cardholder is unable to resolve the issue with the vendor, or Cardholder's credit does not appear on the monthly statement up to 60 days, Cardholder should contact the Bank's Commercial Card Customer Service Group at (1-877-543-4453) to resolve the matter. This group will require the Cardholder to fax a Dispute Form (Exhibit 3). A copy of the Dispute Form must also be sent to the Purchasing Card Administrator.

Instructions for Returns and/or Exchanges

- Make arrangements with the merchant before shipping an item for return. The merchant should provide a return authorization number.
- The merchant must credit a return. Any exchange must result in a new transaction. Exchange of like items, for example: different colors or replacement of damaged goods may not require a credit transaction.
- It is a merchant violation to refund cash for a credit card return. It is a Cardholder violation to accept cash.
- Document all returns and exchanges. This information may be needed for a formal dispute.

Disputes: If you dispute any charges on your statement, immediately bring to the attention of the Foreman. The following may be formally disputed with the Bank:

- Unauthorized charges, including unauthorized phone or mail order charges.
- Difference in amount authorized by Cardholder and amount charged by vendor.
- Duplicate charges.
• The account has not yet been credited but a voucher has been received from the merchant.
• Failure to receive goods.
• Returned merchandise.
• Unrecognized charges.
• Defective merchandise.

1. When an account is in a dispute status, the Bank pays the Merchant the full amount of the charge and Duval County Public Schools pays the Bank the full amount of the charge and the disputed amount is charged to the Cardholder’s budget and included in calculating the available money for authorizations (monthly limits). However, disputed items are removed from all late charges, over-limit fees, past due amounts and calculations.

2. After the item has been entered as a dispute, the Bank must determine who is responsible by researching the transaction including requesting a copy of the sales draft when necessary.

3. If the problem is resolved between the merchant and the Cardholder while the item is in dispute, the Cardholder should write the solution agreed upon on the bottom of the Dispute Form that was previously faxed to the Bank, and fax it to the Bank as soon as possible.

4. If the Cardholder is not responsible for the transaction, the dispute is settled for the Cardholder and the charge-back process will be initiated against the merchant by the Bank.

5. If there continues to be problems with a particular merchant, the Cardholder should notify the Purchasing Card Administrator of the problems.

I. Reporting a Lost or Stolen Purchasing Card

If a card is lost or stolen, the Cardholder must immediately notify the Foreman. If the card is lost or stolen during non-work hours, the Bank’s customer service must be immediately notified at 1-877-543-4453. Access to the card will be immediately blocked, and the Cardholder shall not be responsible for any charges after the card is reported lost or stolen. The Bank will require the Cardholder to submit written confirmation by fax or by mail of the card cancellation request reported verbally. A replacement card will be issued by the Bank and delivered to the Purchasing Card Administrator.
J. Purchasing Card Termination

**Revocation of Card:** Purchasing Card privileges may be revoked upon the Cardholder’s failure to follow School District policies and procedures. The Foreman and the Purchasing Card Administrator will coordinate the revocation of Purchasing Cards. The Purchasing Card Administrator will immediately notify the bank to cancel any such cards.

The Foreman will obtain the revoked Purchasing Card from the employee.

The Foreman must destroy the returned Purchasing Card by cutting it in two and must deliver it to the Purchasing Card Administrator.

**Terminated Employees:** The Foreman will immediately notify the Purchasing Card Administrator of terminated employees. The Purchasing Card Administrator is required to notify the Bank to cancel the card of a terminated employee within 24 hours of such termination.

During the exit interview, the Foreman will obtain the Purchasing Card from the terminated employee. The Foreman must notify the Purchasing Card Administrator when Purchasing Cards belonging to terminated employees are not returned.

The Foreman must destroy returned purchasing cards by cutting the cards in two and must deliver them to the Purchasing Card Administrator.

K. Violations and Consequences:

**Personal Purchases**

- The District must be reimbursed immediately.
- Violation of this policy may be investigated and could result in termination and/or criminal prosecution. In the event of willful or neglectful default of this obligation, the District shall take any recovery action deemed appropriate, which is permitted by law.

**Cash or Cash Type Transactions**

- The District must be reimbursed immediately.
- Violation of this policy may be investigated and could result in termination and/or criminal prosecution. In the event of willful or neglectful default of this obligation, the District shall take any recovery action deemed appropriate, which is permitted by law.

**Split Purchases** (Items costing above $750, split between transactions.)

- Written warning is to be given to Cardholder.
- Cardholder is required to obtain additional training on use of the program.
Failure to Provide Original Documentation

- Any violation of this policy may be investigated and could result in termination and/or criminal prosecution. Human error and patterns of chronic abuse will be taken into consideration.
- Cardholder is to receive a written warning upon the first offense.
- Cardholder may be required to receive additional training. Chronic abuse may result in cancellation of the card and will be investigated as a personal purchase.

Purchases of items specifically prohibited by policy

- Written warning is to be given to Cardholder.
- Violation of this policy may be investigated and could result in termination and/or criminal prosecution. In the event of willful or neglectful default of this obligation, the District shall take any recovery action deemed appropriate, which is permitted by law.

Failure to comply with this policy may result in employee removal from the Purchasing Card Program and other disciplinary action as appropriate.
BANK OF AMERICA COMMERCIAL CREDIT CARD

DISPUTE FORM
(Please print or type)

CARDHOLDER INFORMATION

Purchasing Card No._________________________Name______________________

Address__________________________________________

City ___________________________State___________Zip________

DISPUTE REASON

__ Credit not posted (attach credit slip)    __ Charge not authorized
__ Duplicate Posting       __ Merchandise not received
__ Erroneous amount (attach sales slip)  __ Return merch.-no credit received
__ Other        __ Purchase request canceled on ________

MERCHANT INFORMATION

Date of transaction ________________ Statement amount of transaction $_________

Merchant Name __________________ Correct amount of transaction $__________

DESCRIBE DISPUTE:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

MAIL DISPUTES TO:

1. Bank of America, P.O. Box 15184, Wilmington DE 19850-5184,
   TELEPHONE 1-877-543-4453

2. Purchasing Card Administrator, Purchasing Services
   FAX: 858-4868

Cardholder Signature       Date

Title          Phone No.

Exhibit 1
Duval County Public Schools
Cardholder Acceptance Form

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE DUVAL COUNTY PUBLIC SCHOOLS PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL SCHOOL DISTRICT BUSINESS ONLY.

1) I understand that I am being entrusted with a valuable tool and will be making financial commitments on behalf of Duval County Public Schools and will strive to obtain the best value for the School District.

2) I understand that under no circumstances will I use the Purchasing Card to make personal purchases either for others or myself. Willful intent to use the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.

3) I will follow Florida Law, purchasing policies of Duval County Public Schools, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges and/or other disciplinary action.

4) I have been provided a copy of the Purchasing Card Policies & Procedures at the training session on ________________, and understand the Purchasing Card Program. I have been given an opportunity to ask questions to clarify my understanding of the Program.

5) I agree to review and reconcile transactions timely and will maintain all applicable information and receipts.

6) I understand that a lost or stolen card must be reported immediately by telephone to BANK OF AMERICA at 1-877-543-4453 (24 hours a day, 7 days a week). A report of the lost or stolen card must also be made to the Purchasing Card Administrator by the beginning of the next business day.

7) I understand that I must surrender my card upon termination of employment or transfer at which time no further use of the card is authorized.

8) I agree that, should I violate the terms of this Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the District for all incurred charges and any costs related to the collection of such charges.

___________________________________  _____________________
Cardholder Name (Print)     School/Department

__________________________________  _____________________
Cardholder Signature     Date
Equipment Rental Policy

- All rentals must comply with existing DCPS policies & procedures. This policy is in addition to any existing district rental policies and is not intended to be a substitute for existing policies governing equipment rental;
- Foreman are responsible for renting equipment ONLY for the duration of time require to complete the portion of the job that the rental is being used for;
- The General Foreman must monitor all rentals in their yard and report monthly on expenditures;
- Long-Term (longer than one week) rentals OR if full rental in excess of the P-Card ONE-TIME limit need preapproval of the General Foreman. All below also apply.
  - P-Card invoices for these rentals should include no less than:
    - work order numbers;
    - brief description of the project so that a reasonable person could determine the reasonable requirements for that rental;
    - general foreman’s signature;
  - If rental equipment (meeting description above) will be used for multiple projects and/or jobs, the creation dates on the work orders must be prior to the rental date so that a reasonable person could discern if the work was planned prior to rental.
  - The Foreman and General Foreman will make every effort to assure that rental equipment is being used while rented and not just kept on site for convenience.
  - The General Foreman must understand that if equipment rental expenses accrue to levels beyond funding, that rentals will not be authorized, there is not an “unlimited” budget for rental equipment
  - The General Foreman will be required to submit a budget for annual rentals beginning in January of 2013 and be required to manage their work within that budget.
- There should be no rental equipment on site during Thanksgiving or Christmas breaks without General Foreman preapproval and rationale clearly written on invoice so that a reasonable person discern there was no harm to the district by keeping this equipment over this time.
Attachment BB

Employee Acknowledgement of Safety Gear

In an effort to improve the safety of our electricians, we are issuing all electrical personnel arc-flash PPE. By signing this document below, I acknowledge that I have inspected the safety gear given to me and agree to use the gear as required and outlined below. Additionally, I agree to report to my foreman when safety gear is no longer adequate. Finally, I acknowledge that as a licensed electrician, I am aware of the proper safety protocol required when working on all DCPS electrical systems and/or components.

The following list is a guide (not intended to be all inclusive) of the most common type of work that may be required in our schools and/or discussed in NFPA 70E that would require the use of the district provided safety gear. I also understand that I am responsible to assess any procedure and/or type of work not listed below and apply #9.

1. Resetting tripped breakers
2. Working on any energized panel where cover must be removed
3. Replacing or removing breakers
4. Replacing fuses
5. Working on disconnects, starters, and contactors
6. Anytime there is a potential for an arc flash
7. Working around any exposed energized parts
8. In accordance with NFPA 70E
9. When in doubt and/or there is an instance not described above, call your foreman before you begin your work and he will advise

_________________(Employee printed name)       _________(Date)

_________________(Employee signature)                _________(Date)

_________________(Foreman printed name)          _________(Date)

_________________(Foreman signature)                   _________(Date)
Attachment BB
Attachment C

Emergency Sand Bag Crews

Note: Approximately 1500-1600 Sandbags are required to Execute Plan

**Station 1**

Raines HS No. 165
- Sandbag library doors and doors to courtyard in bldg 1
- 30 bags

Darnell Cookman MS No. 145
- Sandbag all doorways facing courtyard between Bldg 1 and 2
- 70 bags

First Coast HS No. 265
- Sandbag doors facing courtyards between bldg 5 and 3 and courtyard between bldg 5 and 7. Sandbag doors facing courtyard between bldg 10 and 9 and bldg 10 and 12
- 70 bags

Susie Tolbert ES No. 128
- Sandbag outside classroom doors by walkways facing courtyards Bldg 4, 5, 6, 7, 8, 9 and 10
- 80 bags

Parkwood Heights ES No. 208
- Sandbag café media center and main office
- 60 bags

Mt Herman – 164
- Sandbag front atrium main bldg
- 25 bags

MLK ES – 220
- Sandbag classroom doors on in bldg 4 facing courtyard by media center
- 30 bags

Ribault HS – 96
- Sandbag café double doors front and back
- 40 bags

Ribault MS – 212
- Sandbag double doors to café and 12 classrooms on lower level front only on bldg 4, 5, 6
- 80 bags

Justina ES – 215
• Back entrances and side entrance to Media Center Door and Cafeteria doors
• 30 bags

**Station 2**
Englewood ES - 87
• Front entrance to Main office bldg 6 and Media center walkway
• 70 SAND BAGS

Kings Trail ES - 203
• Walkway between bldgs 1 and 2 and culvert in front of bldg. 3
• 100 SAND BAGS

Mayport ES-227
• Rear entrances of bldg 1 and front entrance to bldg 8
• 60 SAND BAGS

Mandarin Oaks ES - 258
• Interior courtyard bldg 1 rear classroom entrances
• 40 SAND BAGS

Hogan Spring Glen ES-64
• Rear entrance to bldg 2 by flammable storage bldg. and walkway from bldg 2 to bldg 3
• 60 SAND BAGS

Douglas Anderson - 107
• Hallways between bldgs 4, 5, 11 and 12
• 60 SAND BAGS

Love Grove ES - 82
• ESE Wing front and rear entrances and airnasium access doors
• 70 SAND BAGS

Atlantic Beach ES - 65
• Outbuildings walkways from bldg 1 to bldgs 2 and 3 and bldg. 1 to bldg. 1 annex
• 80 SAND BAGS

Alden Road - 252
• Main walkway between bldgs 1 and 2
• 30 SAND BAGS

Brookview ES - 206
• Inner courtyard rear classroom entrances and entrance to media center
• 40 SAND BAGS
Station 3
West Jax. ES - 143
• Walkways between main bldgs and both doors to bldg #2
• 25 sandbags

S.P. Livingston ES - 149
• Doors around Bldg #7
• 40 sandbags

Sadie Tillis ES - 116
• Westside of campus floods. Sandbag all doors.
• 40 sandbags needed

Forrest HS - 241
• Exterior doors to Auditorium
• 30 sandbags

Baldwin MS/HS - 38
• Interior courtyard near cafeteria and courtyards on Westside of campus floods.
• 50 sandbags

JWJ - 152
• Front office area and courtyard near cafeteria floods.
• 30 sandbags

Stilwell MS - 219
• Interior courtyard doors between buildings needs sandbags. Three courtyards.
• 60 sandbags needed

Stockton ES – 88
• Outside Classrooms 16, 15, & 14 (doors)
• 30 sandbags

Lake Shore MS – 69
• Media center entrance area doors
• 30 sandbags

Pinedale ES – 93
• Courtyard doors at SW side of media ctr.
• 40 sandbags
THIS PROGRAM PROVIDES:

- Help with balancing work and family day-to-day life
- Free, confidential counseling sessions for you or your family members for personal issues such as stress, family/marital concerns, depression, anxiety, grief and addictions
- Counseling at convenient office locations throughout Duval County, close to work or home
- 24-Hour EAP Helpline
- Referral programs to help you find child care, improve your life, care for aging parents – to name a few!
- Wellness Seminars on topics such as Creating Work/Life Balance; Financial Fitness: Controlling Your Debt; Staying Tough in Tough Times; and Stress Management to name a few.
- Help with legal issues and financial issues

AND MUCH, MUCH MORE...

Call the free, confidential, 24-hour CARELINE

904-296-9436 • 800-327-9757
Attachment D

Emergency Storm Drain Cleaning Crews

Each tuck below will be assigned 4 schools to visit & clear drains upon activation. GFs will substitute as necessary if assigned crews are absent, so that the schools below are cleared. GFs should have site plans available for crews with storm drains located.

• **PM Crew → 2-3 men 1 truck**
  - School 217 (Station 1)
  - School 228 (Station 1)
  - School 86 (Station 1)
  - School 208 (Station 1)

• **Mill Shop → 2 men 1 truck, BACK UP CREW**

• **Waste Water/Irrigation shop → 2 men 1 truck**
  - School 82 (Station 2)
  - School 66 (Station 2)
  - School 64 (Station 2)
  - School 71 (Station 2)

• **Utility Shop → 8 men 4 trucks**
  - School 258 (Station 2)
  - School 230 (Station 2)
  - School 245 (Station 2)
  - School 249 (Station 2)
  - School 80 (Station 2)
  - School 246 (Station 2)
  - School 144 (Station 2)
  - School 225 (Station 2)
  - School 116 (Station 3)
  - School 216 (Station 3)
  - School 241 (Station 3)
  - School 97 (Station 3)
  - School 219 (Station 3)
  - School 93 (Station 3)
  - School 205 (Station 3)
  - School 38 (Station 3)

• **Station 1 Plumbing Shop → 2 men 1 truck**
- Station 2 Carpenter Shop → 2 men 1 truck
  - School 94 (Station 2)
  - School 87 (Station 2)
  - School 203 (Station 2)
  - School 206 (Station 2)

- Allstate → 2 men 1 truck, BACK UP CREW

- Paint/Glass/Plaster tile → 4 men 2 trucks
  - School 165 (Station 1)
  - School 96 (Station 1)
  - School 212 (Station 1)
  - School 124 (Station 1)
  - School 238 (Station 1)
  - School 46 (Station 1)
  - School 240 (Station 1)
  - School 215 (Station 1)

- Lock shop → 2 men 1 truck
  - School 209 (Station 2)
  - School 211 (Station 2)
  - School 76 (Station 2)
  - School 107 (Station 2)

- HVAC station 1 → 2 men 1 truck
  - School 265 (Station 1)
  - School 220 (Station 1)

- HVAC station 2 → 2 men 1 truck
  - School 223 (Station 2)
  - School 65 (Station 2)
  - School 227 (Station 2)
  - School 252 (Station 2)

- HVAC station 3 → 2 men 1 truck
  - School 88 (Station 3)
- School 68 (Station 3)
- School 69 (Station 3)
- School 33 (Station 3)

- IER Shop → 2 men 1 truck
  - School 143 (Station 3)
  - School 149 (Station 3)
  - School 152 (Station 3)
  - School 12 (Station 3)
Attachment DD

Hurricane Call Back Plan
Generalized Organizational Plan & Associated Responsibilities for Call Back Responders

Supervisor and/or Supervisor’s Designee will form the following two teams from the personnel that respond to the after storm initial call back group.

Group A Personnel.

**Damage Assessment Team**
- Maximum of eight (8) one-Man teams with vehicle, cameras and approximately seven (7) schools to assess
- Teams to drive around perimeter of school in vehicle and make generalized observations as to storm damage and conditions such as:
  - Fallen trees
  - Obvious facility damage
  - Facility accessibility to various groups maintenance, JEA, staff and/or students
  - Down power lines
- Teams are to report to General Foreman and/or General Foreman Designee with information after each inspection
- General Foreman are to collect all reports and in turn report to Director (at central command) no later than Noon on the first call back date

**Electrical Assessment Team**
- Maximum of eight (8) one-Man teams (Electricians or HVAC Mechanics Preferred) with vehicle, cameras and approximately seven (7) schools to assess
- Teams to be assigned entry keys by General Foreman
- Teams are to remain at station (expect at least a two hour head start by power companies) until mobilized by Directors from central command. The intent is to mobilize after JEA (or Beaches Electric or Florida Power) has been to site.
- Teams must enter each facility and assess the state of electrical service
- Teams are to report to Supervisor and/or Supervisor’s Designee with information after each electrical inspection
- Supervisor are to collect all reports and in turn report to Director at central command

**NOTES:**
#1 – School Groups, seven to eight (7-8) schools should be **pre-determined** and available for review upon request and corresponding keys (for electrical assessments) should be easily assessable by Supervisor and/or Supervisor’s Designee
#2 – Team Members, cannot be determined until respondents are present after call back, but Supervisors should have a general idea of key personnel.
Attachment E

Fuel Purchasing for DCPS Maintenance Vehicles,
We have recently been through a painful fuel usage audit and the results revealed failures on several fronts. In an attempt to move forward, the following should be considered policy regarding fuel purchasing and usage beginning no later than \textit{February 1st, 2009 @ 7:00AM}:

- It is the preference of the Maintenance Administration that fuel be purchased during the employees working hours (Generally 7:30AM to 4:00PM, Monday-Friday). It is our understanding that there are legitimate circumstances that may require purchases after hours, however these purchases will need to hold up to additional scrutiny;
- It is the preference of the Maintenance Administration that call-out personnel try to anticipate after-hours and/or weekend activity and fuel appropriately during working hours listed above. It is our understanding that there are legitimate circumstances that may require purchases after hours however these purchases will need to hold up to additional scrutiny;
- Personnel identification numbers required to purchase fuel should never be left in the vehicle or kept with the fuel credit cards and never shared with other employees. DCPS Maintenance personnel are 100\% responsible for fuel purchases assigned to personnel ID numbers;
- All fuel purchased by DCPS Maintenance employees should be in the employee’s assigned zone (district-wide crafts are exempt from this requirement). If circumstances arise the require a fuel purchase outside of the employee’s zone, the general foreman must approve;
- All travel in DCPS vehicles should be to directly related to the performance of the employees job description;
- It is the responsibility of the fuel purchaser to enter accurate fuel mileage when purchasing fuel;
- It is the responsibility of the driver to keep an accurate driver’s log and turn it into their foreman each month;
- It is the responsibility of the craft foreman to collect and store their employee’s logs for a period of no less than 3-years. It is the responsibility of the general foreman to make sure the foreman are collecting and storing the driver’s logs;
- Beginning \textit{February 2009}, General Foreman will receive monthly electronic gas usage information and will be responsible to audit their own fleet;

Greg King
Director Facilities-Maintenance

Cc. James Hendrix
General Director of Facilities-Maintenance
Maintenance
Emergency Management Procedures

Pre-Storm Checklist
Period from May 1st to 120 hours prior to storm-event
☐ Review & Update Hurricane Plan
☐ LP-Diesel Fuel Top Off for Emergency Generators
☐ Natural Gas Post Storm Procedure Verification
☐ Update & Distribution of Updated Comprehensive Phone List
☐ Send to All General Foreman RED, ORANGE & GREEN Call Back List
☐ Verify JEA Contact Information
☐ Contact Appropriate Contracted Services (Place on Standby) & Verify Emergency Numbers
☐ Notify Schools of School Based Responsibilities & Procedures
☐ Review Master Supply List
☐ Check Shutter Inventory, Condition & Storage
☐ Verify and Coordinate with COJ for Generator Delivery (Four Schools)
☐ Email Reminder To Volunteer Shelter Staff of Assignments (Maintenance)
☐ Email Reminder To Volunteer Shelter Staff of Assignments (Custodial)
☐ Distribute Recovery Plan to General Foreman
☐ Update Hurricane “Go Kits” for each Maintenance Station
☐ Modify Shelter Dumpster Pick-Up Service

Level I - Storm Eminent Checklist (Hurricane Force Winds 72 Hours)
Period from 120 hours to 72 hours prior to storm-event
☐ Begin Shutter Installation of Designated Schools
☐ Verify Damage Assessment Team Assignments (Report to General Foreman)
☐ Receive & Distribute Six (6) Emergency Radios From COJ
☐ Verify Operation of Emergency Generators at Sheltered Schools, Schultz Center & NCS
☐ Vehicle Fleet Fuel Top Off
☐ Purchase approved emergency supplies and/or relocate existing supplies from CSC to Maintenance Stations
☐ Reminder of School Based Responsibilities & Procedures

Level II - Storm Eminent Checklist (Hurricane Force Winds 48 Hours)
Period from 72 hours to 48 hours prior to storm-event
☐ Verify Communication Chain & Post Storm Logistics/Procedures
☐ Initiate School Master Key Delivery Plan to Each Maintenance Station
☐ Board up of sensitive areas as needed and complete shuttering
☐ Arrange for the refueling of generators after All Clear is announced
☐ Begin Volunteer Shelter Staffing & Operation of Designated Schools
Attachment EE

Level III - Storm Eminent Checklist (Hurricane Force Winds 24 Hours)

Period from 48 hours to 24 hours prior to storm-event

- Notify all foreman of status
- Secure vehicles, all outside equipment & maintenance facilities
- Begin Volunteer Shelter Staffing & Operation of Designated Schools
- Coordinate with Robert Stratton to receive shelter instructions, manuals and keys
- Secure indoor items vulnerable to water damage
- Back up all critical computer information/files
- Have radios tuned to same news station (AM 690)
- Notify employees not on emergency team with anticipated return date and time

Post Storm Checklist

Period from All Clear to Normal Operation

- Re-distribute Recovery Plan to General Forman
- Activate Damage Assessment Teams
Attachment F
HAZARDOUS WASTE DISPOSAL FORM

Bruce R. Ackerman, R.A.
Director, Environmental Services
Facilities Services Division
TEL: 390-2279   FAX: 390-2265

SCHOOL NAME/NO. ____________________________

ADDRESS: _______________________________________

CONTACT PERSON: ________________________________

PHONE: ________________________________   FAX: ________________________________

DATE: ________________________________________

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<th>CONTAINER SIZE</th>
<th>CONTAINER TYPE*</th>
<th>PHYSICAL STATE**</th>
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*CONTAINER TYPE:   A=AEROSOL,   F=FIBER BOX,   G=GLASS,   M=METAL,   P=PLASTIC

**PHYSICAL STATE:  S=SOLID,   L=LIQUID,   G=GAS

LOCATION(S) OF MATERIAL(S): ________________________________________

NOTES: ________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

BA:cmw
TO: General Foremen  
      Maintenance Station I, II, III & Grounds

FROM: Jim Hendrix, General Director  
       Facilities Maintenance

       Greg King, Director  
       Facilities Maintenance

SUBJECT: MAINTENANCE PERSONNEL ASSIGNED TO HURRICANE SHELTERS

DATE: June 4, 2012

Attached is the Hurricane Shelter Volunteer List for 2012. Hurricane pay will be in accordance with the contract. If necessary, expect a long shift.

Volunteers for a shelter that does not open will be called first as floaters.

If you have any questions please call me. Thank you for your assistance.

JMH/rp

Attachment
Hurricane Shelters 2012 – Volunteer List

*Indicates Shuttered School*
Oceanway Elementary #270
1. Charlie Jefferson 334-6413 (cell)  
   (Glazier Foreman)  
2. Mark McCall 307-6871 (cell)  
   (Millshop Foreman) (Custodian-Pat Williams, GCA Mgr. Jay Whitaker 891-5457)

Crystal Springs Elementary #226*
1. FLOATER  
2. FLOATER  
   (Custodian-Curtis Parks, GCA Mgr. Ray Thompson 718-2975)

Atlantic Coast High School #268
1. Scott Lamb 338-4991 (cell) (HVAC)  
2. FLOATER  
   (Custodian-Hector Diaz, GCA Manager, Jorge Navarro 891-6175)

Bartram Springs Elementary #161
1. Bill Henry 614-3765 (cell) (Electrician)  
2. FLOATER  
   (Custodian-Bora Gjorka, GCA Mgr. J. Navarro, 891-6175)

Westview K-8 #274
1. Ernest Shank 334-7934 (cell) (Electrician)  
2. Jeff Thompson 334-7939 (cell) (Plumber)  
3. Jud Thompson 226-2613 (cell) HAR Mechanic  
   (Custodian-Lawton Davis or Larry Norris, GCA Mgr Ray Thompson 718-2975)

Dual Use Shelters

Landmark Middle #256
1. Ernest Polite 463-7388 (cell) (Electrician)  
2. Harriel Horace 759-3968 (cell) (HVAC)  
   (Custodian-Brian Scott, GCA Mgr. J.,Navarro 891-6175)

Twin Lakes Elementary #251*
1. Gary Shaner 333-1594 (cell) or 287-2467 home (Electrician)  
2. Michael Wiley 466-5001 (cell) (Plumber)  
   (Custodian-David Stevens, GCA Mgr. J. Navarro, 891-6175)

Mandarin Middle #259
1. Michael Young 553-4241 (cell) (Electrician)  
2. Alan Boree 240-2481 (cell) or 724-3645 home (Electrician) (Custodian-Espiridion Fajardo GCA Mgr. J. Navarro 891-6175)

Waterleaf K-5 #160
1. Tony Foyt 334-6174 (cell)  
2. FLOATER  
   (Custodian – Linda Lund GCA Mgr. Jorge Navarro 891-6175)
Attachment G

From: King, Greg E.
Sent: Thursday, January 13, 2011 12:19 PM
To: Ghandour, Tarek
Cc: Hendrix, James M.
Subject: OS Key Policy Clarification and other key Policies

Attachments: Key Control Form.doc; Key Policy Memo.doc; Hurricane (key) plan.htm

Hey Tarek,

Please share this attached information (again) with Mr. Phelps along with the following summary regarding key policy:

Existing Policy – There are two (2) existing approved key policies (Attached) all other preexisting policies are no longer in force. Additionally, the key policy for our district is constantly evolving to keep up with the changing requirements and design guidelines. Attached policy reflects most recent changes 2008.

- Key Policy and Key Control Form → Neither address Master Key Policy above the school level
- Hurricane key policy → Currently in place as stated

Key Policy Above the School Master Level

- Currently the following personnel have been assigned Russwin OS Master Key Sets:
  - Jim Hendrix (Director)
  - Greg King (Director)
  - Susan Carew (Director)
  - Gene Ford (Supervisor)
  - Robert Fortenberry (General Foreman)
  - Tarek Ghandour (Supervisor)

- I agree that Mr. Phelps should have a chain of custody for each of these sets, please make sure that he obtains the appropriate signatures in the next couple of weeks and he should let you know when is has them.

Authorization for Key Assignments Above the School Master Level

- This authorization comes from Jim Hendrix and/or Greg King. It is executed via the General Foreman that supervises the Lock Department.
- Security can be notified for these assignments as a courtesy notification but it is not required for approval.
- Questions or modifications to and/or about this policy should be initiated via chain of command. If Mr. Phelps has an issue or question, it goes through you and so-on.
- All Maintenance/Security issues regarding Master Keys go through the standard chain of command, Mr. Phelps does should not go directly through Security, that communication should come from the Station’s General Foreman
- Steve Horne (General Foreman), if Steve requires a OS Master to facilitate the various painting projects that occur when schools are locked, he needs to make this request to me in and email or writing. A that time I will send you authorization or non-authorization. If authorized, the General Foreman (Supervisor) of the station will direct Mr. Phelps (or acting foreman) to provide these keys. At the time of authorization, Mr. Phelps (or acting foreman) should obtain signature on a chain of custody for his records.

Hope this helped,
If not, I would be happy to meet with you and Mike to further explain,
Greg
DUVAL COUNTY PUBLIC SCHOOLS
FACILITIES - MAINTENANCE
DEPARTMENT

2 - MONTH MAINTENANCE REPORT

September 2012 & October 2012
OPS Division Maintenance
September 2012 & October 2012

Foreman (Team Inspections - Individual Inspections- Performance Audits) Analysis & Graph Page 1 & 2

Total Completed Work Order Analysis & Graph Page 3 & 4

Monthly Backlog Percentage & Graph Average Days a Work Order is Open Graph Page 5 & 6

Refrigerant Recovery Program & Graph Page 8 & 9

Safety Deficiency Analysis & Graph Page 10 & 11

Zero Cost on Completed Work Orders Page 12 & 13

Cost Per Completed Work Orders Pages 14 & 15

Cost Per Square Foot Pages 16 & 17

Rental Costs Per Craft Pages 18 & 19
November 5, 2012

OPS Division Maintenance Foreman Inspection Percentage

Monthly Maintenance Foreman Inspections consist of the three (3) required team inspections that are intended to assess the conditions of our facilities (High Schools - Middle Schools – Elementary Schools & Other). The team inspections require photo documentation. It should be noted that some foreman may not be required to meet all three (3) inspections per month due to a variety of reasons. The following are the cumulative percentages for July 2012 → June 2013:

<table>
<thead>
<tr>
<th>Maintenance Craft</th>
<th>Number of Inspections Performed (Current 2-Month Period)</th>
<th>Number of Inspections Required (Current 2-Month Period)</th>
<th>Cumulative % of Inspections Complete July 2012 → June 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 7001</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>HVAC 7002</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>HVAC 7003</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>JCI (11 Schools)</td>
<td>As Required</td>
<td>As Required</td>
<td>As Required</td>
</tr>
<tr>
<td>Trane (24 Schools)</td>
<td>As Required</td>
<td>As Required</td>
<td>As Required</td>
</tr>
<tr>
<td>Carpentry 7201</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>Carpentry 7202</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>Carpentry 7203</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>Grounds 7257</td>
<td>8</td>
<td>8</td>
<td>71%</td>
</tr>
<tr>
<td>Electrical 7601</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>Electrical 7602</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>Electrical 7603</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>Electronics 7303</td>
<td>6</td>
<td>3</td>
<td>75%</td>
</tr>
<tr>
<td>Paint 8001</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Lock Shop 8301</td>
<td>6</td>
<td>6</td>
<td>75%</td>
</tr>
<tr>
<td>Mill Shop 8401</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>IER 8503</td>
<td>4</td>
<td>4</td>
<td>100%</td>
</tr>
<tr>
<td>Plumbing 8901</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>Plumbing 8902</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>Plumbing 8903</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>Waste-Irrigation 9101</td>
<td>6</td>
<td>6</td>
<td>100%</td>
</tr>
<tr>
<td>Utility 9403</td>
<td>6</td>
<td>6</td>
<td>75%</td>
</tr>
</tbody>
</table>

This program has proven to be a maintenance department customer service centerpiece, producing countless positive comments from our clients. When our best people continue to be the face of our department, it can only be good for us and our clients. NOTE: Statistics are based on submissions and discrepancies should be initially addressed by General Foreman.

Greg King
Director of Facilities Maintenance
Page 1
OPS Division
Maintenance Foreman Team Inspections
July 2012 - June 2013 (Cumulative)
OPS Division Total Work Orders Completed

Total completed work orders is the raw measurement of the work performed in all crafts for a two (2) month period. The variance observed is most likely attributed to the cost/types of materials, supplies, man-hours and equipment used to complete work orders in the different crafts. Additionally, the amount of work assigned to each work order can drastically affect the total number. The following is the total work order per craft for September 2012 & October 2012. Non-Vehicle Preventative Work Orders are included in Total below but not calculated in Backlog:

<table>
<thead>
<tr>
<th>Maintenance Craft</th>
<th>Non-Vehicle PM WOs</th>
<th>Standard WOs</th>
<th>Total WOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 7001</td>
<td>56</td>
<td>878</td>
<td>934</td>
</tr>
<tr>
<td>HVAC 7002</td>
<td>245</td>
<td>818</td>
<td>1063</td>
</tr>
<tr>
<td>HVAC 7003</td>
<td>346</td>
<td>525</td>
<td>871</td>
</tr>
<tr>
<td>JCI (11 Schools)</td>
<td>280</td>
<td>159</td>
<td>439</td>
</tr>
<tr>
<td>Trane (24 Schools)</td>
<td>165</td>
<td>432</td>
<td>597</td>
</tr>
<tr>
<td>Carpentry 7201</td>
<td>0</td>
<td>937</td>
<td>937</td>
</tr>
<tr>
<td>Carpentry 7202</td>
<td>0</td>
<td>938</td>
<td>938</td>
</tr>
<tr>
<td>Carpentry 7203</td>
<td>0</td>
<td>777</td>
<td>777</td>
</tr>
<tr>
<td>Capital Carpenters 7204</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Grounds 7257</td>
<td>24</td>
<td>1080</td>
<td>1104</td>
</tr>
<tr>
<td>Electronics 7303</td>
<td>244</td>
<td>2052</td>
<td>2296</td>
</tr>
<tr>
<td>Electrical 7601</td>
<td>173</td>
<td>751</td>
<td>924</td>
</tr>
<tr>
<td>Electrical 7602</td>
<td>196</td>
<td>773</td>
<td>969</td>
</tr>
<tr>
<td>Electrical 7603</td>
<td>174</td>
<td>989</td>
<td>1163</td>
</tr>
<tr>
<td>Capital Electricians 7604</td>
<td>0</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>Paint 8001</td>
<td>4</td>
<td>695</td>
<td>699</td>
</tr>
<tr>
<td>HVAC PM Crew 5101-5103</td>
<td>39</td>
<td>0</td>
<td>39</td>
</tr>
<tr>
<td>Lock Shop 8301</td>
<td>0</td>
<td>1577</td>
<td>1577</td>
</tr>
<tr>
<td>Mill Shop 8401</td>
<td>0</td>
<td>172</td>
<td>172</td>
</tr>
<tr>
<td>IER 8503</td>
<td>0</td>
<td>1526</td>
<td>1526</td>
</tr>
<tr>
<td>Plumbing 8901</td>
<td>50</td>
<td>933</td>
<td>983</td>
</tr>
<tr>
<td>Plumbing 8902</td>
<td>30</td>
<td>799</td>
<td>829</td>
</tr>
<tr>
<td>Plumbing 8903</td>
<td>51</td>
<td>665</td>
<td>716</td>
</tr>
<tr>
<td>Waste-Irrigation 9101</td>
<td>1053</td>
<td>84</td>
<td>1137</td>
</tr>
<tr>
<td>Utility 9403</td>
<td>66</td>
<td>1203</td>
<td>1269</td>
</tr>
</tbody>
</table>

This is often the first measure used to evaluate our efforts. However, it is also easily manipulated by dividing a large project into several small work orders and often hidden when one work order covers the entire school. As usual, we count on the best judgment of the foreman and dispatchers to determine the proper volume of work for one order.

Greg King
Director of Facilities Maintenance
Page 3
**DCPS Facilities-Maintenance**

**November 5, 2012**

**OPS Division Maintenance Monthly Long-Term Backlog Percentage**

The *monthly long-term backlog percentage* is calculated by dividing the total work orders older than 30 days by the total number of completed work orders for the period. A *Cumulative Average* has been added *July 2012 → June 2013* and the *average number of days a work order is open (May be the Best Customer Service Metric)* for each craft has been added. PMs, when reported properly, are not included in the backlog. The following is the backlog applicable percentages:

<table>
<thead>
<tr>
<th>Craft</th>
<th>Total Work Orders (Sept &amp; Oct)</th>
<th>Long-Term Backlog Work Orders (Sept &amp; Oct)</th>
<th>% Long-Term Backlog to Total Work Orders (Sept &amp; Oct)</th>
<th>Cumulative Backlog % (July 2012 through June 2013) to Total Work Orders</th>
<th>Average Number of Days Work Order is Open (Sept &amp; Oct)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 7001</td>
<td>878</td>
<td>5</td>
<td>0.6%</td>
<td>0.6%</td>
<td>3.2</td>
</tr>
<tr>
<td>HVAC 7002</td>
<td>818</td>
<td>36</td>
<td>4.4%</td>
<td>2.8%</td>
<td>5.6</td>
</tr>
<tr>
<td>HVAC 7003</td>
<td>525</td>
<td>10</td>
<td>1.9%</td>
<td>2.1%</td>
<td>5.5</td>
</tr>
<tr>
<td>JCI (11 Schools)</td>
<td>159</td>
<td>1</td>
<td>0.6%</td>
<td>0.3%</td>
<td>9.7</td>
</tr>
<tr>
<td>Trane (24 Schools)</td>
<td>432</td>
<td>25</td>
<td>5.8%</td>
<td>4.2%</td>
<td>8.5</td>
</tr>
<tr>
<td>Carpentry 7201</td>
<td>937</td>
<td>125</td>
<td>13.3%</td>
<td>10.8%</td>
<td>12.8</td>
</tr>
<tr>
<td>Carpentry 7202</td>
<td>938</td>
<td>153</td>
<td>16.3%</td>
<td>15.8%</td>
<td>14.2</td>
</tr>
<tr>
<td>Carpentry 7203</td>
<td>777</td>
<td>62</td>
<td>8.0%</td>
<td>5.7%</td>
<td>9.9</td>
</tr>
<tr>
<td>Capital Carpenters 7204</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Grounds 7257</td>
<td>1080</td>
<td>30</td>
<td>2.8%</td>
<td>3.3%</td>
<td>6.0</td>
</tr>
<tr>
<td>Electronics 7303</td>
<td>2052</td>
<td>42</td>
<td>2.0%</td>
<td>2.4%</td>
<td>7.0</td>
</tr>
<tr>
<td>Electrical 7601</td>
<td>751</td>
<td>2</td>
<td>0.3%</td>
<td>1.6%</td>
<td>4.3</td>
</tr>
<tr>
<td>Electrical 7602</td>
<td>773</td>
<td>26</td>
<td>3.4%</td>
<td>2.8%</td>
<td>5.9</td>
</tr>
<tr>
<td>Electrical 7603</td>
<td>989</td>
<td>28</td>
<td>2.8%</td>
<td>4.5%</td>
<td>3.9</td>
</tr>
<tr>
<td>Capital Electricians 7604</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Paint 8001</td>
<td>695</td>
<td>62</td>
<td>8.9%</td>
<td>5.1%</td>
<td>10.7</td>
</tr>
<tr>
<td>HVAC PM Crew 5101-3</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Lock Shop 8301</td>
<td>1577</td>
<td>103</td>
<td>6.5%</td>
<td>4.3%</td>
<td>9.6</td>
</tr>
<tr>
<td>Mill Shop 8401</td>
<td>172</td>
<td>56</td>
<td>32.6%</td>
<td>27.1%</td>
<td>29.0</td>
</tr>
<tr>
<td>IER 8503</td>
<td>1526</td>
<td>209</td>
<td>13.7%</td>
<td>14.0%</td>
<td>17.0</td>
</tr>
<tr>
<td>Plumbing 8901</td>
<td>933</td>
<td>3</td>
<td>0.3%</td>
<td>2.1%</td>
<td>2.6</td>
</tr>
<tr>
<td>Plumbing 8902</td>
<td>799</td>
<td>16</td>
<td>2.0%</td>
<td>2.6%</td>
<td>5.5</td>
</tr>
<tr>
<td>Plumbing 8903</td>
<td>665</td>
<td>4</td>
<td>0.6%</td>
<td>0.9%</td>
<td>4.3</td>
</tr>
<tr>
<td>Waste-Irrigation 9101</td>
<td>84</td>
<td>6</td>
<td>7.1%</td>
<td>4.3%</td>
<td>4.3</td>
</tr>
<tr>
<td>Utility 9403</td>
<td>1203</td>
<td>87</td>
<td>7.2%</td>
<td>7.0%</td>
<td>9.9</td>
</tr>
</tbody>
</table>

This long-term backlog percentage is inherently high in some crafts due to the nature of the craft (in general the lower the better). The Foreman and General Foreman are intended to use above information for management, planning and operational purposes. It should also be noted that “backlog” can also refer to any work on the books but this report focus on long-term backlog (over 30 days). Daily backlog is better determined by “average days”.

---

Greg King  
Director of Facilities Maintenance  
Page 5
OPS Division Maintenance Refrigerant Recovery Program

The purpose of this metric is to assist in the management of refrigerants used by DCPS Maintenance HVAC Mechanics & Contracted HVAC Mechanics that provide service to and/or maintains the district’s refrigerant systems. DCPS follows this Standard in compliance with Section 608 of the 1990 Clean Air Amendments and 40 Code of Federal Regulations [CFR] 82, Subpart F.

Refrigerant purchased, used and recovered each 2- month period is presented below in quantity only (refrigerant type can be obtained via request). It is the expectation that unaccounted refrigerant should be significantly minimized, which will assure both compliance to EPA Regulations and cost effectiveness for the district. The following is the refrigerant data for September 2012 → October 2012 AND a cumulative total from July 2012 through June 2013.

CURRENT REPORTING PERIOD

<table>
<thead>
<tr>
<th>Station R/C &amp; Craft Code</th>
<th>Refrigerant Purchased (LBS)</th>
<th>Refrigerant Used (LBS)</th>
<th>Refrigerant Recovered (LBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7251 HVAC 7001</td>
<td>0</td>
<td>140</td>
<td>3</td>
</tr>
<tr>
<td>7252 HVAC 7002</td>
<td>450</td>
<td>564</td>
<td>45</td>
</tr>
<tr>
<td>7253 HVAC 7003</td>
<td>140</td>
<td>191</td>
<td>122</td>
</tr>
<tr>
<td>Contracted HVAC Trane</td>
<td>NA</td>
<td>292</td>
<td>23</td>
</tr>
<tr>
<td>(Started 12/1/11)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracted HVAC JCI</td>
<td>NA</td>
<td>13</td>
<td>0</td>
</tr>
</tbody>
</table>

CUMULATIVE RECORD JULY 2012 – JUNE 2013

<table>
<thead>
<tr>
<th>Station R/C &amp; Craft Code</th>
<th>Refrigerant Purchased (LBS)</th>
<th>Refrigerant Used (LBS)</th>
<th>Refrigerant Recovered (LBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7251 HVAC 7001</td>
<td>665</td>
<td>140</td>
<td>277</td>
</tr>
<tr>
<td>7252 HVAC 7002</td>
<td>1320</td>
<td>1098</td>
<td>67</td>
</tr>
<tr>
<td>7253 HVAC 7003</td>
<td>310</td>
<td>404</td>
<td>181</td>
</tr>
<tr>
<td>Contracted HVAC Trane</td>
<td>NA</td>
<td>756</td>
<td>1373</td>
</tr>
<tr>
<td>(Started 12/1/11)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracted HVAC JCI</td>
<td>NA</td>
<td>831</td>
<td>235</td>
</tr>
</tbody>
</table>

More detailed information can be obtained via request via the Maintenance Department HVAC Foreman, General Foreman, Contract Manager or Director.

Greg King
Director of Facilities Maintenance
Page 8
OPS Division Maintenance Safety Deficiency Analysis

The safety deficiency differential for a 2-month period is simply the safety deficiencies reported for the 2-month period minus the completed safety work orders for that period. The variance observed is most likely attributed to the cost/types of materials, supplies, man-hours and equipment used to complete the safety work orders in the different crafts. The goal of course is to be near zero, however it is understood that the overwhelming number of safety work orders are in the carpentry, lock, electrical and utility shops. The following is the safety deficiency differential per craft for September 2012 & October 2012:

<table>
<thead>
<tr>
<th>Craft</th>
<th>Safety Deficiencies Reported</th>
<th>Safety Work Orders Completed</th>
<th>2-Month Safety Differential</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 7001</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>HVAC 7002</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HVAC 7003</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JCI (11 Schools)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TRANE (24 Schools)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Carpentry 7201</td>
<td>26</td>
<td>16</td>
<td>10</td>
</tr>
<tr>
<td>Carpentry 7202</td>
<td>5</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Carpentry 7203</td>
<td>7</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Capital Carpenters 7204</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grounds 7257</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electronics 7303</td>
<td>7</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Electrical 7601</td>
<td>19</td>
<td>11</td>
<td>8</td>
</tr>
<tr>
<td>Electrical 7602</td>
<td>13</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Electrical 7603</td>
<td>7</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Capital Electricians 7604</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Paint 8001</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>HVAC PM Crew 8101</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lock Shop 8301</td>
<td>33</td>
<td>10</td>
<td>23</td>
</tr>
<tr>
<td>Mill Shop 8401</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>IER 8503</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plumbing 8901</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plumbing 8902</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plumbing 8903</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Waste-Irrigation 9101</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Utility 9403</td>
<td>104</td>
<td>45</td>
<td>59</td>
</tr>
</tbody>
</table>

This typically becomes a high-profile subject multiple times per year and all foreman should continue to make safety deficiencies a priority.

Greg King
Director of Facilities Maintenance
OPS Division Maintenance
Safety Deficiencies Reported/Safety Work Orders Completed
September 2012 & October 2012 (2 Months)
**November 5, 2012**  
*Zero Cost Reported on Completed Work Orders*  
Zero cost reported on completed work orders can indicate a variety of things, not all of them negative. Some of the causes include but are not limited to, clerk error, mechanic error, duplication of work entering the system, work request not applicable to work center, work request no longer warranted and/or service no longer provided by work center, etc. In general, the higher percentage of our work appropriately charged to work orders the better. *(Note 1: Zero cost work orders properly coded & closed are not included in total)*

<table>
<thead>
<tr>
<th>Maintenance Craft</th>
<th>Zero Cost Work Orders (ZCW)</th>
<th>Running Total of (ZCW)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 7001</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>HVAC 7002</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>HVAC 7003</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Carpentry 7201</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>Carpentry 7202</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Capital Carpenters 7204</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grounds 7257</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Electronics 7303</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electrical 7601</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Electrical 7602</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electrical 7603</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Capital Electricians 7604</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Paint 8001</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>HVAC PM Crew 8101</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lock Shop 8301</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>Mill Shop 8401</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>IER 8503</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plumbing 8901</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plumbing 8902</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plumbing 8903</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Waste-Irrigation 9101</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Utility 9403</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

As usual, continual oversight of the work flow by our foreman team is probably the best solution to this issue and this monthly monitoring may assist in this matter.

*Greg King*  
Director of Facilities Maintenance
OPS Division
Maintenance
Cumulative Zero Cost Reported on Completed Work Orders
July 2012 - June 2013

[Bar chart showing cumulative zero costs]
November 5, 2012

OPS Division Maintenance Cost Per Work Order Analysis

The cost per work order analysis for the 2-month period is calculated as follows: SAP Salary of Craft foreman plus all mechanics in that craft plus benefits plus material used that period plus the 20% district overhead all of which divided by the total number of work orders completed by that craft. Specialty services such as Capital Crews (Electric & Carpentry), HVAC Install & PM Crews are not included in this analysis. The variance observed is most likely attributed to the cost/types of materials, supplies, man-hours and equipment used to complete work orders in the different crafts. Typically speaking, the higher the cost per completed work order, the more likely it is that the in-house value that is provided by that craft will be scrutinized. The following is the cost per work order per craft for September 2012 & October 2012, as well as a year-to-date AVERAGE:

<table>
<thead>
<tr>
<th>Craft</th>
<th>Total Cost/Work Order Current 2 - Month Period</th>
<th>Average Cost/Work Order</th>
<th>July 2012 - June 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 7001</td>
<td>248</td>
<td>245</td>
<td></td>
</tr>
<tr>
<td>HVAC 7002</td>
<td>259</td>
<td>245</td>
<td></td>
</tr>
<tr>
<td>HVAC 7003</td>
<td>281</td>
<td>233</td>
<td></td>
</tr>
<tr>
<td>JCI (11 Schools)</td>
<td>159</td>
<td>151</td>
<td></td>
</tr>
<tr>
<td>Trane (24 Schools)</td>
<td>240</td>
<td>163</td>
<td></td>
</tr>
<tr>
<td>Carpentry 7201</td>
<td>137</td>
<td>128</td>
<td></td>
</tr>
<tr>
<td>Carpentry 7202</td>
<td>119</td>
<td>113</td>
<td></td>
</tr>
<tr>
<td>Carpentry 7203 (Allstate)</td>
<td>181</td>
<td>177</td>
<td></td>
</tr>
<tr>
<td>Grounds 7257</td>
<td>354</td>
<td>357</td>
<td></td>
</tr>
<tr>
<td>Electronics 7303</td>
<td>110</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>Electrical 7601</td>
<td>121</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td>Electrical 7602</td>
<td>151</td>
<td>137</td>
<td></td>
</tr>
<tr>
<td>Electrical 7603</td>
<td>139</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Lock Shop 8301</td>
<td>79</td>
<td>77</td>
<td></td>
</tr>
<tr>
<td>IER 8503</td>
<td>106</td>
<td>131</td>
<td></td>
</tr>
<tr>
<td>Plumbing 8901</td>
<td>132</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>Plumbing 8902</td>
<td>194</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Plumbing 8903</td>
<td>202</td>
<td>205</td>
<td></td>
</tr>
<tr>
<td>Waste-Irrigation 9101</td>
<td>139</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Utility 9403</td>
<td>366</td>
<td>363</td>
<td></td>
</tr>
<tr>
<td>Paint 8001</td>
<td>730</td>
<td>642</td>
<td></td>
</tr>
<tr>
<td>Mill Shop 8401</td>
<td>646</td>
<td>691</td>
<td></td>
</tr>
</tbody>
</table>

This cost is inherently high in some crafts due to the nature of the craft, but any measures the General Foreman, Foreman and Mechanics can take to reduce the cost per work order will only benefit the district and further demonstrate our desire to be the most productive and cost effective arm of the OPS Division. Blue represents Contracted Services craft costs. Orange represents Specialty Crafts.

Greg King
Director of Facilities Maintenance
Page 14
### November 5, 2012

**OPS Division Maintenance Cost Per Square Foot/ Month (2.3) Analysis**

The cost per square foot analysis ($/1000SF/Month reported on table below) for this period (2 - months) is calculated as follows: SAP Salary of Craft foreman plus all mechanics in that craft plus benefits plus material used that period plus the 20% district overhead all of which divided by the total square footage serviced by that craft. Specialty services such as Capital Crews (Electric & Carpentry), HVAC Install & PM Crews are not included in this analysis. The variance observed is most likely attributed to the cost/types of materials, supplies, man-hours and equipment used to complete work orders in the different crafts. Typically speaking, the higher the cost per square footage, the more likely it is that the in-house value that is provided by that craft will be scrutinized. The following is the cost per 1000SF per craft per month for September 2012 & October 2012 as well as the cumulative average from July 2012 → June 2013:

<table>
<thead>
<tr>
<th>Craft</th>
<th>Total Cost Per 1000 Square Foot PER Month (Sept 2012 &amp; Oct 2012)</th>
<th>Total Cost Per 1000 Square Foot PER Month Average (July 2012 - June 2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 7001</td>
<td>29.76</td>
<td>31.81</td>
</tr>
<tr>
<td>HVAC 7002</td>
<td>30.21</td>
<td>31.08</td>
</tr>
<tr>
<td>HVAC 7003</td>
<td>27.67</td>
<td>26.84</td>
</tr>
<tr>
<td>JCI (11 Schools)</td>
<td>20.85</td>
<td>21.43</td>
</tr>
<tr>
<td>Trane (24 Schools)</td>
<td>23.63</td>
<td>22.82</td>
</tr>
<tr>
<td>Carpentry 7201</td>
<td>11.22</td>
<td>11.00</td>
</tr>
<tr>
<td>Carpentry 7202</td>
<td>8.16</td>
<td>8.17</td>
</tr>
<tr>
<td>Carpentry 7203 (Allstate)</td>
<td>13.86</td>
<td>13.84</td>
</tr>
<tr>
<td>Grounds 7257</td>
<td>11.50</td>
<td>11.63</td>
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<tr>
<td>Electronics 7303</td>
<td>7.50</td>
<td>7.73</td>
</tr>
<tr>
<td>Electrical 7601</td>
<td>9.78</td>
<td>9.88</td>
</tr>
<tr>
<td>Electrical 7602</td>
<td>10.69</td>
<td>10.80</td>
</tr>
<tr>
<td>Electrical 7603</td>
<td>15.98</td>
<td>16.00</td>
</tr>
<tr>
<td>Paint 7254 (8001)</td>
<td>15.00</td>
<td>15.22</td>
</tr>
<tr>
<td>Lock Shop 8301</td>
<td>3.70</td>
<td>3.63</td>
</tr>
<tr>
<td>IER 8503</td>
<td>4.80</td>
<td>4.22</td>
</tr>
<tr>
<td>Plumbing 8901</td>
<td>11.31</td>
<td>11.97</td>
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<td>Plumbing 8902</td>
<td>11.80</td>
<td>11.48</td>
</tr>
<tr>
<td>Plumbing 8903</td>
<td>14.25</td>
<td>13.96</td>
</tr>
<tr>
<td>Waste-Irrigation 9101</td>
<td>4.70</td>
<td>4.83</td>
</tr>
<tr>
<td>Utility 9403</td>
<td>13.70</td>
<td>13.74</td>
</tr>
<tr>
<td>Mill Shop 8401</td>
<td>3.30</td>
<td>3.43</td>
</tr>
</tbody>
</table>

This cost is inherently high in some crafts due to the nature of the craft, but any measures the General Foreman, Foreman and Mechanics can take to reduce the cost will only benefit the district and further demonstrate our desire to be the most productive and cost effective arm of the OPS Division. Blue represents Contracted Services craft costs.

---

**Greg King**  
Director of Facilities Maintenance

**Page 16**
**November 5, 2012**

**OPS Division Maintenance Cumulative Rental Expenses**

The monthly tracking of rental expenses is presented below in both the **current 2-month period** and a **cumulative total**. The intent of this metric is to assist General Foreman in planning and purchasing of equipment for their shops. Additionally, the hope is that the more engaged the foreman and general foreman are in this area, the more efficient this aspect of our operation will be. The variance observed is most likely attributed to the types of rentals required in each craft. The following is the rental expenses for September and October of 2012 and the cumulative total from July 2012 → June 30, 2013:

<table>
<thead>
<tr>
<th>Craft</th>
<th>Rental Expenses Sept &amp; Oct</th>
<th>Cumulative Rental Expenses July 2012- June 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 7001</td>
<td>0</td>
<td>874</td>
</tr>
<tr>
<td>HVAC 7002</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HVAC 7003</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Carpentry 7201</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Carpentry 7202</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Capital Carpenters 7204</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grounds 7257</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electronics 7303</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electrical 7601</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electrical 7602</td>
<td>777</td>
<td>1,127</td>
</tr>
<tr>
<td>Electrical 7603</td>
<td>100</td>
<td>640</td>
</tr>
<tr>
<td>Capital Electricians 7604</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Paint 8001</td>
<td>1,624</td>
<td>3,410</td>
</tr>
<tr>
<td>HVAC PM Crew 5101-5103</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lock Shop 8301</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mill Shop 8401</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>IER 8503</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plumbing 8901</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plumbing 8902</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plumbing 8903</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Waste-Irrigation 9101</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Utility 9403</td>
<td>2,512</td>
<td>4,455</td>
</tr>
</tbody>
</table>

This rental expenses are inherently high in some crafts due to the nature of the craft, but any measures the General Foreman, Foreman and Mechanics can take to reduce the cost will only benefit the district and further demonstrate our desire to be the most productive and cost effective arm of the OPS Division.

Greg King  
Director of Facilities Maintenance  
Page 18
The following is a summary of procedures regarding the lighting of pilots (flame) on gas supplied kitchen equipment district-wide;

**General**

- Maintenance personnel will light any pilot school-wide (including the kitchen water heaters and stoves) when gas service has been interrupted (due to a fire alarm and/or power loss to kitchen resulting in temporary loss of gas supply) at a school with a boiler *(attached)* and/or if maintenance is on site for any reason;
- The *Food Service Contractor* will light any pilot in the kitchen (stove and water heater) when gas service has been interrupted (due to a fire alarm and/or power loss to kitchen resulting in temporary loss of gas supply) at a school with no boiler and/or if maintenance personnel is not on site;
- The *Food Service Contractor* will re-light any pilot in the kitchen (stove and water heater) if pilot goes out for any reason other than described above and will attempt to re-light a pilot multiple times (within reason) before reporting the water heater as needing repair;
- All kitchen water heater repairs will be called into the maintenance dispatcher via the *Food Service Contractor* (with an emphasis on indicating that it is not a simple re-light but a repair that is being requested). The request will be given the appropriate priority and maintenance will respond accordingly;
- Maintenance dispatchers will be instructed that all kitchen water heater requests will be repair oriented and should be given the necessary priority. Dispatchers may ask background questions such as:
  - How many times has it been re-lit?
  - How long has it been since it has been re-lit?
These questions may be asked in an attempt to supply the mechanic with better information. Maintenance will then supply the *Food Service Contractor* with the necessary action to address the water heater issue.

**Other**

- Maintenance will supply the *Food Service Contractor* with a list of schools that require boiler re-lighting upon gas supply interruption;
- Security will be asked to supply appropriate parties with a courtesy notification when fire drills are scheduled;
- When in doubt, maintenance dispatchers will error on the side of action and/or assistance to the school (not denial of assistance);

Thanks,
Hey Everyone,

1. Attached is the existing kitchen pilot light procedure. The following is an addition to that policy:
   - If, under the attached policy, maintenance is required to re-light the pilots, they need to perform this task before lunch time if at all possible.

2. The repair of any kitchen equipment is the responsibility of the **Food Service Contractor**. If the equipment is thought to be under warranty, the **Food Service Contractor** maintenance is the *first call* to make this determination. If the issue is determined by the **Food Service Contractor** to be a warranty issue, it will then be forwarded to the appropriate contractor for repair.

Hope this will help.
Greg

---

Greg King
Director Facilities-Maintenance
## Attachment HH - Maintenance Employee Incident Report

### General Nature of Incident (check all that apply)

<table>
<thead>
<tr>
<th>Accident</th>
<th>Safety Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol/drug related incident</td>
<td>Sexual/Racial Harassment</td>
</tr>
<tr>
<td>Conduct unbecoming a DCPS Employee</td>
<td>Tardiness</td>
</tr>
<tr>
<td>Failure to follow directions of a superior</td>
<td>Unsatisfactory Attendance</td>
</tr>
<tr>
<td>Failure to observe work/break/lunch hours</td>
<td>Unsatisfactory Performance</td>
</tr>
<tr>
<td>Falsification of Records</td>
<td>Violation of Law</td>
</tr>
<tr>
<td>Improper activities on work time</td>
<td>Violation of rules/policies</td>
</tr>
<tr>
<td>Insubordination</td>
<td>Other - Provide Brief Explanation Below:</td>
</tr>
<tr>
<td>Loss of License</td>
<td></td>
</tr>
<tr>
<td>Offensive language or conduct</td>
<td></td>
</tr>
</tbody>
</table>

### Summary of Incident

*Be Specific & As Clear As Possible*  (Attach Additional If Required)

<table>
<thead>
<tr>
<th>Foreman’s Signature &amp; Date</th>
<th>General Foreman’s Signature &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee’s Signature &amp; Date (not required)</td>
<td>Witness’s Signature &amp; Date (not required)</td>
</tr>
</tbody>
</table>

### Administrative Recommendation for Action

| Administrator’s Signature & Date | |
|---------------------------------| |
To General Foreman, Electrical Foreman and GCA Client Manager (Steve Gritzuk)

Susan painted a disturbing picture today regarding our current light bulb replacement policy and I want to offer clarification from the maintenance department:

- ALL light bulbs less than or equal to 10’ in the interior of a building are to be replaced by the custodians. If this is not happening in your schools please use the GCA Zone Manager Listing you were given to inform the proper GCA Zone Manager, if you are unclear, please send to Steve Gritzuk and Wayne Atwood.
- It is not acceptable for our electricians to become light bulb changers at this level
- Schools need to purchase all light bulbs for the fixtures described above.
- It is not acceptable for our electricians to purchase these bulbs on work order POs or P-Cards (No matter the best intentions)
- Electricians can replace fixtures & ballasts and when the school buys the bulbs, the custodian can put them in.
- As always, I’m sure I missed something, so look for more on the subject.

EXCEPTIONS TO THE RULE

As with any of our policies, General Foreman or Electrical Foreman can determine acceptable Exceptions to this rule, however your mechanics should not be making exceptions without your knowledge.

Hope this was helpful,
Greg
Attachment II

MAINTENANCE AFTER HOURS CALL-OUT PROCEDURES:

Selected maintenance employees are scheduled weekly by their craft foreman to respond to after hours school maintenance calls. This information shall be forwarded to the Central Security Office for their use as required. No more than one employee shall be on call out per week at any station and/or receive the 2.5 hours associated with call out duty. Additionally, the identified call out personnel for any given week may not take BOTH annual/personal leave and receive call-out pay during the same week.  

**NOTE:** The Electronics shop at Station 2 may also have one employee per week on call out in addition to the Station 2 standard call out personnel.

The following procedures shall be followed should a designated after hours employee receive a page from Central Security after hours.

- Respond within five (5) minutes of receiving the page from the Central Security Office.

- Identify yourself and ask for the school name and number, nature of the problem, building and room numbers affected, as well as the contact person at the school, if any.

- Go to the school, meet with the contact person, if any, and gather factual information from the site regarding the nature of the problem.

- If the job requires other craft personnel, call that craft responsible maintenance employee from the site and inform him/her of the problem. If for any reason the craft employee can not be reached, call the Craft Foreman. If the Craft Foreman can not be reached, call the Supervisor. If none of these can be reached, call the Director of Facilities-Maintenance.

- Stay at the site until the appropriate craft personnel arrive and remain there to assist if necessary.

- Call Central Security and inform them that the emergency has been responded to and that the work is in process, or is completed.

- On the next business day the callout person must inform the appropriate craft Foreman of the nature of the work that was completed on the call out and what remains to be done to make the repair permanent.
DATE: _____________

REQUEST FOR QUOTATION

DISPOSAL OF RECYCLABLE MATERIALS

The undersigned states he/she will collect recyclable materials from DCPS Maintenance Station 3 on a regular basis for sale to local materials recyclers. If accepted, the undersigned agrees to remit to the District a percentage of the total proceeds from the sale of said material. The percentage of remittance is stated below.

I will remit to DCPS ________% of any and all proceeds from the sale of recyclable materials obtained from the District.

I agree that if my quotation is accepted, I will provide a copy of an acceptable receipt from the company to whom material is sold, for validation of the remittance amount provided to the District.

A copy of my company’s valid and current business license has been submitted to DCPS for the file, as required.

A copy of my valid and current insurance certificate(s) for vehicle, liability and personal coverage has been submitted to DCPS for the file, as required.

NAME OF BUSINESS: _______________________________________________________________________

BUSINESS ADDRESS: _______________________________________________________________________

_____________________________________________________________________________________

QUOTED BY: ____________________________________________________________________________

PRINTED NAME

SIGNED: _______________________________________________________________________________

DATE: ________________________________________________________________________________

NOTE: IF AWARDED, THE RESULTING AGREEMENT WILL BE EFFECTIVE FOR A PERIOD OF ONE YEAR FROM THE QUOTATION CLOSING DATE AND MAY BE RENEWABLE ON A YEAR-BY-YEAR BASIS FOR TWO ADDITIONAL ONE YEAR PERIODS.

QUOTATION CLOSING DATE IS FRIDAY, JUNE 30, 2009

Nikolai P. Vitti, Ed.D, Superintendent of Schools

Duval County Public Schools is committed to providing high quality educational opportunities that will inspire all students to acquire and use the knowledge and skills needed to succeed in a culturally diverse and technologically sophisticated world. – Adopted February 3, 1998
<table>
<thead>
<tr>
<th>Service Type</th>
<th>Required Expertise to Perform Work</th>
<th>Estimated Cost/SF to Provide Service In-House</th>
<th>Estimated Cost/SF to Provide Service Via Contract</th>
<th>Importance of Immediate or Emergency Response Capability</th>
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## Attachment K

DUVAL COUNTY PUBLIC SCHOOL MAINTENANCE
WORK ORDER AND KEY SIGN IN/OUT LOG

<table>
<thead>
<tr>
<th>SCHOOL NAME AND NUMBER</th>
<th>MONTH/YEAR</th>
<th>MAINTENANCE ZONE</th>
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</thead>
<tbody>
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</table>

**ALL MAINTENANCE PERSONNEL ARE REQUIRED TO SIGN IN/SIGN OUT AND COMPLETELY FILL OUT THIS FORM WHEN VISITING A SCHOOL OR FACILITY.**

### WORK ORDER NO.
BLUE SHEET WORK MUST BE FOREMAN APPROVED

<table>
<thead>
<tr>
<th>NAMES OF PERSONNEL</th>
<th>DESCRIPTION OF WORK</th>
<th>DATE</th>
<th>Time In &amp; Out Time Require Separate Sign-in Lines</th>
<th>KEYS</th>
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</table>

IF WORK NOT COMPLETED, EXPECTED DATE OF COMPLETION & REASON

OUT IN
From: King, Greg E.
Sent: Thursday, August 26, 2010 2:00 PM
To: Ghandour, Tarek; Fortenberry, Robert L.; Ford jr Eugene; Horne, Steven C.; Frazier, Joseph E.; Morgan, Daniel H.; Morgan, Daniel; 'Ronald.D.Crews@jci.com'; Foyt, John A.; 'Mydra.M.Meyer@jci.com'
Cc: Hendrix, James M.
Subject: Important Changes to our Facility Inspection Program

Importance: High
The following is a change to the current Foreman Team & Individual Inspection policies. Please share with your foreman as soon as possible so they may plan necessary changes in their inspection routines;

- The General Foreman will be responsible to lead and report on **four (4)** team inspections per month starting this **September 2010**. Inspection frequency was previously **three (3)** per month. Additionally, previously the team inspections were reserved for High Schools and Middle Schools. There will no longer be a restriction on facilities and the team inspections may be scheduled at the discretion of the General Foreman.
- The number of Individual Foreman inspections (designed for elementary schools) will be assigned and monitored by the General Foreman and may vary each month depending on Foreman workload and therefore will **no longer be required** in the monthly submission to me.
- The number of Carpenter Audits will be assigned and monitored by the General Foreman and may vary each month depending on Foreman workload and therefore will **no longer be required** in the monthly submission to me.
- **Painter Audits and Grounds inspections can continue unchanged.**
- Allstate Carpenter Supervisor (Danny Morgan) or his designee will be required to attend the **four (4)** team inspections per month on behalf of the carpentry department in Station 3. General Foreman should give the Allstate Carpenter Supervisor several days notice prior to inspection and verify participation request via email.
- Johnson Control Supervisor (Ronnie Crews) or his designee will be required to attend team inspections when a JCI school is scheduled to be inspected. General Foreman should give the JCI Supervisor several days notice prior to inspection and verify participation request via email.

The above policy is in addition to and/or in place of specific requirements in our facilities inspection program,
Thanks,
Greg
**HVAC Project Execution Type Selection Matrix**

**Need**

- **Is it an emergency?**
  - **Yes**
    - Find a vendor that can repair immediately.
  - **No**
    - **Is it outsourced by DCPS or outsourced?**
      - **Maintained by DCPS or outsourced?**
        - **Yes**
          - DCPS mechanical team scrutinizes final price and cost breakdown for reasonableness.
        - **No**
          - **Outsourced**
            - Find vendor or service provider that can perform work.
          - **DCPS**
            - Obtain proposal and review with DCPS mechanical team for price reasonableness.
    - **Select engineer with annual contract; discuss project objectives and budget.**
    - **Conduct design reviews with DCPS mechanical team including field maintenance staff.**

**Does project require engineering services?**

- **No**
  - Obtain and forward emergency PO.
  - Obtain NTE proposal from service provider.
- **Yes**
  - Obtain at least 3 proposals.
  - DCPS Mechanical team reviews vendors' scope and price; select low bid.
  - Obtain proposal and review with DCPS mechanical team for price reasonableness.

**Is budget price > $5K?**

- **No**
  - Obtain final design documents.
- **Yes**
  - Obtain proposal and review with DCPS mechanical team for price reasonableness.
  - Obtain and forward PO.
Attachment M

MEMORANDUM

TO: Gene Ford, Robert Fortenberry, Tarek Ghandour, Joe Frazier and Steve Horne General Foremen

FROM: Jim Hendrix, Director Facilities Maintenance
Greg King, Director Facilities Maintenance

RE: Zero Costing of Work Order Policy

DATE: March 16, 2009

Effective Monday, March 23, 2009, the following should be considered maintenance policy regarding Zero Costing of work orders. The minor time burden on the foreman and clerical staff is necessary to eliminate what amounts to a hole in our production.

- Each foreman is required to run a PCNF report in IW38 weekly for closed work orders. Have any time deficiencies corrected.
  - PCNF is entered in exclusion field
  - Enter Work Center
  - Enter Date Parameter in Created On Field
  - Select Closed Work Orders at the Top of IW38

- Each foreman should run an IW47 report weekly to show charges that should not be charged to their Work Center Work Orders. Have invalid time entries deleted.
  - Cliff Crawford will deliver an instruction booklet with screen shots and directions. Delivery date may be after effective date listed above but does not preclude implementation of the other portions of this policy by that date.

- Mechanics are required to turn in time sheets and completed WO’s daily and the foremen should cross check numbers before giving to clerks.

- Foreman are required to monitor their backlog weekly for any discrepancies and correct before closing. (Planner Group, Activity Types, Priority, etc.) Any corrections to the Work Order need to also be made in the Notification.

- Foreman should not release a work order if it’s a known duplicate or if there is another legitimate reason not to execute the work described on the work order. No time will be charged. In this case, use the Do Not Execute Button (Under File, Function, Drag Down). Note: Non-Released Work Orders Can Be Canceled by Using This Button But Will Remain in the System for Historical Purposes.
Assign the following User Code (Click the Blue “i” box) for codes to any WO that will never have time charged to it and complete the Long Text with explanation;

- 41 Cancel-Duplicate
- 42 Cancel-Job cancelled by school
- 43 Cancel-Contract Job

If a work order has to be reassigned the foreman should not reassign any work order to another work center without changing all fields pertinent to that work center. There are usually 3 fields to change:

- Main Work Center
- WkCtr/Plnt
- Activity Type (not the standard activity type) it is at the bottom.
- Also the notification for the Work Order should be changed. Note: Try to reassign before it’s released. When possible the work order should be closed and a new notification created and assigned to the correct craft.

Each Shop - Each Station – Each Approved Employee should have only ONE (1) Administrative WO for shop materials and parts for the entire fiscal year (7/1 to 6/30).

Personal and shop work orders CAN have time charged to them when warranted but MUST be approved by foreman or general foreman.

The use of Vehicle Work Orders is no longer permitted. Close all existing vehicle work orders. NOTE: Officially there is no truck stock.

The Planner Group field is for a person’s Planner Group Code ONLY.

Clerical Personnel should always check the Work Center Column after they ENTER on IW44 Screen and BEFORE they SAVE as to confirm the work center matches the time sheet.

Mechanics should charge time to work orders within their work center only. When assisting another craft a work order should be created describing the assistance provided. Make a separate WO when assisting another craft.

Thank you for your assistance with this change in procedure.

Greg King
Director, Facilities Maintenance
### 1.0: SITE and GROUNDS

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<td>1.35</td>
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<td>5.60</td>
<td>Automatic Door Equipment</td>
<td>Sat</td>
<td>Unsat</td>
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<td>5.65</td>
<td>Finish Hardware</td>
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<tr>
<td>5.70</td>
<td>Screening</td>
<td>Sat</td>
<td>Unsat</td>
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<tr>
<td>5.75</td>
<td>Blinds</td>
<td>Sat</td>
<td>Unsat</td>
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<tr>
<td>5.80</td>
<td>Fire Doors</td>
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## 6.0: CEILINGS

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<td>Acoustical Tiles</td>
<td>Condition</td>
<td>Deficiency Description</td>
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<td>6.10</td>
<td>Acoustical Material</td>
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<td>6.15</td>
<td>Ceiling Grid</td>
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## 7.0: COMMUNICATIONS AND ALARM SYSTEMS

<table>
<thead>
<tr>
<th></th>
<th>Condition Sat</th>
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<th>Deficiency Description</th>
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<td>Public Address System</td>
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<td>7.10</td>
<td>Fire and Smoke Detection System</td>
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<tr>
<td>7.15</td>
<td>Clock and Bell System</td>
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<tr>
<td>7.20</td>
<td>Security Alarm System</td>
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<td>7.25</td>
<td>Intercom System</td>
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<td>7.30</td>
<td>Telephone</td>
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<td>7.35</td>
<td>CCTV System</td>
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## 8.0: FIRE PROTECTION SYSTEM and EQUIPMENT

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<td>Automatic Sprinkler System</td>
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<td>8.10</td>
<td>Standpipe and Hose Systems</td>
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<tr>
<td>8.15</td>
<td>Fire Extinguishers</td>
<td></td>
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<tr>
<td>8.20</td>
<td>Range Hood Suppression System</td>
<td></td>
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</tbody>
</table>
## DUVAL COUNTY PUBLIC SCHOOLS (Attachment N)
### FACILITIES MATERIAL CONDITION INSPECTION CHECKLIST

**FACILITY:**

**INSPECTED BY:**

**DATE:**

### 9.0: PLUMBING

<table>
<thead>
<tr>
<th>Item</th>
<th>Condition</th>
<th>Deficiency Description</th>
<th>Workorder #</th>
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<tbody>
<tr>
<td>9.05 Domestic Water System</td>
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<tr>
<td>9.10 Waste Disposal System</td>
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<tr>
<td>9.15 Grease Traps</td>
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<td></td>
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<tr>
<td>9.20 Drinking Fountains</td>
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</tr>
<tr>
<td>9.25 Fixtures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.30 Faucets, Valves</td>
<td></td>
<td></td>
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<tr>
<td>9.35 Sinks</td>
<td></td>
<td></td>
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<tr>
<td>9.40 Showers</td>
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<td></td>
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</tr>
<tr>
<td>9.45 Mop Sinks</td>
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<tr>
<td>9.50 Toilets</td>
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<td></td>
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<tr>
<td>9.55 Urinals</td>
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### 10.0: ELECTRICAL

<table>
<thead>
<tr>
<th>Item</th>
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<tr>
<td>10.05 Main Service Panels</td>
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<td>10.10 Distribution Panels</td>
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<tr>
<td>10.15 Receptacles and Switches</td>
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<tr>
<td>10.20 Fixtures</td>
<td></td>
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<tr>
<td>10.25 Grounding of Equipment</td>
<td></td>
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</tr>
<tr>
<td>10.30 Motors and Controls</td>
<td></td>
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<tr>
<td>10.35 Circuits</td>
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<tr>
<td>10.40 Emergency Lighting</td>
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<tr>
<td>10.45 Temporary Wiring</td>
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<tr>
<td>10.50 Circuit Breakers</td>
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<tr>
<td>10.55 Emergency Generator System</td>
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</tr>
<tr>
<td>10.60 Transformers</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10.65 Are any circuits tagged out?</td>
<td></td>
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</table>
### FACILITIES MATERIAL CONDITION INSPECTION CHECKLIST

**FACILITY:**

**INSPECTED BY:**

**DATE:**

---

#### 11.0: HVAC

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Condition</th>
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<tr>
<td>11.05</td>
<td>Cleanliness of Mechanical Spaces</td>
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<tr>
<td>11.10</td>
<td>Vibration Isolation and Support</td>
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<td>11.15</td>
<td>Water Distribution System</td>
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<tr>
<td>11.20</td>
<td>Compressed Air System</td>
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<td>11.25</td>
<td>Condensate Drainage System</td>
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</tr>
<tr>
<td>11.30</td>
<td>Insulation</td>
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</tr>
<tr>
<td>11.35</td>
<td>Pumps</td>
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<td></td>
</tr>
<tr>
<td>11.40</td>
<td>Heat Exchangers</td>
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<td></td>
</tr>
<tr>
<td>11.45</td>
<td>Water Treatment Systems</td>
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<tr>
<td>11.50</td>
<td>Boilers</td>
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<tr>
<td>11.55</td>
<td>Water Cooled Chillers</td>
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<td>11.60</td>
<td>Air Cooled Chillers</td>
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<td>11.65</td>
<td>Wall Hung Heat Pumps</td>
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<td>11.70</td>
<td>Split Systems</td>
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<td>Cooling Towers</td>
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<tr>
<td>11.80</td>
<td>Air Handling Units</td>
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<td>11.85</td>
<td>Air Filters</td>
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<tr>
<td>11.90</td>
<td>Heaters</td>
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<td></td>
</tr>
<tr>
<td>11.95</td>
<td>Ventilating, Exhaust Fans</td>
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</tr>
<tr>
<td>11.100</td>
<td>Controls</td>
<td></td>
<td></td>
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</tbody>
</table>

11.105 Are any systems "in hand"?
# Facilities Material Condition Inspection Checklist

**Facility:** 
**Inspected By:** 
**Date:**

## 12.0: Specialty Areas

<table>
<thead>
<tr>
<th>Code</th>
<th>Area</th>
<th>Condition</th>
<th>Deficiency Description</th>
<th>Workorder #</th>
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<tbody>
<tr>
<td>12.05</td>
<td>Science Labs</td>
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<tr>
<td>12.10</td>
<td>Gyms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.15</td>
<td>Shower and Locker Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.20</td>
<td>Shops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.25</td>
<td>Clinics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.30</td>
<td>Storage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.35</td>
<td>Flammable Storage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.40</td>
<td>Cafeteria Kitchen Area</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>12.45</td>
<td>Cafeteria Dining Area</td>
<td></td>
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<tr>
<td>12.50</td>
<td>Auditorium and Stage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.55</td>
<td>Trash and Waste Removal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.60</td>
<td>Outside Corridors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.65</td>
<td>Student Lockers</td>
<td></td>
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</tr>
</tbody>
</table>
Attachment O

All Injury Reporting, Primary Care Provider, Medical Authorization, Employee Acknowledgements are now handled via the maintenance stations via Johns Eastern Company. Each Station has Log In and Password.
Employee Acknowledgement of Safety Gear

In an effort to improve the safety of our electricians, we are issuing all electrical personnel arc-flash PPE. By signing this document below, I acknowledge that I have inspected the safety gear given to me and agree to use the gear as required and outlined below. Additionally, I agree to report to my foreman when safety gear is no longer adequate. Finally, I acknowledge that as a licensed electrician, I am aware of the proper safety protocol required when working on all DCPS electrical systems and/or components.

The following list is a guide (not intended to be all inclusive) of the most common type of work that may be required in our schools and/or discussed in NFPA 70E that would require the use of the district provided safety gear. I also understand that I am responsible to assess any procedure and/or type of work not listed below and apply #9.

1. Resetting tripped breakers
2. Working on any energized panel where cover must be removed
3. Replacing or removing breakers
4. Replacing fuses
5. Working on disconnects, starters, and contactors
6. Anytime there is a potential for an arc flash
7. Working around any exposed energized parts
8. In accordance with NFPA 70E
9. When in doubt and/or there is an instance not described above, call your foreman before you begin your work and he will advise

_________________(Employee printed name)       _________(Date)

_________________(Employee signature)                _________(Date)

_________________(Foreman printed name)          _________(Date)

_________________(Foreman signature)                   _________(Date)
The Safety Program will be reviewed on a routine basis. This review will be performed upon receipt of any recommendations from the State Department of Safety, D.O.E., or when there is a significant change in procedures or at least bi-annually.

<table>
<thead>
<tr>
<th>Date of Review:</th>
<th>Date of Revision:</th>
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<tbody>
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<td>7.</td>
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<td>8.</td>
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The requirement of safety for our employees is of paramount importance within the Duval County School System. Safety must be continually at the forefront and woven into all of our daily operations. As superintendent, I am committed to safety in every area of our system.

Also, every administrator and supervisor must be committed to safety. The degree of safety and the resulting accomplishments are directly proportional to the effort we expend to control unsafe conditions and practices.

As management strives to provide safe working conditions, all employees must comply with safety rules and accomplish their daily tasks as efficiently and safely as possible.

This manual is intended to provide information and procedures that will assist in the elimination of accidents.

Paul Soares
Chief Officer, Operations Support
Attachment P

SECTION II

SAFETY AND HEALTH TRAINING

A. Safety Orientation

Safety orientation in the workplace will begin on the first day of initial employment or job reassignment. Employees will receive safety orientation training consisting of the following:

1. Supervisors will provide each employee a personal copy of this safety manual for review and future reference.

2. Supervisors will answer employee questions to ensure knowledge and understanding of rules, policies and job-specific procedures described in this safety manual.

3. Supervisors will inform all employees that compliance with the workplace safety and health rules described in this safety manual is required as a condition of employment.

B. Job-Specific Training

Each employee will be individually trained by their supervisor to perform assigned job tasks safely. The following procedures will be used for employees before they initially perform their job duties:

1. Supervisors will carefully review with each employee the specific safety rules, policies and applicable procedures that are described in “Sections IX and X” of this safety manual.

2. Employees will receive verbal instructions and specific directions on how to perform the work safely.

3. Employees will receive a demonstration of job tasks using known safe work practices.

4. Supervisors will observe employees performing the work previously demonstrated. If necessary, remedial instruction will be provided by the supervisor to correct training deficiencies prior to final release to perform unsupervised work.

5. Employees will be given safe operation instructions prior to the use and operation of new equipment or processes.
6. Supervisors shall be responsible for reviewing safe work practices with employees before permitting new, non-routine or specialized procedures to be performed.

C. Periodic Re-Training

Supervisors will be responsible for all employees participating in ongoing safety training. Supervisors will document (employee signature) and maintain a monthly schedule of safety training activities including safety meetings for review by management. Scheduled safety meetings will include:

1. Progressively reviewing and discussing one section of this safety manual or one part of the safety rules with employees each month.

2. Discussion of on-the-job accidents including possible ways of preventing them.

3. First aid training including general instructions and review of first responder and basic life-saving techniques.

4. Review changes and updates to this safety manual. Supervisors shall be given formal instruction on how to properly train employees using procedures described in this section under “job-specific training”.

Supervisors or appointed trainer will be given formal instruction on how to properly train employees using procedures described in this section under “job-specific training”.

Supervisors or appointed personnel will also be trained by the safety department on how to complete accident investigation report forms.
SECTION III

FIRST AID POLICY

A. First Aid Facilities/Minor Injuries

At least one first aid kit is located in the clinic/office area. All other first aid kits are located in appropriate areas. All treatment other than minor first aid treatment will be administered at a local medical facility or as directed by the principal/supervisor.

If you sustain an injury or develop a condition that requires first aid treatment, the following action must be taken:

1. Inform your supervisor about the incident.
2. Obtain first aid treatment for minor injuries as directed by your supervisor.
3. If a first aid kit is used, indicate the usage on the accident investigation report. Access to a first aid kit is not intended to be a substitute for medical attention.
4. Assist your supervisor in filling out the accident investigation report.

B. Emergency Medical Treatment/Severe Injuries

Emergency telephone numbers and first aid procedures have been posted by all telephones.

If you sustain a severe injury or develop a condition that requires medical attention, the following action must be taken:

1. Call for help or seek assistance from a co-worker. Notify your supervisor as soon as practicable.
2. If you are able to walk, seek assistance from a co-worker and proceed to the local medical facility for medical treatment.
3. If you are unable to walk, have a co-worker use the emergency telephone numbers and instructions posted near the telephone to notify an ambulance service for assistance and transport to the local medical facility.
4. Report details to your supervisor. Supervisors will fill out an accident investigation report within 24 hours.
Attachment P

FIRST AID POLICY

C. First Aid Training

1. Basic first aid training for employees will be part of periodic re-training described in Section III, Safety and Health Training, of this safety manual. First responder training for employees will be provided by the safety coordinator or appointed trainer.

2. Basic first aid instructions are provided with an emergency telephone number located next to the telephones. Supervisors will ensure that employees are familiar with established first aid and medical treatment procedures.

3. Any interested employee who would like to receive additional first aid instructions or become certified as a “Basic Life Support (BLS)” provider should contact the safety program coordinator.
FIRST AID PROCEDURES

EMERGENCY
First Aid Person ________________________________

TELEPHONE
Doctor ________________________________

NUMBERS
Ambulance ________________________________
Poison Control ________________________________
Fire Department ________________________________
Police ________________________________

WOUNDS: Cuts, Lacerations, Abrasions or Punctures
--Minor:
  Wash with soap and water. Rinse well. Cover with clean dressing
--Major: Large, deep and bleeding
  Stop bleeding by pressing directly on the wound using bandage or cloth.
  Keep pressure on the wound until medical help arrives.

BROKEN BONES
--Do not move the victim unless absolutely necessary.
--If the victim must be moved, “splint” the injured area.
  Use a board, cardboard or rolled newspaper as splint.
--Call an ambulance or get medical help immediately.

BURNS
  Thermal (heat)
  --Rinse area without scrubbing and immerse in cold water.
  --Dry and keep covered.
  --Get medical attention.
  Chemical
  --Flush exposed area immediately for 15 to 20 minutes.
  --Get medical help.

EYE INJURY
  Small particles
  --Do not rub eyes.
  --Use corner of soft cloth to draw particles out, or
    hold eyelids open and flush continuously with water.
  Large particles
  --If stuck in the eye, don’t attempt to remove particles.
  --Cover both eyes with bandage.
  --Get medical help immediately.
  Chemical
  --Immediately irrigate eyes, including under the eyelids with water for 30 minutes
  --Get medical help immediately.

NECK AND SPINE INJURY
--If unable to move arm or leg, don’t attempt to move the victim unless absolutely necessary.
--Call an ambulance or get medical help immediately.
A. TIPS FOR REPORTING ON-THE-JOB INJURIES

The following suggestions will assist employees in reporting on-the-job injuries:

- Report the injury immediately to your supervisor or principal. Find out the name of the person designated at your facility to handle reports and other actions relating to on-the-job injuries. A Notice of Injury form must be filled out and in the hands of the district’s workers’ compensation servicing agent within seven days of the employer’s knowledge of an accident.

- The workers’ compensation designee will take the needed information and arrange for you to see an approved physician, if necessary.

- Take the provided authorization card with you to the approved doctor.

- Bring back to your workers’ compensation designee a statement from the doctor’s office every time you go to a doctor, and keep your supervisor or principal informed of your workers’ compensation status.

Following these steps can help prevent delays in receiving a paycheck and prevent other possible complications. It is important to report all accidents immediately, return all doctors’ statements to the designated person at your facility, and keep your supervisor or principal informed. The best procedure is prevention: work, think, and act safely.
Attachment P

ACCIDENT INVESTIGATION REPORT
EMPLOYEE DESCRIPTION

B.

SCHOOL NUMBER __________

NAME _______________________________ DEPT. __________ DATE ____________

MALE___ FEMALE___ OCCUPATION____________ SUPERVISOR ____________

AM DATE OF 1ST _______  AM

DATE OF INJURY _______ TIME _______ PM TREATMENT _______ TIME _______ PM

NATURE OF INJURY _______________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I do____ do not____ feel that this injury will result in lost time from work. Please read the
following paragraph:

If injury requires lost time from work or you need to be seen by a physician, you must clear this
with your Supervisor. You must obtain a medical authorization card indicating the physician
you are authorized to initially see. Any physician seen without authorization will be at the
employee’s expense. Please sign below indicating you have read the above and understand its
meaning in full.

Witness: ___________________________ Signed: ___________________________

Employee
C. WORKERS’ COMPENSATION GUIDE

This is a basic outline of the proper procedure to follow in guiding an injured employee to proper, prompt medical treatment.

When an accident results in injury to an employee of the Duval County School Board while the employee is performing the duties of this employment, the seriousness of the injury dictates the course of action to take. If the injury is of a serious nature, a rescue unit should be summoned by the principal or supervisor and the employee taken to the nearest hospital. This should pose no particular problem. However, when a rescue unit is called by the principal or supervisor, they should have a responsible adult stand by to meet the unit and direct it to the location where it is needed.

When a more routine non-serious type injury occurs, there must be a designated person to whom the injured employee reports. There should be also an established mode of transportation available in the event the injured employee is unable to operate his/her own vehicle, or does not have private transportation.

UNAUTHORIZED MEDICAL TREATMENT

The Workers’ Compensation law is quite clear in specifying that the Duval County School Board as the employer is not responsible for unauthorized medical expense unless the Board fails to provide remedial treatment. It is the School Board’s position that any unauthorized medical treatment is at the expense of the employee.

The most important thing to remember when a serious injury occurs is to get the injured employee to the nearest hospital.

Walk-in clinics are permissible on an emergency basis for one visit only. When an emergency room physician refers an employee to another physician, and authorized physician must be used or referred physician cleared by the carrier.
D. MEDICAL AUTHORIZATION

This form is to be used to authorize First Aid treatment for employees of the Duval County School Board who incur a bodily injury during the discharge of their duties.

This Medical Authorization form should be given to the injured employee who needs medical care, and will authorize such care by the doctor shown thereon when signed by the principal or supervisor.

This form is not necessary if an employee is sent to a hospital with an injury of an emergency nature.

No cards should ever be given out when blank or post dated.
Attachment P

E. PHYSICIAN’S STATEMENT FORM INSTRUCTIONS

This form is to establish a line of communication between the physician and the immediate supervisor so the employee can be returned to a gainful occupation as soon as possible.

In the event the employee returns to work in a light duty status, the information on this form should assist the supervisor to place the employee in a position which meets the physical limitations set by the physician.

This form is to be given to the injured employee in addition to the authorization card. The physician is to fill out the forms and return it to the employee.

The employee must return this form to his/her supervisor immediately after visiting the physician.

IT IS THE RESPONSIBILITY OF THE SUPERVISOR TO INSURE THAT THIS PROCEDURE IS FOLLOWED.
I hereby authorize any physician or nurse who has attended me, or any hospital at which I have been confined, to furnish the bearer with any and all information which he may request regarding my physical condition, treatment and confinement and to permit him, or any physician appointed by him, to examine all x-ray pictures and records made in this connection.

Photostatic copy of this authorization shall be accepted with the same authority as the original.

Date _______________________________     ________________________________

Signature

This form is to be signed by injured employee at the time Notice of Injury and Accident Investigation Report Employee description is filled out and signed.

Purpose of Authorization: For use in obtaining medical records, if needed.
G. IMPORTANT INFORMATION FOR THE INJURED WORKER

The Division of Workers’ Compensation is a neutral state agency that will assist you concerning questions and concerns you may have with the processing of your request for workers’ compensation benefits. Our responsibility includes assisting you. We will help you understand the process so that you will know what to expect. If the process is not operating smoothly, we will intervene on your behalf to ensure your benefits are provided as required by law. The following lists some of your basic rights and obligations which you should understand and follow. REMEMBER—IF YOU NEED ASSISTANCE, CALL US AT 1-800-342-1741 FOR IMMEDIATE ASSISTANCE. By involving the Division first and early, we can assist in resolving your problem, in most cases, without lengthy proceedings.

AS AN INJURED EMPLOYEE YOU HAVE THE RIGHT TO:

- Request medical treatment and payment of all medical costs related to your injury or illness.
- Receive lost wage benefits when the physician instructs you not to work due to the work related injury. Normally, the first check is issued fourteen days after the accident.
- Compensation benefits beginning with the eighth day of medical disability and will be paid for the first seven days only if the disability extends beyond 21 days.
- Compensation benefits paid to you at a rate of 66-2/3% of your average weekly wage; subject to a state set maximum.
- Your compensation rate may be adjusted to reflect more accurate wage and fringe benefit information provided by your employer.
- Reimbursement for prescriptions and reasonable expenses for medically necessary travel incurred as a result of your job related injury.
- Education and training, if appropriate, may be provided if your injury prevents you from returning to your regular job.
- Wage Loss Benefits, if your injury results in a permanent impairment with physical restrictions as established by your treating physician, and these restrictions prevent you from performing your usual work duties. These benefits will supplement earnings which are less than your pre-injury earning, or replace earnings if you are unemployed. A continuous good faith work search is required if you are unemployed.

AS AN INJURED EMPLOYEE YOU HAVE THE RESPONSIBILITY TO:

- Promptly report ALL job-related accidents or illnesses to your employer as soon as the accident happens or as soon as you have knowledge in the case of any disease.
- Use the doctor authorized by your employer. However, if you are not satisfied with the treatment provided, you may request to your employer or to the insurance company that they select another physician. Be sure to request authorization from your employer in advance when you wish to change physicians.
- Cooperate with authorized physician. Failure or refusal to follow recommendations or deep scheduled appointments may affect your benefits.
- Upon request, you must report any earnings you have including social security benefits and unemployment compensation benefits.
- Provide your employer’s insurance company with receipts for medical costs that you pay for, such as prescriptions, and provide accurate records of mileage to medical appointments. This is necessary before you can be reimbursed.

A brochure explaining your benefits in greater detail is available from the Florida Department of Labor and Employment Security, Division of Workers’ Compensation upon request.

The Division of Workers’ Compensation will assist you in resolving any problems or disputes that may arise with your claim. You may contact the Division in Tallahassee at 1-800-342-1741 or any of the local offices listed in the phone book under Sate of Florida, Department of Labor and Employment Security, Division of Workers’ Compensation.

If the Division of Workers’ Compensation is unable to resolve your dispute, a mediation conference or hearing before a Judge of Compensation Claims may be requested.
SECTION V

ACCIDENT INVESTIGATION

A. Accident Investigation Procedures

Accident investigations will be performed by the immediate supervisor to identify causal factors contributing to the accident and to initiate measures to prevent similar incidents from recurring. The supervisor will routinely investigate all work-related accidents and injuries, and file an accident investigation report specifying the corrective action or interim measures taken.

1. The date and time of the accident, the nature of the injury or damage, and the name of the employee involved in the accident.

2. Brief detail of the accident including what work was being performed, what materials or equipment were involved, and what conditions such as housekeeping, weather, etc. may have been factors.

If recommendations are included in the report, management will take action on the recommendations made.

All work-related accidents and injuries requiring minor first aid treatment must be reported to safety coordinator within 24 hours. Employee accidents resulting in medical treatment or possible loss work days shall be reported within work-shift. Employee accidents resulting in serious injury or death must be reported immediately.

B. Supervisor’s Accident Investigation

Supervisor’s investigation reports are to be completed by the responsible supervisor according to the accident investigation procedures described herein. Upon completion, the report is to be forwarded to the safety director with a copy to the responsible safety committee.
C. Supervisor’s Investigation Report

Each employee accident in your area of supervision is to be investigated. The Supervisor’s Investigation Report is provided to assist the principal or supervisor in the investigation of accidents.

One of the basic concepts of accident prevention is investigation of accidents so that corrective action can be taken to avoid similar accidents in the future. The investigation should be made as soon as possible after the accident.

The form is entirely self-explanatory with notes to supervisor on the left sides and should be completed in detail. After completion, this form should be forwarded to the office of the Director of Safety and one copy retained.

This Supervisor’s Investigation Report can be obtained on request from the office of the Director of Safety.
SECTION VI

RECORDKEEPING PROCEDURES

A. Recordkeeping Procedures

Management shall designate the safety program coordinator, another person, or department as controller and maintenance of all accident and injury records. These records shall include:

1. Accident Investigation Reports
2. Workers’ Compensation Notice of Injury Reports
3. Long & Summary of Occupational Injuries and Illnesses or equivalent.

These records shall be maintained for three (3) years.
SECTION VII

SCHOOL AND ADMINISTRATIVE SAFETY COMMITTEES

A. SCHOOL SAFETY COMMITTEE

1. Meetings

A safety committee will be established to recommend improvements to our workplace safety program and to help identify corrective measures needed to eliminate or control recognized safety hazards. All levels of management and other members should participate on the safety committee, rotate every calendar year and will include, at a minimum, the following assigned members from our school.

<table>
<thead>
<tr>
<th>Safety Committee Members</th>
<th>Name of Assigned Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Program Coordinator</td>
<td>________________________</td>
</tr>
<tr>
<td>Building Principal</td>
<td>________________________</td>
</tr>
<tr>
<td>Employee/Supervisor</td>
<td>________________________</td>
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<tr>
<td>Employee/Non-supervisor</td>
<td>________________________</td>
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</tr>
</tbody>
</table>

The safety committee will meet no less than quarterly. The safety program coordinator will prepare an agenda in advance of each meeting. The agenda will indicate a time schedule for:

(a) Reviewing actions taken on previously addressed committee issues
(b) Addressing safety and health suggestions or complaints presented by employees.
(c) Reviewing accident reports for corrective and preventative actions.
(d) Reviewing reports of safety audits and safety training completed since the previous safety committee meeting.
(e) Addressing the present focus for safety awareness including proposed improvements to safety program and incentive programs.
(f) Determining next meeting agenda and program.
SAFETY COMMITTEE

Minutes will be posted on the bulletin board within one week after the meeting. A copy of the minutes will be sent to the Director of Safety.

SAFETY COMMITTEE

2. Duties and Responsibilities

(a) Safety committee members will assist management in promoting safety awareness and co-worker participation through continuous improvements to the organization’s safety program.

(b) The safety committee will assist management in reviewing and updating workplace safety rules based on accident investigation findings, self-inspection audits, and anonymous reports by employees of unsafe conditions or work practices.

(c) A health and safety suggestion and solution box will be located in each facility for the purpose of collecting anonymous reports by employees. This box will be controlled and maintained with all safety related items being forwarded to the safety committee. Suggestion box location will be posted.

(d) The safety committee will assist in monitoring safety education and training programs for all employees to ensure the safety training is taking place, and that it is effective and is being documented.

(e) The safety committee will assist in evaluating record-keeping procedures to ensure that accident and injury records are controlled and properly maintained, reviewed for trends and patterns, and that corrective action has been implemented successfully.
B. ADMINISTRATIVE COMMITTEE

1. Meetings

A safety committee will be established to recommend improvements to our workplace safety program and to help identify corrective measures needed to eliminate or control recognized safety hazards. All levels of management and other members should participate on the safety committee, rotate every calendar year and will include, at a minimum, the following assigned members from each Administrative location.

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<td>Employee/Non-supervisor</td>
<td></td>
</tr>
<tr>
<td>(From Each Floor)</td>
<td></td>
</tr>
</tbody>
</table>

The safety committee will meet no less than quarterly. The safety program coordinator will prepare an agenda in advance of each meeting. The agenda will indicate a time schedule for:

(a) Reviewing actions taken on previously addressed committee issues
(b) Addressing safety and health suggestions or complaints presented by employees.
(c) Reviewing accident reports for corrective and preventative actions.
(d) Reviewing reports of safety audits and safety training completed since the previous safety committee meeting.
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(c) A health and safety suggestion and solution box will be located in each facility for the purpose of collecting anonymous reports by employees. This box will be controlled and maintained with all safety related items being forwarded to the safety committee. Suggestion box location will be posted.

(d) The safety committee will assist in monitoring safety education and training programs for all employees to ensure the safety training is taking place, and that it is effective and is being documented.

(e) The safety committee will assist in evaluating record-keeping procedures to ensure that accident and injury records are controlled and properly maintained, reviewed for trends and patterns, and that corrective action has been implemented successfully.
SECTION VIII

FACILITIES MAINTENANCE/WAREHOUSE PERSONNEL/FOOD SERVICE

A. OBEDIENCE TO RULES AND PENALTIES FOR VIOLATIONS

1. In order to establish proper attitude among the employees, and have essential respect for safety rules and supervisor’s instructions, it sometimes becomes necessary to institute some disciplinary measures ranging from a slight reprimand to discharge.

2. Each rule shall be strictly enforced, and ignorance thereof will not be accepted as an excuse for neglect or omission of duty.

3. Penalties for failure to observe rules will be recommended to the Cafeteria Manager, Foreman, or Head Custodian in charge, and all violations of the rules and regulations SHALL BE REPORTED IMMEDIATELY to the applicable School Principal, Area Coordinator, Manager or Supervisor of Maintenance, who, at their discretion, may recommend submittal of the information of the penalty to the Director of Human Resource Services – Employee Relations via their supervisors.

4. A Principal, Food Service Coordinator, Food Service Manager, Custodial Area Foreman, Head Custodian, or Warehouse Manager may request that a review of an employee’s accident history be made before the appropriate Safety Procedures Committee in the interest of accident prevention.

5. For Maintenance personnel, listed below are penalties which shall be recommended to the Supervisor at the discretion of the foreman. SEVERITY OF THE PENALTY SHALL BE DETERMINED BY THE SERIOUSNESS OF THE VIOLATION, AND/OR WHETHER IT IS FIRST, SECOND OR THIRD OFFENSE.

All violations must be documented.

(a) First offense:
   1. Reprimand and/or called off the job to study the Handbook, or appear before the Safety Procedures Committee for appropriate action.

(b) Second Offense:
   1. Suspension
   2. Demotion
   3. Dismissal

FACILITIES MAINTENANCE AND WAREHOUSE PERSONNEL

(c) Third Offense:
Attachment P

1. Dismissal

B. FACILITIES MAINTENANCE SAFETY PROCEDURES COMMITTEE

A Safety Procedures Committee will be formed. The Assistant Superintendent of Facilities or his/her representative shall act as Chairman and designate the members he so chooses to serve. Other members may be appointed by the applicable bargaining units. (An equal number from labor and management)

The committee Chairman shall prepare an agenda.

The Director of Safety or his designee may attend meetings in an advisory capacity.

Safety Representatives shall attend the Safety Procedures Meetings held quarterly and may request special meetings of the Procedures Committee as deemed necessary.

The Safety Procedures Committee shall:

(a) Establish a planned program for the orderly control of all accidents.

(b) Consider and act on recommendations of the Secretary.

(c) Review reports of accidents, investigations and determine preventative measures.

(d) Establish safety rules.

Safety Representatives – One (1) Safety Representative will be appointed from each Maintenance Zone, and two (2) Safety Representatives from the Custodial Section and one (1) Safety Representative from Warehousing. These representatives will be appointed by the union and report to the Safety Procedures Committee. Their duties and responsibilities are as follows:

(a) Assist the Supervisors with respect to departmental administration of safety policies and safety educational work as directed by the Safety Section.

(b) Make recommendations to the Supervisors applicable to safety rules, procedures and safety equipment as may be disclosed by contact or observation under actual field conditions.

FACILITIES MAINTENANCE AND WAREHOUSE PERSONNEL

(c) Provide constructive criticism of existing or proposed rules, procedures, or equipment including supporting recommendations for their correction.

(d) Participate in departmental or group meetings for the discussion of safety rules, procedures, and equipment.
(e) Report to Supervisors and Safety Department any unsafe practices, conditions, equipment, or facilities including recommendations for their correction.

C. SAFETY MEETINGS

Maintenance/Warehousing

1. Monthly Safety Meetings – Each Foreman/Supervisor is held responsible for holding monthly meetings with employees under their supervision. It is recommended that these meetings be held for up to 30 minutes and that they are devoted to the discussion of the following:

   (a) Two or three rules each meeting, using this Handbook as a textbook until it is completed; then start over again.

   (b) Safety rules, methods and hazards applying to the work in progress.

   (c) Unsafe practices.

   (d) A thorough discussion of any accidents that have occurred in the crew.

   (e) Safe driving.

   (f) Accident reports, safety bulletins, posters, and other material sent by the Safety Director’s office.

   (g) First Aid demonstrations periodically, but in no case less than once every six months.

2. Special Safety Meetings – At the beginning of a major job, the foreman/supervisor shall hold a job analysis meeting to satisfy himself that all men involved understand the precautions that must be observed to eliminate any possible accidents.

FACILITIES MAINTENANCE AND WAREHOUSE PERSONNEL

D. EMPLOYEE RESPONSIBILITY

A copy of this manual shall be made accessible to each employee for his study. All employees must carefully study and comply with the rules and regulations. Failure to know the rules and regulations will not be an acceptable excuse for any violation, and willful violation shall be cause for disciplinary action. Safety is the responsibility of each employee. Each employee must make a concerted effort on his part to eliminate all unsafe conditions, habits, or attitudes from his work. Employees shall not engage in practical joking, horseplay, or the daring of others to take chances.
1. An employee engaged in a fight with a fellow employee while on duty, will be subjected to disciplinary action.

2. Employees are expected to maintain as clean a work area as possible. Good housekeeping applies to all vehicles.

3. Any employee who reports for duty under the influence of alcohol shall not be permitted to work.

4. Employees should immediately report to their foreman or supervisor all unsafe conditions and defective equipment, material, tools, safety devices or vehicles.

5. All employees shall be instructed in the knowledge of first aid, and the proper way to control arterial bleeding or breathing.

6. Every employee should keep himself in the best possible physical condition and should as far as possible avoid worry, daydreaming, or outside interests which divert the mind from work and the hazards connected with it.

E. SUPERVISOR’S RESPONSIBILITIES FOR SAFETY OR EMPLOYEES UNDER THEIR SUPERVISION

1. Enforcing Rules: All Supervisors shall satisfy themselves that workers understand thoroughly all safety rules pertaining to their particular work.

2. Responsibility for Accidents: Concern for accidents will rest with the Supervisor and they could be held accountable if the investigation shows the accident to be due to lack of appropriate concern.

3. Fitness for Work: Supervisors shall satisfy themselves that the employees are proficient and competent to perform their work safely.

FACILITIES MAINTENANCE AND WAREHOUSE PERSONNEL

4. In accordance with the “Right to Know” law all Supervisors will document all training and make (MSDS) Material Safety Data Sheets available upon request by employees.

F. ASSIGNMENT OF DUTIES

Supervisors shall assign only those workers qualified by training and experience to work of a hazardous nature. Supervisors are responsible for assignment of sufficient number of employees to do a job safely.
Attachment P

1. Protective Devices, Tools and Equipment: Supervisors are responsible for the proper inspection, use and maintenance of all protective devices, tools and equipment, and they shall not permit the use of improper or unsafe devices or tools.

2. Correcting Reported Defects: When employees report defects in equipment or apparatus, the foreman shall see that such defects are made safe or corrected as soon as possible.

3. Good Housekeeping: Supervisors are held responsible for good housekeeping in or around the work of which they are in charge.

4. **FIRE EXTINGUISHING EQUIPMENT:** SUPERVISORS SHALL SEE THAT FIRE EXTINGUISHER EQUIPMENT IN THEIR CARE IS KEPT IN ITS PROPER PLACE, PROPERLY FILLED, AND READY FOR INSTANT USE. FIRE EXTINGUISHERS WILL BE CARRIED IN ALL MAINTENANCE TRUCKS. TRAINING IN PROPER USE OF EQUIPMENT SHOULD BE GIVEN PERIODICALLY.

5. First Aid Equipment: Basic first aid supplies will be available at work locations.
Attachment P

SECTION IX

GENERAL SAFETY RULES

1. Wear Personal Protective Equipment, hard hat, foot protection, back supports, blood borne pathogen protection and safety glasses or face shields as directed by your supervisor.

2. Sit in vehicles properly. (Never stand up, sit on the side, or ride on any exterior part of a vehicle).

3. Vehicles are to be stopped when entering or exiting. (Do not enter or exit any moving vehicle).

4. Damaged or unguarded tools and equipment are not to be used.

5. Do not work or drive while under the influence of alcohol or drugs.

6. Use every safeguard provided. After removing guards for repairs, replace at once.

7. Walk (do not run); watch your step; keep firm footing and balance at all times.

8. When working around machinery, do not wear loose clothing, torn sleeves, ties, key chains, rings, watches or any item that could become entangled in the machinery.

9. Horseplay or practical jokes are prohibited. Avoid distracting others.

10. Long hair must be tied off, wrapped or confined in a manner to prevent being caught in any machinery.

11. Frayed, cut or cracked electrical cords are not to be used. Turn them in to your supervisor for repair or replacement.

12. Use only ladders and step stools to get additional height. (Do not attempt to get additional height from a climbing device by placing it on a box, crate, or other improvised stand).

13. Equipment is not to be altered, i.e. removing protection guards.

14. Work only in properly lit areas.

15. Never leave materials, tools, etc. in a position to slide or fall.

16. Keep your work area clean and free of loose objects, stumbling or slipping hazards.
Attachment P

17. Review the safety educational material posted on bulletin boards or distributed in work area.

18. Report all accidents/injuries, no matter how minor, to your supervisor.

19. Report all unsafe work conditions or procedures observed during the course of work activities to your supervisor.

20. Never stand under suspended loads or in danger zone of falling objects, moving equipment, dripping caustics, etc.


22. Never use gasoline for cleaning purposes.

23. Always keep hands and feet clear of pinch points.

24. Never allow oil or grease or heat to come in contact with oxyacetylene equipment.

25. Use the right tool and use it properly (e.g., do not use defective or mushroom-headed tools).

26. Be sure all electrical devices are properly grounded at all times.

27. Never leave an unsafe condition unguarded or unmarked, even temporarily.

28. Inspect each ladder before using. Be sure ladder is properly positioned and secure at top and bottom.

29. When working overhead place warning signs below and rope off area.

30. Know the location of fire extinguishers and know how to use them.

31. Do not walk or run in front of or behind moving equipment.

32. Vehicles, equipment and tools will be removed from service when unsafe to operate.

33. Rubber gloves should be worn when handling dyes, photographic chemicals, and etching acid.

Lifting:

Injuries can be caused by improper lifting techniques and excessive weights.
Attachment P

1. Size up the load; Get Help, if there is any doubt in your mind of your ability to lift it.

2. Make sure your footing is secure.

3. Place feet close to the base of the object to be lifted.

4. Get a firm grip on the load.

5. Position your feet 6” to 12” apart.

6. Bend at the knees, not at the back.

7. Keep your back straight.

8. Lift slowly and evenly with your leg muscles and not with your weaker back muscles.

9. Keep object as close to your body as possible.

10. Set objects down in the same manner as you picked them up, but in reverse.

11. Avoid twisting your back to turn, when lifting. If you must change direction while lifting, pivot with your feet and turn your entire body to change direction.

12. Perform movements smoothly and gradually.

13. Hands should be dry and free of grease when lifting.

Slips, Trips, and Falls:

1. Immediately clean up spills, water, oil, and other liquids from the floor by using mop, bucket, oil dry materials, sand, paper towels, and cloth materials. Use caution signs/cones to warn of slippery areas.

2. Turn on lights before entering a dark room.

3. Pick up all foreign objects, from floor surfaces, tiles or stairs to prevent slipping.

4. Be sure that mats and carpets lie flat on the floor.

5. Take short steps, walk slowly, and use hand rails when you have to walk on slippery surfaces or in congested conditions.

6. Keep drawers and doors closed.
Attachment P

7. Wear closed toe, and non-slip soled shoes.
8. Walk, up or down stairs or steps. Take only one step at a time.
9. Avoid blocking your view by carrying/pushing objects so large that you can’t see where you are going.
10. Jumping from truck beds, platforms, scaffolds, or other elevated places is prohibited.
11. Do not tilt chairs back on two legs.
12. Avoid wet, icy, slick or oily areas by walking around it.
13. Use protective covers when running electrical and other cords across doorways, aisles, or landings.

Receiving Area

1. Keep floors in a safe condition; free from broken tile and sliding floor mats.
2. Floors and/or deck areas shall be clear and hazard free.
3. Use proper tools for opening crates, boxes, cartons, barrels, etc.

Storage Area

1. Shelves shall not be overloaded. They must be able to bear the weight of items stored.
2. Heavy items shall be stored on lower shelves.
3. An appropriate ladder must be available to reach all items.
4. Cartons and flammable materials must be stored away from light bulbs.
5. Light bulbs must have a screen guard.
6. Incompatible chemicals shall be stored separately (e.g., ammonia and bleach should not be stored together or one above the other).
7. Portable and stationary racks must be in safe condition.
8. If locked in freezer, know how to operate escape mechanism and emergency escape procedures.
SAFETY RULES PRIMARILY FOR MAINTENANCE, REPAIR AND VOCATIONAL FUNCTIONS

Note: Any Safety manuals relating to vocational functions and industrial arts now being used are herein incorporated.

A. HANDLING MATERIALS

1. Prior to use, inspect materials for slivers, jagged edges, burrs, rough or slippery surfaces.

2. Wipe off greasy, wet, slippery or dirty objects before trying to handle them. Keep hands clean and free of grease or oil.

3. When adjusting or changing a grip, set the object down.

4. Never carry glass under an arm. (A fall could sever an artery.)

5. When moving materials on hand trucks or dollies, push rather than pull whenever possible.

6. When exerting leverage on large wrenches or prying tools, pull rather than push whenever possible.

7. Get help if the weight, size, bulk, or shape of the article prevents you from maintaining balance and/or puts excessive strain on back or abdominal muscles.

8. When two or more persons are carrying materials, all should face forward whenever possible. If a person must walk backward, others should be especially alert to slipping, tripping or bumping hazards and issue appropriate verbal directions to him.

9. Avoid getting hands or other body parts pinched between the load and other objects around or near it.

10. Use the proper tools such as wrenches, pry-bars or special handling tools to lift heavy covers, etc.

B. TOOLS

1. Use tools that are in good, safe, working condition and the proper tool for every job.
2. Cutting edges shall be kept sharp and shall be carried in a suitable sheath or holster.

3. Defective tools shall be promptly reported to the supervisor for repair or replacement.

4. Tool handles shall be kept free from splinters, burr, etc. Make sure handles are tight on the head and not weakened by cracks or splits.

5. Impact tools such as hammers, chisels, punches or steel stakes that have burred heads shall not be used. The head should be dressed to remove burrs or chipped edges.

6. When handing a tool to another person, sharp points and cutting edges shall be pointed away from both the person grasping it and person offering it.

7. Only properly insulated tools shall be used when working around energized electrical circuits or equipment.

8. Never use a hammer with a hardened face on tempered, machined or hardened surfaces. Rawhide, plastic, rubber, lead, brass or copper hammers will prevent damage to parts and also eliminate the danger of flying chips of metal.

9. Be sure the handle is not cracked, broken, splintered or loose.

10. Avoid using hammer with oily, greasy or wet hands, and keep hammer handles clean by washing with approved cleaning solvent.

11. A claw hammer is a hardened tool. Its use is restricted to hammering nails, wood or other soft material. Never use a claw hammer on metals or hardened tools, except nail sets.

12. Select the correct size and type of screwdriver to fit the job.

13. Never use a screwdriver as a chisel or as a substitute for a pinch bar.

14. Prevent the blade (screwdriver) from slipping, be sure it fits the screw head correctly and avoid over-tightening a screw.

15. For electrical work, use only screwdrivers that have insulated handles of non-flammable material.

16. All files must have securely fastened handles.

17. Never use a file as a pry.
18. When using a file or rasp, grasp the handle of the file or rasp in one hand and the toe in the other.

19. When using diagonal cutting pliers, place the free hand over the ends of cotter pin, safety wire or whatever is being cut; this will prevent the loose ends from flying and causing possible eye injury.

20. Never cut through live wires; turn off the current first.

21. Do not attempt to cut hardened steel parts with pliers.

22. Handles of pliers that are used in electrical work must be insulated.

23. Never attempt to use a makeshift wrench. Always select the proper size and type for the job.

24. Check wrench for cracks and condition of jaws before using.

25. Always use box or socket wrenches on hexagon nuts and bolts as a first choice and open end wrenches as a second choice.

26. When using an adjustable wrench, always place it on the nut so that the pulling force is applied to the stationary jaw side of the handle.

27. Never use a piece of pipe, tubing or another wrench to extend the handle of the wrench in order to secure additional leverage.

28. Keep wrenches free from oil and grease.

29. Always be ready to react immediately in case the wrench slips to avoid injury of the hand on a protruding edge.

30. Do not place the hand or finger over the back of a knife while it is in use.

31. A falling knife should be allowed to fall and then be picked up.

32. Keep control of a hacksaw by releasing the pressure at the end of the stroke.

33. Make sure the black (hacksaw) is taunt in the frame before using it.

34. Select proper type blade (number of teeth per inch) for the job.

35. Inspect electrical cord and its connections before using. Defective cords and switches are dangerous. Plug should be removed from convenience outlet before any mechanical or electrical adjustments are made.
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36. Avoid hanging extension cords over nails, bolts or sharp edges. Do not allow it to become kinked or leave it where someone may trip over it. Always keep cord away from oil, hot surfaces or chemicals.

37. Do not overload or feed drill too fast.

38. A specially ground drill is required for copper, brass and other soft metal.

39. Always keep finger on the drill switch so that power may be shut off instantly.

40. Do not use distorted or bent drill.

41. Disconnect extension cord before attempting to loosen a chuck on portable tools.

42. Avoid using a drill which overheats.

43. Long extension drills should be used only when absolutely necessary.

44. Work must be securely held when drilling.

45. See that the drill is firmly held in the drill chuck.

46. When using a knife, pliers, or other cutting tools, avoid directing the blade toward yourself. Cut away from your body and stand clear of others. Cut away from your body and stand clear of others.

47. Hand tools should not be carried in your pockets, especially screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.

48. Use a soft hammer to strike a hardened surface.

C. GASOLINE ENGINE-POWERED TOOLS

1. Always disengage the clutch before starting; never start under a load.

2. Always shut off the engine, wait for the machine to stop, and disconnect the spark plug wire before making adjustments or cleaning jammed objects.

3. Never operate the machine without the guards provided for it.

4. Always wear suitable personal protective clothing and equipment when operating the machine.

5. Never refuel running engines or hot engines.
6. Never smoke while refueling the machine.

7. Never work on or around the following or other poisonous or toxic plants until you have been trained:
   - Tung oil tree
   - Boxwood
   - Lily-of-the-Valley
   - Rubber Vine
   - Larkspur
   - Foxlove
   - Golden Dewdrop
   - Poinsettia
   - Milk Bush
   - Wax Leaf Ligustrum
   - Mango
   - Poisonweed
   - Nightshade

8. Follow labeled instructions or “Hazardous Material Data Sheet” when applying weed killers, fertilizers, pesticides or herbicides.

9. Check mowing area and remove rocks, bottles, sticks and other debris before operating power mowers.

10. Never use corridors, attics, vestibules, halls, stairs or the space under them for storage purposes.

11. Wear proper face and hand protection when handling waste and rubbish.

12. Be aware of emergency plans and what your duties consist of before you evacuate.

13. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be removed immediately and shall not be worn until properly cleaned.

**D. LADDERS/SCAFFOLDS**

1. Inspect ladders to be sure rungs are solid, tight, and clean and that rails are not checked. Avoid using any ladder with weak or damaged rails, steps, or rungs.

2. Open stepladders fully and lock spreaders.

3. Use extension ladders only up to 60 feet and have enough overlap. If the ladder is extended less than 36 feet, have 3 feet of overlap between sections; if extended between 36 and 48 feet, have 4 feet or overlap between sections; and from 48 to
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60 feet, have 5 feet between sections. Lash or otherwise secure the ladder in place.

4. Never allow more than one man on a ladder.

5. Supply firm footing for ladder. If the ground is soft or uneven, use boards under the feet of the ladder.

6. Use 4-to-1 rule in setting up extension ladders. It is easy to figure since the rungs on most ladders are one foot apart. Count the rungs up to where the ladder rests on the wall. If it is 16 feet, set the ladder base 4 feet from the wall.

7. Face the ladder climbing up or down. Hold on with both hands. Carry tools or supplies in pockets or haul them up with a line.

8. Move the ladder frequently instead of reaching over too far. Follow the rule of keeping your belt buckle between the side rails.

9. Carry the ladder with the front end high enough to clear anyone ahead of you.

10. Never paint wooden ladders, as paint could hide a defect in the wood and you would not see it.

11. Inspect the scaffold before mounting. It should be sturdy, free of knotty or defective planks, level, and solidly positioned.

12. Keep the scaffold free of scraps, loose tools, or tangled lines.

13. Follow the manufacturer’s instructions when assembling.

14. Lock and block wheels before climbing. NEVER RIDE A ROLLING SCAFFOLD.

15. Level the scaffold after each move, but don’t extend adjusting leg screws more than 12 inches.

16. Lash fixed scaffolds at intervals of 30 feet of length and 25 feet of height; ensure safety locks are in proper working condition.

17. Check all pulleys, blocks, hooks, fittings, and ropes on swinging scaffolds.

MACHINES

1. Operate a machine only after you have received thorough instructions and advised by your supervisor that you are qualified to operate each machine.
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2. Do not wear gloves, ties or loose clothing. Remove rings, watch and other jewelry, and roll up sleeves when operating machines.

3. Make all adjustments with the power off.

4. Never attempt to repair live circuits unless you are qualified through training and experience.

5. Never attempt repairs on electrical appliances, power tools, cables or wiring unless you are qualified and certified to make repairs by your supervisor.

6. Inspect all portable power tools before operating, including power cables, extension cords and adapters.

7. Use “ground fault circuit interrupter” (GFCI) to operate all portable power tools with metal housing and/or handgrip in damp or wet areas and on construction sites.

E. SAWS (Power)

1. When operating scroll saws, stop the machine before removing scrap pieces from the table.

2. Always keep hands and fingers away from the saw blade.

3. Turn off the machine if the material is to be backed out of an uncompleted cut or jammed cut.

4. Disconnect machine from power source when making repairs.

5. Shut off power and clean the saw and work area before leaving.

6. If you are not thoroughly familiar with the personal safety functions in the operation of any power machine, obtain advice from your supervisor or other qualified trainer.

7. Safety guards should be in place and used at all times.

8. Clamp work when using hole saw or cutting tools larger than ½” diameter.

9. On band saws, adjust the upper blade guide about 1/8” above the material being cut.

10. On band saws, make sure that blade tension and blade tacking are properly adjusted.
11. Hold workplace firmly against the table. Do not attempt to saw stock that does not have a flat surface, unless a suitable support is used.

F. DRILLS

1. Do not exceed recommended speed for the drill, accessory, and/or work piece material.

2. Be sure chuck key is removed from the chuck before starting drill press.

3. Adjust the table or depth stop to avoid drilling into the table.

4. Be sure drill bit or cutting tool is securely locked in the chuck.

5. Always wear eye protection (safety glasses or a face shield) when using drill press.

G. GRINDERS

1. On grinders, tool rests shall be adjusted to approximately 1/8” from the wheels and thoroughly tightened in place so they cannot shift position while in use.

2. Inspect the wheels before turning on grinder. Do not use wheels that have been chipped or cracked.

3. Dress grinding wheels on the face only. Replace wheels that have been chipped or cracked.

4. When grinding, use the face of the wheel only.

5. If the grinding wheel vibrates, dress wheel, replace the wheel, or replace the bearings of the shaft if they are worn. Grinding creates heat; don’t touch ground portion of work piece until you are sure work piece has cooled.

6. Shut off the power and do not leave until the wheel has come to a complete stop and the work area is clean when finished using machine.

H. ELECTRICAL

1. Use three conductors and grounded extension cord with proper rating for the tool you are connecting.

2. When using extension cord:
   a. Never plug more than the specified number of watts into the cord.
   b. Do not run through doorways, holes in the ceilings, walls or floors.
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c. Never remove, bend or modify any metal prongs or pins.
d. Do not use when wet.
e. Do not plug one extension cord into another.
f. Never drive, drag or place objects over cord or walk on it.
g. Always unplug when not in use.
h. Never use as a permanent power source.

3. Never repair or test live circuits except when necessary to affect repair.

4. When working on live circuits, tools shall have insulated handgrips approved for working on live circuits.

5. Ladders shall have non-conductive side rails.

6. Never connect heating unit using in excess of 1500 watts into utility 15 amp outlet.

7. Working in an area where you are likely to encounter electrical hazards is not permitted, unless they have been trained to recognize and avoid the hazards to which they will be exposed.

8. Fuse handling equipment shall be used to remove or install fuses where fuse terminals are energized.

9. Do not enter spaces containing exposed energized parts unless adequate illumination is provided.

10. Use safety signs, symbols or accident prevention tags to warn personnel of electrical hazards.

11. Verify that circuit or equipment cannot be reenergized or restarted prior to performing work.

12. Ensure strain relief for all flexible cords and cables.

13. Apply proper grounding and bonding before dispensing flammable liquid(s).

I. HANDLING MOLTEN METAL

1. Face shield must be worn at all times when metal compound is being melted or otherwise handled while in molten state.

2. Extreme care shall be taken to prevent moisture from coming in contact with metals. Ladles must be heated before being placed in molten metal.

3. By-standers shall not be allowed near employees working with molten metals.
J. BATTERIES AND BATTERY ROOMS

1. There shall be no smoking in battery storage rooms. Be cautious to avoid arcing. The use of open flames shall be avoided, especially while the cells are gassing and should be permitted only in special cases under the direct supervision of an experienced person and after the room has been thoroughly ventilated.

2. When working on batteries, remember that large quantities of water are your best protection if electrolyte is spilled on your clothing or your skin.

3. Battery room doors shall never be left open.

K. STORING MATERIALS

1. Material shall be piled so that the weight is equally distributed. Avoid stacking to heights that may become top heavy. Material shall be stacked neatly and not project into passageways.

2. Bags of material shall be cross-tied or blocked where possible.

3. Bricks of regular shapes shall be cross-tied every fifth tier. Boiler and furnace brick of irregular shapes shall be laid with the flat sides down and the stacks tied together with boards.

4. Barrels and drums shall be placed on end. If placed on side, they shall be provided with racks.

5. The scrap pile and junk material shall be kept as orderly as conditions will permit. Extreme care shall be used in handling scrap material to prevent personal injury.

6. Oils, grease, and paints shall not be stored with other materials.

7. Suitable compartments, boxes, canisters or containers shall be provided for storing rubber protective devices.

8. All employees shall exercise special care in storing or handling grinding wheels. If an emery wheel or grinding wheel suffers the slightest crack, a very serious accident could result.

When you encounter asbestos or air borne asbestos dust, all precautions shall be taken to prevent inhalation of this material. Immediately leave the area and call the Director, Asbestos Compliance, at: Phone: 390-2279.

The Director, Asbestos Compliance, will take whatever action needed to correct the situation.
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L. AERIAL BUCKET EQUIPMENT

The aerial bucket is a piece of equipment which when used properly can eliminate or minimize many hazards that we cope with in our daily work. Like any other piece of equipment, it also has its hazards. These hazards must be recognized and safe practices followed in order to accomplish our main goal – the prevention of accidents. The aerial bucket is to be used with, not in place of, safe working practices.

1. The operation and maintenance instruction manual shall be followed.

2. Load limit of the boom shall not be exceeded.

3. Bucket truck shall be de-electrically tested periodically.

4. The truck shall not be moved unless the boom is lowered and the bucket cradled.

5. Riding in the bucket while truck is traveling between locations is not permitted.

6. When boom is maneuvered over a street or highway, necessary precautions shall be taken to avoid an accident with traffic.

7. Employees shall not stand or sit on top of edge of the bucket. Employee’s feet shall be on the floor of the bucket the entire time he is in it.

8. Employees shall not enter or leave the bucket by walking the boom unless bucket is inoperative.

9. Employees shall not transfer between the bucket and pole unless a hazard exists on the lower portion of the pole.

M. RADIAL ARM SAW

1. Swing cut-off saws shall have the upper half of the saw completely covered. A device shall be provided to return the saw automatically to the back of the table when released. A limit chain or other stopping device shall be provided to prevent the saw from swinging beyond the front edge of the table.

2. If counterweights are used, they should be secured with chains or cable fastened to the counterweights and enclosed so that they cannot fall on operator or others if they should break loose.

3. Horizontal pull saws shall be guarded on upper half of the blade and be provided with limit stops.

4. When ripping, anti-kickback attachment shall be provided and adjusted for the thickness of the lumber being cut.
N.  CHAIN SAWS

1.  Chain saws shall be used with extreme caution in order to prevent personal injury, as the cutting mechanism is unguarded. Operators shall be carefully instructed in the use of this tool. Depth limit guards are provided by several manufacturers, and shall be used to prevent binding at the point of engine contact with the material being cut.

2.  Shut off saw before refueling.

3.  Shut off saw when moving with saw from position to another.

4.  Watch out for others nearby.

O.  SANDERS

1.  The abrasive belt or disc cannot be guarded, and the only way of avoiding injury is to use caution.

2.  Sanders shall be moved away from the body.

3.  Dust may create an explosion hazard, and shall be exhausted where possible. Open flames and sparks shall be avoided. Dust masks/respirators and eye protection shall be used.

P.  PNEUMATIC TOOLS

1.  A variety of tools, including hammers, drills, saws, tampers, paving-breakers, and vibrators are powered by compressed air, usually provided by a compressor near the worksite. Generally the same precautions regarding the use and care of pneumatic tools shall be followed as for electric and gasoline engine-driven equipment.

2.  Fire precautions shall be observed in connection with the operation of compressors.

3.  Air-supply lines shall be protected from damage by vehicles, inspected regularly, and maintained in good condition. Air supply lines carried overhead or vertically shall be supported with messenger cable, or other proper support.

Q.  JACKS, HOIST AND LOAD BINDERS

1.  Employees shall not subject a jack to a load in excess of its rating. They shall make sure the footing for a jack is substantial.
2. Employees shall center the jack properly under the load, and if there is danger of the head slipping, a timber on top of the jack will help keep it in position.

3. Employees shall place the jack so there will be an unobstructed swing of the handle to prevent injury to the knuckles.

4. Employees shall never leave a jack standing under load with the handle in the socket.

5. Employees shall never rely on jacks alone to support any load which they have to work under; instead, they shall use substantial blocking.

6. Hoist and load binders shall not be loaded in excess of their rating. If the strain requires the use of handle extensions on hoists, they are overloaded.

R. STORAGE OF SCAFFOLDS

1. All scaffolding shall be properly stored when not in use. Metal scaffold material carelessly heaped in storage yards are subject to damage from exposure to weather, careless handling, and other causes.

2. A covered storage area will protect expensive material and will contribute to maintaining the safe condition of scaffolding in use.

3. Storage time offers an opportunity for inspection, repair, and preventive maintenance.

4. Wooden scaffolding materials shall not be painted, as this will cover defects that may develop.

S. RIGGING

1. The mechanic in charge of a job shall be responsible for the loading of ropes, cables and chains of ample size. The correct size shall be used instead of using several strands of a smaller size to lift the same load.

2. The manufacturer’s recommendations for the safe working loads on cables, clamps, chains, rings, shackles, socket and eye bolts shall be followed for both straight and angle lifting.

3. Ropes, chains, cables, or slings which have been or may have been unduly strained, shall not be used again until they have been inspected and found to be safe for use.

4. Ends of wire rope shall be wrapped or welded; ropes with broken strands, or kinks shall not be used.
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5. Wire rope loops shall be made by proper splicing or clipping of the dead end. When loops are to be used under full capacity load, a minimum of three clips shall be used on ropes of 3/8” diameter or under, and an extra clip used for each additional 3/8” diameter or a part thereof. Clips shall be placed with the U-bolt over the dead end.

6. When uncoiling wire rope, the coil shall be rolled like a hoop. Due precaution shall be exercised to prevent wire rope from kinking and twisting.

7. When transferring rope from reel to drum, the rope shall run from the top of the reel to the top of the drum to avoid twisting and overlapping. If necessary, wire rope shall be lubricated in accordance with rope manufacturer’s recommendations.

8. Bolts shall not be used to shorten or join chains. Chains shall have hooks and rings.

T. ROPEC

Care of Manila Rope:

1. Employees shall not overload a rope or drag it over rough or sharp objects.

2. Care shall be taken in making a rope fast. All short bends over unyielding or sharp-edged surfaces shall be avoided.

3. A wet rope is not as strong as a dry one, and shall not be subjected to the same loading.

U. INSPECTION AND CARE OF ROPE

1. Employees shall inspect the entire length of rope thoroughly.

2. A good manila rope is hard but pliant.

3. An extremely soft rope or one which has lost its stretch is dangerous and shall be discarded.

4. A wet rope is not as strong as a dry one, and shall not be subjected the same loading.

5. A rope shall be examined carefully for cuts, worn spots, mildew, acid stains and burns. The rope shall be untwisted at various places to look for dry rot and poor fiber. The outward appearance of a rope is often deceiving. If any of the above conditions are found to exist in the rope, it shall be discarded. Rope shall not be
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stored in piles but tied in coils and hung where it can dry. Hand line and block shall be equipped with approved type snap hooks.

V. WIRE ROPE AND CABLE

The following precautions are to be observed:

1. Use of wire rope of incorrect size, construction, or grade is not permitted.

2. Wire ropes shall not be allowed to drape over obstacles.

3. Wire ropes shall always be properly lubricated.

4. Ropes operating over sheaves and drums of inadequate size are not permitted.

5. Ropes shall not be allowed to over-wind or cross-wind on drums.

6. Defective sheaves or drums shall not be used.

7. Ropes with improper fittings shall not be used.

8. Kinked ropes shall not be used.

9. Ropes shall not be subjected to severe loads, reverse bends, and other excessive stresses.

Winch Cables

1. Employees shall not use their hands to straighten winch cables on drum while drum is in action. When the winch cable is under stress and used at an angle through a snatch block or similar device, employees shall place themselves in such a position as not to be struck by the cable should it break. Defective cable shall be discarded and winches with mechanical defects shall not be used.

2. Employees shall wear gloves when handling winch cable.

3. “A” frames, derricks, booms, etc., which are bent or broken or have cracks in the steel, shall not be used.

W. CHAINS

1. Employees shall not overload a chain.

2. Employees shall, as far as possible, avoid sudden or abrupt application of loads to chains.

3. Employees shall not kink or bolt a chain to shorten or lengthen it.
4. Employees, when handling extra heavy loads, shall not fasten chains over sharp corners or edges without padding them.

5. Employees shall not use a chain if inspection shows a flaw, insecure weld, fracture or other defect.

6. Chains shall not be used to hoist objects of excessive weight because of difficulty of inspecting each link.

X. USE OF SOLVENTS

Supervisors shall control use of solvents for cleaning. The handling instructions printed on the containers label, shall be carefully followed. The “Safety” solvents are generally a mixture of petroleum hydrocarbons – low in toxicity but flammable, and halogenated hydrocarbons – no fire or flash point but toxic under adverse conditions. The evaporation rates of the mixtures used in the “Safety” solvents can alter the degree of hazards. A particular hazard is use of solvents for small jobs in work spaces with inadequate ventilation.

Y. HANDLING OF CHLORINE CYLINDERS

1. Keep the valve protection hood in place at all times except when the cylinder is connected for discharging chlorine.

2. The valve stem wrench handle should not be over 6” long.

3. the cylinder should be kept on a scale at all times when in use to determine rate of discharge, and when empty.

4. the cylinders should be secured by a chain in an upright position at all times except when being transported.

5. If chlorine is escaping as a liquid, turn the container so that only chlorine gas escapes. Do not apply water to a chlorine leak. If the leaking container is movable, it may be desirable to move it outdoors.

6. Every vehicle used by the Sewer/Water craft shall carry a NIOSH approved gas mask. All personnel exposed to chlorine should be checked out in its use. If chlorine concentration in air exceeds 1% in a closed room or tank, a “supplied-air” type respirator, such as that carried in Rescue Vehicles, will be require. Equipment should be checked periodically for proper operation.

7. All chlorine rooms should be ventilated by an exhaust fan. Note that chlorine gas is heavier than air and will settle at floor level.
Z. SANDBLASTING EQUIPMENT

Employees when using sandblasting equipment shall use all precautions in the immediate area for the safety of themselves as well as others.

1. All safety equipment shall be properly maintained and inspected before starting sandblasting operation.

2. Operator shall wear a hood approved for sandblasting. Breathable air shall be furnished to hood while in operation.

3. Gloves and long sleeves covering the arms shall be worn.

4. Safety rules pertaining to gasoline engines in Section X shall be adhered.

5. Safety rules pertaining to Air Hoses and Lances in Chapter 3-05 (A) and 3-05 (B) shall be adhered.

6. The area shall be barricaded off up to the distance where sand or debris is falling.

7. An automatic safety shut off valve shall be installed on the hose nozzle when operating.

AA. STEAM CLEANING EQUIPMENT

It is extremely important to exercise precautions while operating this equipment due to heated surfaces and hot pipes.

1. While operating, operator shall wear goggles, gloves, and rubber boots.

2. When caustic cleaning material is used, all label precautions shall be adhered.

3. An automatic safety shutoff valve shall be installed on the hose nozzle when operating.

4. Safety rules pertaining to gasoline engines in Section X, Page 37, shall be followed.

5. The area shall be barricaded off up to a distance where steam cannot burn anyone.

BB. ELECTRICAL CRAFT

1. Working around apparatus (minor)

   a. When changing ballasts – turn switch off. It takes only a few seconds.
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b. When replacing switch and receptacle turn off circuit breakers. Take time to LOCATE.
c. Emergency Lighting – Replace with care.
d. Quartz Lighting – Make sure controlling device is off. Severe burn will occur if switch is not off due to possible defective photocell or time clock (wrong time).

2. GENERAL SAFETY PRECAUTIONS IN ELECTRICAL

When any electrical equipment is to be overhauled or repaired, the supply switches or cut-out switches in each circuit, from which power could possibly be fed, shall be secured in the open position and tagged. The covers of fuse boxes and junction boxes shall be kept securely closed except when work is being done.

3. HIGH VOLTAGE PRECAUTIONS

a. Personnel shall never work alone near high voltage (above 220 volts). Tool equipment containing metal parts shall not be used in any area within 4our (4) feet of high voltage circuits or any electric wiring having exposed surfaces. The handles of all metal tools, such as pliers and cutters, shall be covered with proper insulating material. It is also necessary to insulate shank of screwdrivers with insulating sheath.

b. Before a worker touches a capacitor which is connected to a de-energized circuit, or which is disconnected entirely, he shall short-circuit the terminals to make sure that the capacitor is completely discharged. Do not work on any type of electrical apparatus with wet hands or while wearing wet clothing, and do not wear loose or floppy clothing. The use of thin-soled shoes with metal plates or hobnails is prohibited. Shoes with non-conducting soles shall be worn. Before working on electrical apparatus, all rings, watches, bracelets, and similar metal items shall be removed.

CC. CARPENTRY CRAFT

1. When replacing doorsteps or stairs, block off both sides of doorway or stair entrance to stop traffic.

2. Do not use cross-grain or knotty materials in stairs.

3. Install adequate handrail in appropriate position.

4. Do not walk up or down stairs with hands in pockets.

5. Avoid stepping on nails.
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DD. AIR CONDITIONING CRAFT

1. Use window unit lift for removing or replacing air condition units.
2. Use appliance dolly to bring A/C units down stair steps.
3. Never attempt to solder on A/C unit that has not been evacuated of Freon.
4. Do not cut a refrigerant line without knowing that it is de-pressured.
5. Do not work on machinery without pulling the disconnect switch.
6. Whenever transporting Freon, always have tank capped and secured.
7. In a room where Freon is stored or being used, the room shall be well ventilated.
8. Smoking is not permitted when working on Freon equipment.

EE. PLUMBING CRAFT

1. Electric sewer machine – Use with care and make sure it is unplugged when working on belts, clutch adjustment, etc.
2. Care shall be exercised when handling pipes, ducts, or other materials to avoid catching fingers and hands between the materials, floors or other objects.
3. Torches shall be frequently checked for leaks and proper working condition. Torches shall be placed so as to not ignite any surrounding materials.
4. When pouring a hot lead joint, keep joint free from moisture.
5. Pipe wrenches, chain tongs, or flat wrenches shall be proper size to conform to work being done and in good condition to prevent slipping. Place jaws of wrench in direction of pull.
6. Wear protective goggles when soldering overhead and proper clothing to protect from burns.

FF. STEAMFITTING CRAFT

1. Personnel shall obey all manufacturers’ safety instructions on all heating equipment.
2. No safety switches, relays, or flame safeguard controls shall be by-passed, removed or altered in any way.
3. All safety relief valves shall be piped to within 12 inches of the floor.
4. Safety relief valves to be tested at least once a month during heating season.

5. Low water safety cut-offs shall be checked same as relief valves.

6. Safety glasses and mask shall be worn while cleaning boiler flues.

7. Run a flame failure response test on each burner at pre-winter start-up.

8. Heating personnel shall always be on the alert for fuel leaks, boiler door gasket leaks, leaking pumps and bare electric wiring on equipment.

9. Report any exhaust fans not working in boiler or equipment rooms.

GG. PAINTING AND GLAZING CRAFT

1. Smoking, lighting of matches or cigarette lighters will not be permitted in storage areas or trailers containing paint, lacquers, thinners, and other flammable materials or in areas where painting is done.

2. Wear protective clothing and safety glasses when spraying – paint irritates the eyes and skin.

3. Wear an approved respirator when spraying in an enclosed area.

HH. POWER LAWN MOWERS

1. Before any power mower is started, the area to be mowed shall be thoroughly checked for rocks, bottles, sticks, and other debris that may serve as a missile for a fast revolving rotary-type mower.

2. Keep hands and feet away from all revolving blades and wheels.

3. Try to keep other people away from you when you are cutting grass.

4. Keep a firm grip on the handles with both hands to maintain control of the mower.

5. Stop engine before refueling, and give time for cooling. Never attempt to refuel the gasoline power mower while the engine is in operation. The tank shall be filled not more than three-fourths (3/4? Full because expansion space in the tank is necessary as the sun expands the volume of gasoline in the tank. Spillage on a hot motor could cause a fire.

6. Never adjust engine controls while the machine is in motion, and never adjust other mechanical parts while the engine is running.
Attachment P

7. Do not attempt to stop moving parts with your hands or a stick; wait for the machine to stop after the power is shut off.

8. Never leave a machine running and do not leave it until it has completely stopped.

9. When using a large mower, stay a safe distance from the building. The smaller mowers will be used for areas close to the building.

10. Check the oil level before starting. The engine shall always be started out-of-doors. If the power mower is self-propelled, the clutch shall be disengaged before starting.

11. Extreme caution shall be used when cutting terraces and banks.

12. All guards purchased for use on the mower shall be used.

13. When grass is being removed from the mower, if the engine is stopped by grounding the spark plug, remove the wire from the spark plug and place it so it cannot touch the spark plug. (Grounding the spark plug is not enough as the ground might be removed accidentally.) Rotating the blade of a rotary mower will crank and start the engine if the spark plug is connected. The spark plug shall be grounded or its wire removed when the mower is stored. (never store a mower in the boiler room.)

14. Any use of lawnmowers or power equipment for the purpose of completing School System maintenance or custodial activities by persons not employed by the Duval County School System is strictly prohibited, unless under a supervised credit program.

15. Before mowing at a school when students are in attendance, check in at the main office so that students can be kept clear of the area.

II. USE OF PESTICIDES OR TOXIC MATERIALS

1. Read the label – follow instructions for application and heed all directions, cautions and warnings.

2. Use only the amount of pesticide or toxic material called for on the label.

3. Do not smoke while using pesticides or toxic material, and avoid breathing spray mist or dusts. Be sure that you wear a suitable mask or respirator if the label recommends it. Keep your sleeves rolled down and your collar buttoned.

4. If you should spill some pesticide or toxic materials on yourself, remove the contaminated clothing and wash yourself thoroughly with soap and water.
Attachment P

5. Store pesticides or toxic materials in locked closets, or rooms where pets, children or irresponsible persons cannot reach them. Do not store them near foods of any kind.

6. Keep pesticides or toxic materials in their original containers. Always keep them tightly closed and never put them in other containers such as unlabeled gallon jugs, pop bottles, milk bottles, cups, paper bags or other common food containers.

7. When using insecticides, pesticides, or other toxic material, spray or dust, remove or cover food and water containers. Do not leave aquariums of fish bowls exposed, and be sure to keep pets out of the treated area until the spray mist has completely settled. This is particularly important when you are using insecticide fumigating devices.

8. Always wash your hands and face after using pesticides or toxic material.

9. Never reuse empty containers which contained a pesticide or toxic material.

10. Do not burn cardboard or a sack which has contained a pesticide or toxic material.

JJ. FERTILIZING

When using a granule or powdered type fertilizer, precautions shall be taken to prevent the wind from blowing it into the building or on any person that may be nearby. If it is blown into a person’s eye, it can be very painful and may require medical attention. The odor, however, may be more offensive than dangerous. Since certain chemicals in the fertilizer react to metal, they shall not be allowed to come in contact with cars or other metal objects.

MECHANICS

KK. GARAGE AND REPAIR SHOP SAFETY

CARBON MONOXIDE

Carbon monoxide is a non-irritating, colorless, tasteless, and odorless gas commonly caused by fuel burned in the absence of sufficient oxygen or wherever combustion is incomplete. Either this gas should be piped off from the garage area or doors and windows should be left open so that the fresh air can come into the garage area.

JACKS

1. All jacks should be equipped with a safety ratchet that prevents the load from dropping if the pressure is released.

2. Hydraulic jacks should only be used to raise a piece of machinery into position. After machinery is in position, jack stands must be placed under a load-bearing member.
Attachment P

ELECTRIC CHAIN HOIST

If all hoists are not provided with a check stop and a wire rope around the support “I” beam and fastened to the hoist, do not use the hoist.

PITS

1. Floor openings such as drain troughs should be guarded with covers. If any unguarded floor openings are found, inform your supervisor at once.

2. Make sure all pits are provided with a curb four to six inches high to prevent vehicles from drifting into the pit.

3. Be certain that all open pits are provided with portable railings or standards when not in use.

4. Be sure steps into pit are clean and free of grease, oil, and water. Tools, parts, etc. must not be left on steps.

5. Lights in pits should be enclosed in vapor-proof fixtures. If the lights are not of this type, inform your supervisor.

WASHING PARTS

1. Use only solvents that are low in toxicity and have a high boiling and flash point.

2. Be sure that the parts washers are complete with lids that are counter-weighted.

3. Carbon tetrachloride or gasoline should never be used for cleaning parts or in degreasing jobs.

LL. ROOFING SAFETY

1. Felt-laying machines and mechanical moppers shall not be operated within a distance of three feet of any unprotected roof opening or within five feet of any unprotected roof edge.

2. Roofing brackets shall be constructed to fit the pitch of the roof.

3. Roofing brackets shall be securely fastened. When brackets cannot be securely fastened by any other means, rope supports are used; such supports shall consist of no less than three-quarter-inch diameter, or equivalent.
Attachment P

CATCH PLATFORMS

1. Pitched roofs: On pitched roofs with a rise of four inches in twelve or greater, sixteen feet or more above ground, and not having a parapet of at least thirty inches in height, catch platforms shall be installed. The platforms shall extend two feet beyond the projection of the eves and shall be provided with a standard guardrail substantially fixed in place. Safety belts attached to a lifeline which is securely fastened to the structure may be used in lieu of a cat platform.

2. Flat roofs: On flat roofs, not having a parapet of at least thirty inches in height, a standard guardrail substantially fixed in place may be used. Safety belts attached to a lifeline which is securely fastened to the structure may be used in lieu of a standard guard-rail.

KETTLES AND TANKERS

1. Any employees working around kettles and tankers in use or being heated up for use shall be under direct supervision of a qualified supervisor.

2. Kettles must be equipped with leveling devices. Leveling devices must be securely fastened.

3. Kettles must be equipped with lids or covers hinged in place.

4. Never set a pumper or agitator into hot material.

CHICKEN LADDERS OR CRAWLING BOARDS

1. Chicken ladders or crawling boards shall be no less than ten inches wide and one inch thick having cleats no less than one inch by three inches and extending no less than two inches beyond each side of the board. Cleats shall be evenly spaced and shall not exceed twenty-four inches on center. Nails shall be driven through the clenched on the underside.

2. Crawling boards shall be secured to the roof by means of ridge hook(s) or no less than three-quarter-inch of approved safety line, passed over the ridge and securely fastened to maintain a safe working condition. A firmly fastened grab line of no less than three-quarter-inch of approved safety line shall be strung beside each crawling board for a handhold.

3. Where chicken ladders (or crawling boards) are provided in pairs, astride the apex of the roof, such chicken ladders shall be securely bolted together by a hinge bolt or provided with hooks or bolts with cleats securely fastened on the underside at the upper end to catch over the ridgepole.
Attachment P

MM. WELDING SAFETY

1. Welding will not be performed until you have been trained in the safe operation of all assigned welding equipment as well as the process.

2. Obey all warning signs that are posted designating welding areas.

3. When working adjacent to welding areas, you must be protected from radiant energy, spatter of welding and cutting arcs by non-combustible shields or shall be required to wear suitable eye/face protection and protective clothing.

4. Before starting to weld or cut, welders must have permission of the supervisor and shall continue only so long as conditions at welding site are unchanged.

5. When arc welding and arc cutting with open arcs, helmets or hand shields with filter lenses and cover plates will be used by operators and others when viewing the arc. Safety spectacles with side shields or goggles will also be worn.

6. Employees (including helpers) operating resistance welding or brazing equipment will use face shields or goggles.

7. All welders and cutters will wear protective flame resistant gloves.

8. Proper ventilation will be used and/or respiratory protective equipment will be provided to all welding/cutting areas to reduce air contaminants to allowable levels.

9. In performance of welding and cutting operations, only approved equipment shall be used.

10. All cylinders or containers used for storage of fuel gases and oxygen shall be constructed, charged, and maintained in accordance with nationally recognized good practice.

11. Cylinders stored inside building shall be kept away from highly combustible materials and in locations where they are not subject to excessive rise in temperature, physical damage, or tampering.

12. No device of attachment facilitating or permitting mixture of air or oxygen with combustible gases prior to consumption, except at the burner or in a standard torch or blow-pipe, shall be allowed.

13. The user shall not transfer gases from one cylinder to another or mix gases in a cylinder.
Attachment P

14. Acetylene gas shall not be generated, piped (except in approved cylinder manifolds and cylinder manifold connections), or utilized at a pressure in excess of 15 pounds per square inch gauge pressure.

15. The use of liquid acetylene is prohibited.

16. Acetylene gas shall not be brought in contact with unalloyed copper except in a blow-pipe or torch.

17. Oxygen shall never be used from a cylinder or cylinder manifold unless a pressure regulating device intended for use with oxygen, or so marked, is provided.

18. Fuel gas shall never be used from cylinders through torches or other devices equipped with shut-off valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.

19. Cylinders, valves, regulators, hoses, and other apparatus and fittings containing or using oxygen shall be kept free from oil or grease. Oxygen cylinders, apparatus and fittings shall not be handled with oily hands, gloves, or other greasy materials.

20. When moving compressed gas cylinders by crane, cradles shall be used in order to reduce the possibility of dropping. Ordinary rope slings or electromagnets shall not be used.

21. Oxygen and fuel gas cylinders and acetylene generators shall be placed far enough away from the welding position that they will not be unduly heated by radiation from heated materials, by sparks or slag, or by misdirection of the torch flame.

22. No gas welding or cutting shall be done in or near rooms or locations where flammable liquid, vapors, lint, dust, or loose combustible stocks are so located or cutting operations may cause ignition or explosion of such materials.

23. When welding or cutting must be done above or within ten feet of combustible construction or material, or above a place where workers are employed, or where persons are likely to pass, noncombustible shields shall be interposed to protect such materials and persons from sparks, hot metal or oxide.

24. One or more approved Class B or Class C fire extinguishers of suitable size shall be kept at the location where welding or cutting is being done.

25. When welding or cutting is done above or within ten feet of combustible construction or material, a fire watch shall be on hand.
Attachment P

SECTION XI

CUSTODIAL SAFETY

A. GENERAL INFORMATION

1. All custodians shall wear fully protective non-skid shoes at all times, with no exposed toes or heels. Protective footwear shall be worn when scrubbing floors.

2. Gloves and goggles shall be worn when removing broken glass from doors or window frames. Rubber or plastic gloves shall be worn when mixing or handling strong chemicals, or cleaning restrooms.

3. Read and follow directions carefully before mixing cleaning chemicals. Never mix bleach (Clorox) with ammonia-based cleaning compounds. Always use pump dispenser for measuring proper amounts of cleaning solutions.

4. Avoid wearing ragged or loosely-fitting garments.

5. Ask for help when it is necessary to lift any objects which, because of its height, size, or shape, is difficult to handle, or is likely to cause injury. (See Section outlining the correct way to lift.)

6. Never tamper with or attempt to repair electrical equipment or fixtures other than changing light bulbs, fuses or face plates.

7. Handle fluorescent tubes and mercury vapor bulbs carefully. If a tube is broken, do not inhale or come in contact with the contents.

8. Examine insulation for defects on electrical cords of all equipment. “Out of Order” tags shall be placed on such equipment that needs repairing.

9. Make sure electrical equipment is grounded.

10. Electrical cords of machines shall never be snatched out of the wall. Always remove plugs in a safe manner.

11. Always unplug electrical equipment when not in use.

12. Always clean your equipment before storing it in its proper place.

13. Store materials only in designated areas, and in such a manner that they will not slide or fall over.

14. Store all flammable materials in the original container. Storage of all flammable materials shall be in an approved safety can.
15. Always keep clean and dirty dust mops separated, and stored in an approved metal container with the lid closed at all times.

16. Employees shall not wear other employee’s gloves or boots due to health hazards.

B. FIRE EXTINGUISHERS

1. Classes of Extinguishers:
   a. Class “A” – Fire in ordinary combustible material (paper, wool, rags, etc.) where the quenching or cooling effect of water or solution containing a large percentage of water is of first importance. Use soda-acid foam, water or pressurized water-type extinguisher.
   b. Class “B” – Fire in flammable liquid, grease, etc. where a blanketing effect is essential. Use dry chemical, carbon dioxide or foam-type extinguisher.
   c. Class “C” – Fire in electrical equipment where the use of a non-conducting extinguisher is of first importance. Use dry chemical or carbon dioxide-type of extinguisher.
   d. Class “D” – Fire is metal.

C. INSPECTION OF EXTINGUISHERS

1. Each extinguisher will be inspected weekly by school personnel to insure that it is fully charged and has been inspected and tagged within the last 12 months by a certified person.

2. When an extinguisher is removed from its location, another extinguisher should immediately take its place.

D. SERVICE OF EXTINGUISHERS

All extinguishers needing service are to be called into the appropriate vendor immediately so that replacement, etc. can be accomplished promptly.
SECTION XII

SCHOOL FOOD SERVICE SAFETY

A. TO PREVENT FALLS:

1. Use a step ladder of safe construction.
2. Keep floors dry and free from litter.
3. Clean spilled food, water or grease at once.
4. Request for immediate repair, any hazard such as a broken floor, fallen wires, etc.
5. Keep traffic aisles and passages clear, including electrical cords.
6. Wear proper footwear.

B. TO PREVENT BURNS:

1. Turn handles of pans on range so that pans cannot be knocked off or caught in clothing and pulled off. Always use dry flame-proof pot holders to remove.
2. To avoid scalds, tilt lids away and get help to remove.
3. Prepare a place to put hot pots and pans before removing them from range or oven. Move hot food on a cart. Do not have pots and pans too full. (See Section IX, Page 32, for lifting.)
4. Keep paper aprons and other flammable materials away from hot areas.
5. Pull rack out part way or use puller to remove items from oven.
6. Use pots and pans with sturdy handles.
7. Pour hot fat into a metal container and allow it to cool before moving to store.
8. Operate steam equipment according to direction. Use caution in handling valves and pipes leading to equipment.
9. Steamers and tilt kettles shall be used following manual’s instructions.

C. TO PROTECT AGAINST CUTS:

1. Keep knives sharp and stored separately in a drawer.
Attachment P

2. Use tools for purposes for which they were made. For example, do not use cleavers or knives to open cans or knife blade as a screw driver.

3. Cut away from, never towards the body.

4. Be sure that the can opener leaves no jagged edges on cans.

5. Dispose of broken glass promptly.

6. Sweep up broken glass. To pick up very small pieces, use wet toweling, then wrap all broken glass in paper.

7. Use a NSF approved cutting board for cutting or chopping food. Keep tips of fingers back to prevent slicing them.

8. Collect all sharp tools on a tray and wash each item separately from other utensils.

9. Use plastic or paper for drinking glasses in the kitchen, never glass.

D. IN USING EQUIPMENT:

1. Always have hands dry, and stand on dry floor, when turning electrical equipment on or off.

2. Have electrical cords and plugs in good working order.

3. Follow manufacturer’s instructions for safe operation of all equipment. Be sure that employees are trained in the use of each piece of equipment. Have demonstration on use of equipment before first use.

4. Be careful in handling slicing, chopping, grinding and mixing equipment.

5. Have all equipment which mixes, slices, chops or grinds equipped with safety guards.

6. Keep hands and spoons away from moving parts, when using mixers, grinder attachments and slicers.

7. Turn off mixer and wait until all moving parts have stopped before adding ingredients, scraping down sides of bowls or removing foods.

8. Turn off electrical switches and gas controls when equipment is not in use.

9. Make sure that the pressure gauge is at zero before opening steamer.

10. Prevent any water or steam from coming in contact with any electrical motor.
Attachment P

11. Always unplug electrical equipment by grasping plug, not cord.

12. Keep hands and arms out of ram shaft of garbage compactor (while in operation).

13. Be sure that location of master cut-off switch is known for kitchen equipment. Post location.

E. VERTICAL CUTTER MIXERS AND FOOD PROCESSORS;

1. Read operating instructions carefully and follow them “to the letter”. This machine may harm the operator if instructions are not followed.

2. Make sure bowl cover is closed and latched before turning on cutter motor.

3. Allow knives to sop before opening bowl cover.

4. Remove knives before emptying bowl.

5. Turn off cutter and baffle motors before cleaning machine.

F. CLOTHING:

1. Have uniform pockets flat and high enough to avoid catching on door knobs or equipment.

2. Avoid large, loose sleeves, neckties, strings, decorative clothing or large jewelry that may get caught in equipment.

3. Wear protective, comfortable, low-heel shoes, properly cleaned and in good repair.

G. GAS LEAKAGE:

1. Check that pilot lights are lit before turning on gas.

2. Check for odor of gas before lighting any range or oven.

3. Be sure all needed burners are lit when lighting surface units or oven.

4. Check for gas leaks after making repairs.

H. LIGHTING:

1. Have all work areas well lighted. Report all burned out bulbs.

2. All light bulbs in the kitchen should be covered.
I. FIRE HAZARDS:

1. Keep fire extinguishers in convenient locations.

2. Turn off ventilating system in case of fire and close doors and windows to prevent drafts.


4. Use proper cooking temperatures. Excessive heat causes fires.

5. Cover fat at once by smothering, should it catch on fire.

6. Pull the main switch if there is an electrical fire. Do not use water.

7. Do not use excessive water around electrical outlets on equipment, even damp cloths can be a hazard.

8. Always use pilot lights for lighting burners.

9. Never use ovens or food warmers to dry cloths.

J. OTHER ACCIDENTS OR HAZARDS:

1. Keep all toxic or poisonous substances clearly marked. Never store them with food supplies, dishes or utensils.

2. Keep drawers and doors closed.

3. Place heavy cans, boxes or other objects on wheels and push them from place to place. Do not try to carry them.

4. Lifting and Handling Materials. (See Section IX)

5. Place dishes, cans and containers firmly on shelves to prevent their falling. Do not overload shelves.

6. Discard broken or defective utensils.

7. Exclude from the Kitchen all unauthorized personnel.

8. Move cautiously rather than too hastily.

9. Open crates, boxes and cases carefully.
Attachment P

SECTION XIII

OFFICE AND CLASSROOM SAFETY

Note: Includes office personnel, teachers and teacher assistants.

A. GENERAL

1. Use care when closing desk and filing cabinet drawers to prevent injuries. Keep them closed when not in use or unattended.

2. Office furniture should be positioned to eliminate tripping hazards of telephone or electrical cords. Cords shall not be strung across passageways or open areas where they will create a tripping hazard.

3. A filing cabinet drawer can be very dangerous due to being heavily loaded and the lower drawers are empty or filled with light-weight material. File cabinets should be anchored. Only one file drawer is to be open at a time.

4. Open doors cautiously and keep in either a fully open or fully closed position.

5. Do not tamper with office machines, phones or wiring. Call office service if repairs are required.

6. Use staple remover, not fingers, for removing staples.

7. When refilling stapler, point the loading end away from your self, since the pressure of the spring mechanism can cause ejection of the staples.

8. Do not put oil rags, broken glass or sharp objects in wastebaskets. Place them in special containers for special handling by the custodian.

9. All electrical equipment, such as typewriters, copy machines and calculators must be unplugged before cleaning.

10. Handle files and papers carefully to prevent cuts. A moistener for wetting envelopes is recommended.

B. OFFICE MACHINES

1. Office machines should be properly located and placed in a manner so there is no danger of falling.

2. Electrical machines and connections shall not be touched with wet hands or operated on damp floors.
Attachment P

3. Office machines should not be adjusted, lubricated or cleaned while they are running. Make sure that machine is stopped by disconnecting the plug from the outlet.

C. HAZARDS OF DESKS, TABLES, ETC.

1. Use only shatterproof glass tops with beveled edges.

2. Mounted pencil sharpeners shall be positioned on desks or tables so that they do not protrude.

3. Check desks and tables for splinters, dangerous cracks, and loose veneer.

D. HAZARDS OF TYPEWRITERS

1. Never use carbon tetrachloride for typewriter cleaning.

2. Do not place typewriters upon unstable surfaces from which there is a danger of falling.

E. HAZARDS OF SWIVEL CHAIRS

1. Extreme care should be taken by persons tilting back in swivel chairs to which they are not accustomed.

2. Don’t raise the seats on swivel chairs so high as to contribute to overbalancing.

3. Spring tension bolts should be checked regularly. Weak bolts on swivel chairs can break and cause a person to be thrown with considerable force.

F. HAZARDS OF FANS

1. Check fans regularly to make sure that the guards are not defective and that the blades are secure.

2. Fans should not be placed on low tables, chairs, etc. or in any location where individuals might catch their clothing or hands in them.

3. Floor-type fans should not be placed in locations where they will present tripping hazards.

G. HAZARDS OF WASTE BASKETS

1. Metal waste cans should be checked for sharp points or fragmented edges which could cut the users.
H. HAZARDS OF FILE CABINETS

1. File cabinets should be secured to prevent their being overbalanced. Where two or more cabinets sit side by side, they should be fastened to each other.

2. File drawers should not be left open. Always use the handles to close them.

3. Heavy materials should be put in the bottom drawers, lighter materials in the top drawers.

4. Pull only one drawer at a time.

5. File cabinets should be checked periodically for burrs and sharp edges.

6. Never place materials, boxes, other files, etc. on top of cabinets. Not only will they fall; but they put undue stain on the persons lifting them, reaching up to them.
SECTION XIV

SCIENCE/LAB SAFETY

A. GENERAL

1. Never work alone in a science laboratory or storage area.

2. Never eat, drink, smoke, chew gum or tobacco in a science laboratory or storage area. Do not store food or beverages in the laboratory environment.

3. Never pipette by mouth.

4. Wash hands before and after work in a science laboratory, and after spill cleanups.

5. Restrain loose clothing (e.g., sleeves, full cut blouses, neckties, etc.), long hair and dangling jewelry.

6. Tape all Dewar flasks.

7. Never leave heat sources unattended (e.g., gas burners, hot plates, heating mantles, sand baths, etc.).

8. Do not store reagents and/or apparatus on lab bench, and keep lab shelves organized.

9. Never place reactive chemicals (in bottles, breakers/flasks, wash bottles, etc.) near the edges of a lab bench.

10. Use a fume hood when working with volatile substances.

11. Never lean into the fume hood.

12. Do not use the fume hood as a storage area.

13. Obtain and read the Material Safety Data Sheets (MSDS) for each chemical before beginning any experiment.

14. Analyze new lab procedures in advance to pinpoint hazardous area.

15. Accidents should be analyzed to prevent repeat incidents.

16. Protection should be provided for not only the lab worker but also the lab partner working nearby.
Attachment P

17. Do not mix chemicals in the sink drain.

18. Always inform co-workers of plans to carry out hazardous work.

19. Carry out regular fire or emergency drills with critical reviews of the results.

20. Have written actions planned in case of an emergency (e.g., what devices should be turned off, which escape route to use, a personnel meeting place outside the building, a person designated to authorize re-entry into the building).

21. Lab personnel should have recent training in first aid, CPR, etc.

B. SAFETY WEAR (LAB)

1. Approved eye or face protection should be worn continuously.

2. Gloves should be worn which will resist penetration by the chemical being handled and which have been checked for pin holes, tears, or rips.

3. Wear a laboratory coat or apron to protect skin and clothing from chemicals.

4. Footwear should cover feet completely; no open-toe shoes.

C. FACILITIES AND EQUIPMENT (LAB)

1. Never block any escape routes, and plan alternate escape routes.

2. Never block a fire door open.

3. Never store materials in lab or storage area aisles.

4. All moving belts and pulleys should have safety guards.

5. Instruct lab personnel in the proper use of the eye-wash fountain, emphasizing rolling of the eyeballs, and turning eyelids “inside-out”.

6. Ensure that eye-wash fountains and showers will supply at least 15 minutes of water flow.

7. Regularly inspect fire blankets for rips and holes and keep good records of the inspections.

8. Regularly inspect safety showers and eye-wash fountains and keep records of the inspections.

9. Keep up-to-date emergency phone numbers posted next to the phone.
10. Place fire extinguishers near an escape route, not in a “dead end”.

11. Regularly maintain fire extinguishers, maintain records, and train personnel in the proper use of extinguishers through actual fire situations.

12. Acquaint personnel with the meaning of “Class A fire”, “Class B fire”, “Class C fire”, “Class D fire” and how they relate to fire extinguisher use.

13. Secure all compressed gas cylinders when in use and transport them secured on a hand truck.

14. Install chemical storage shelves with lips, and never use stacked boxes in lieu of shelves.

15. Only use an explosion-proof refrigerator for lab storage.

16. Have appropriate equipment and materials available for spill control; replace when it becomes dated.

17. Existing science safety manuals are herein incorporated.
Attachment P

SECTION XV

VEHICLE/DRIVER SAFETY

A. GENERAL

1. Vehicle and heavy equipment operators will perform a daily safety inspection and report to the supervisor prior to departing. As a minimum, the following will be checked:

   a. On-road vehicles

      1) Brakes
      2) Emergency brakes
      3) Wipers
      4) Seat belts
      5) Lights (brake, head, tail and signal)
      6) Instruments for proper indication
      7) Service type vehicles, for security of equipment

   b. Off-road vehicles per checklist for specific type equipment

2. Do not operate construction or agriculture engine driven equipment until properly trained and certification documented by supervisor.

3. Always use your set belt.
SECTION XVI

HEAVY EQUIPMENT SAFETY

A. MOBILE CRANES

1. No load should be lifted which exceeds the rated capacity of the operating boom angle.

2. Standard operating signals should be agreed upon and used to direct all operations. Only one person should be permitted to give signals to the operator unless load is being transferred to a point which is out of sight of the signalman. In such cases, a second signalman should be designated.

3. Outriggers on rubber-tired cranes should be used as directed by the supervisor.

4. When cranes are being operated on soft ground, substantial mats should be laid down. Extreme caution should be used when operating near the edge of an excavation.

B. BULLDOZERS & TRACTORS

1. The condition of the equipment should be checked before operating. This should include brakes, clutches, steering mechanisms, hydraulic, and electrical systems. Any defect should be immediately reported to the supervisor for correction.

2. Before starting down a hill, the blade should be lowered to secure a load of earth in front of it and maintain the load all the way down the hill. If the load is lost, the blade should not be jammed into the ground as this might cause over-turning. The dozer blade must never be used as a brake on downgrades.

3. Filling operations can be very dangerous. The material should be pushed over the edge only as far as necessary. This could prevent the possible overturning of the machine.

4. When coupling a tractor to other equipment, workers should stand clear of the space between the units. The machine should be stopped, the transmission placed in neutral, and the brakes set before a person is allowed to couple the equipment.

5. At the end of a work shift, or when leaving the machine, the power should be shut off, the brakes should be set, blade landed, and shift lever placed in neutral.
Attachment P

C. MOTOR GRADERS

1. Back sloping on steep, high embankments is tricky and often dangerous. Generally, when graders operate on slopes greater than one to one, the operator runs the risk of tipping over.

2. To avoid overturning, the blade should be extended when scraping shoulders, and the grader should be operated off the shoulder.

D. SHOVELS, CLAMSHELS, LOADERS

1. All workers should be clear of the bucket swing and the cab rotation, never swing the bucket or clamshell over other workers.

2. When soil is soft, make sure the equipment is on solid foundation, such as mats or heavy planking, with outriggers fully extended before starting to operate.

3. Before operating on a bank next to an excavation, a check should be made with the superintendent or engineer to determine whether shoring or bracing is necessary.

4. No one should be permitted in the cab with the operator.

5. The operator should never leave the machine on an inclined surface or on loose material with the motor idling, because vibration could put the machine in motion.
Attachment P

SECTION XVII

WAREHOUSE SAFETY

A. PERSONNEL

1. Floors in the warehouse must be kept clean and aisles unobstructed to allow easy and safe access to stored materials.

2. Aisles must be kept clear and provide unobstructed access to exits.

3. Keep fire exits clear of all obstruction.

4. Lifting should be done from a knee-bending position, not be leaning forward and picking up the item. This will allow the leg muscles, not the back, to lift the weight.

5. Use ladders with anti-slide grips. Do not place in front of doors, or on unstable bases. Always face toward the ladder when ascending or descending. Do not use the top step.

6. Use only approved equipment (mobile stairs, ladders) to retrieve materials from high shelves.

7. Observe manufacturer’s or your supervisor’s instructions on how many cartons can be safely stacked.

8. Materials which can tip easily must be laid flat or secured.

9. Report inadequate lighting (burned-out bulbs or blocked lights) to your supervisor.

10. Use approved hand trucks, dollies and other equipment to move heavy and/or awkward loads.

11. Store all hazardous or potentially hazardous products in designated area immediately upon receipt.

B. FORKLIFTS

1. Only authorized and trained personnel are allowed to operate the forklift.

2. The forklift must be moved with the forks elevated just enough to clear the floor.

3. When approaching a blind corner with the forklift, sound the horn, reduce speed and proceed with caution.
Attachment P

4. Do not leave a forklift unattended with the motor running.

5. No riders are permitted on the forklift at any time.

6. If seat belts are provided, use them.

7. Turn forklift slowly to prevent tipping and over-turning.

8. Lower load before moving forklift.

9. Rubber hose, welding cables, etc. must not be run over by lift trucks and heavy objects. Hoses and cables should be coiled and stored when not in use.
Attachment Q (2)

MAINTENANCE DEPARTMENT
SAP WORK FLOW

EMERGENCY PARTS NEEDED IN THE FIELD

MECHANIC DETERMINES JOB REQUIRES A PART NOT ON HIS TRUCK

PART IS AVAILABLE

MECHANIC TRAVELS TO VENDOR AND CALLS CRAFTMASTER

CRAFTMASTER CREATES PURCHASE REQ AND PURCHASE ORDER ON WORKORDER AND GIVES PO NUMBER TO MECHANIC

MECHANIC GIVES PO NUMBER TO VENDOR

CRAFTMASTER ISSUES GOODS RECEIPT

MECHANIC LEAVES WITH PART TO COMPLETE JOB AT SCHOOL

PART NOT AVAILABLE

MECHANIC CALLS VENDOR TO DETERMINE PART AVAILABILITY

MECHANIC DOES "SHUT DOWN" TO SECURE AREA FOR SAFETY AND GOES ON TO NEXT JOB

MECHANIC RETURNS TO SHOP IN AFTERNOON AND ADVISES FOREMAN THAT A PART IS NEEDED TO FINISH JOB. PART WAS NOT AVAILABLE FROM VENDOR AND MUST BE ORDERED ON WORKORDER

WHEN PART COMES IN, MECHANIC COMPLETES THE JOB

ORIGINAL W/O AN EMERGENCY, PRI 1 OR 2

ORIGINAL W/O ROUTINE, NOW PRIORITY 5

GO TO PAGE A-1

Page A-5
Attachment Q (2)

MAINTENANCE DEPARTMENT
SAP WORK FLOW

REPLENISH TRUCK STOCK

INVENTORY
(PARTS > $25)

MECHANIC NOTES ON WORKORDER STOCK PART THAT WAS USED

FOREMAN REORDERS PART AGAINST WORKORDER THAT PART WAS USED ON

STOREROOM SUPPLIES PART

MECHANIC RESTOCKS TRUCK

CONSUMABLES
(PARTS < $25)

MECHANIC KEEPS VISUAL CHECK ON STOCK

IF PARTS ARE NEEDED, MECHANIC COMPLETES A CONSUMABLE REORDER FORM AND GIVES TO FOREMAN

COMPLETED REORDER FORM GIVEN TO STATION CLERK FOR DATA ENTRY

STOREROOM ISSUES PARTS AND SENDS TO SHOP

MECHANIC RESTOCKS TRUCK

EXPENDABLES
(BULK PARTS)

MECHANIC NEEDS ADDITIONAL BULK PARTS (NAILS, SCREWS, ETC.)

NO FORM OR PRIOR APPROVAL REQUIRED

MECHANIC PICKS UP WHAT IS NEEDED FROM THE STOREROOM
MAINTENANCE DEPARTMENT
SAP WORK FLOW

MULTI-CRAFT WORKORDER

DISPATCHER CREATES A WORKORDER AT STATUS 3 AND Assigns TO PRIMARY WORKCENTER

LEAD FOREMAN DETERMINES IF JOB REQUIRES MULTI-CRAFT INVOLVEMENT

SCOPE OF WORK
LARGE

LEAD FOREMAN CALLS MEETING WITH OTHER CRAFTS INVOLVED AT JOB SITE FOR PLANNING

SMALL

LEAD FOREMAN MAINTAINS OPERATION COORDINATION ON WORKORDER

FIRST OPERATION ASSIGNED TO LEAD FOREMAN CRAFT

ADDITIONAL OPERATIONS ASSIGNED TO SUPPORTING CRAFTS AS NEEDED

EACH CRAFT PLANS ITS OWN LABOR AND MATERIAL REQUIREMENTS

LEAD FOREMAN TECH COMPLETES WORKORDER PAPERWORK AFTER ALL SUPPORTING CRAFT WORK HAS BEEN COMPLETED

PAGE A-1
MAINTENANCE DEPARTMENT
SAP WORK FLOW

Attachment Q

D

MECHANIC TURNS IN COMPLETED W/O TO FOREMAN AT THE END OF THE DAY

FOREMAN REPLeniSHES TRUCK STOCK BY REORDERING STOCK, OR NON-STOCK, ITEMS ON SAME W/O. STATUS CHANGED TO 30

FOREMAN SENDS TIME CARD AND W/O TO STATION CLERK

CLERK ENTERS W/O TIME INTO SAP

CLERK FILES TIME CARD IN TIME CARD FILE, AND COMPLETED W/O IN WORKORDER FILE

E

CLERK ENTERS W/O TIME INTO SAP

CLERK FILES TIME CARD AND EMERGENCY REQUEST FORM IN TIME CARD FILE
attachment r
policy clarification, modification, change log

<table>
<thead>
<tr>
<th>Description of Policy Additions/Changes</th>
<th>Date</th>
<th>General Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiled Water/Bottled Water Advisory Procedures</td>
<td>01/12/2012</td>
<td>Boiled Water</td>
</tr>
<tr>
<td>Fuel Oil for Boilers and Generators: The responsibility for keeping these full will be 100% ours. The mechanic responsible for this equipment will need to monitor this as needed. Additionally, checking these tanks for water build up is and always has been our responsibility.</td>
<td>02/10/2010</td>
<td>Fuel Oil for Boilers and Generators</td>
</tr>
<tr>
<td>When a work order is cancelled Notify your general foreman via email. When you cancel a Safety work order, please copy director on the email to your general foreman General Foreman will now be responsible for running and submitting the 99 Code report each month with your Team Inspection Reports &amp; Mileage A99 Electronics C99 Carpentry E99 Electrical H99 HVAC I99 IER P99 Plumbing S99 Wastewater U99 Utility Code Flow Chart Attachment A</td>
<td>03/24/2008</td>
<td>Cancel Work Orders</td>
</tr>
</tbody>
</table>
100% of all vehicle incident reports submitted to our office should be preceded by a phone call to Robin Phillips (and/or JH and/or GK if she is not in) to determine if a drug test will be required. The phone call and any associated drug testing needs to occur on the day of the incident (no matter the time of day). You are encouraged to give your opinion to Ms. Phillips at the time of the call and it will be considered in the decision to test, but to be honest, we are testing almost everyone so that we can maintain consistency.

04/17/2008 Drug Test Via Accidents

<table>
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<th>Date</th>
<th>Description</th>
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<tr>
<td>09/07/2012</td>
<td>Equipment Rental Policy See Attachment B</td>
</tr>
<tr>
<td>07/07/2012</td>
<td>Emergency Sand Bag See Attachment C</td>
</tr>
<tr>
<td>07/07/2012</td>
<td>Emergency Storm Drain See Attachment D</td>
</tr>
<tr>
<td>02/01/2009</td>
<td>Fuel Purchase Policy (DCPS Vehicles) See Attachment E</td>
</tr>
<tr>
<td>07/07/2007</td>
<td>Hazardous Waste See Attachment F</td>
</tr>
</tbody>
</table>

**AC Cage Locks**
The appropriate keys are in to facilitate the change from 18R10 keys to a new key on our outdoor AC gates. Please make arrangements to get your lock and keys and chains if needed. AC mechanics will be the only craft with the new key so any access by other trades will have to be coordinated. The expectation is that by March 1, 2008 all of our AC gates will have the new lock.

03/01/2008 AC Locks

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>08/08/2008</td>
<td>OS Key Policy See Attachment G</td>
</tr>
<tr>
<td>04/04/2006</td>
<td>Pilot Lights in Kitchens See Attachment H</td>
</tr>
</tbody>
</table>

No work should be provided to a Non-DCPS Owned Facility (we will define as a facility with no SAP Functional Location) without at minimum, General Foreman Authorization. Typically if work is required at a location that has no DCPS Functional Location, an email will be generated with specific details regarding how to charge time etc. and is usually the result of a higher lever meeting.

09/12/2012 Non-DCPS Facilities
Please let your clerk/secretaries know the following:
Ø Incomplete/inaccurate PRs will be marked accordingly (not corrected) and faxed back;
Ø A new package will be required to be submitted before processing;
Ø It will be the responsibility of the initiating clerk/secretary to know the status of your PR if it has been sent back for these reasons;
Ø Robin will only be able to respond as to the status of properly completed PRs;

Light Bulb Policy See Attachment I

Any DCPS scoreboard repair should be routed via AEC Electric (Charles Carter). AEC repairs the scoreboard(s) and bills the Athletic Department directly. Until you hear otherwise this is our SOP. Please share with your electrical and low voltage foreman.

Scrap Metal Reimbursement Policy
1. Vendor picks up blank form (REQUEST FOR QUOTATION) from General Foreman
2. Vendor fills in the form including percentage that he will bring back PRIOR to taking the scrap
3. Vendor brings a check (NOT CASH) from scrap dealer.
4. General Foreman brings the check and a copy of the completed form to Robin Phillips
5. General Foreman makes requests via Robin Phillips throughout the year

Any diversion from any step in this policy should be pre-approved.

Please inform your recyclers they must have a license to be involved in our scrap program. Please verify this before you allow them to take product. If they cannot meet this requirement we will have to look for alternate vendors. See Attachment J
Sign In/Out Policy. All employees must sign in and separately sign out each time they arrive or leave a school for any reason unless specifically authorized by appropriate supervisor. See Attachment K for acceptable sign in sheet. It is the General Foreman’s responsibility to assure these forms are in all schools.

**Team Inspections See Attachment L**

When a maintenance employee’s employment is terminated (what ever the reason) all tools must be collected immediately. A list of tools along with photo documentation (ideally one photo with all tools included) must be submitted to Robin via email. Additionally, the foreman responsible for the transfer of the departing employee’s tools should be listed in the email

**Zero Cost Work Orders See Attachment M**
Attachment S

HAND BOOK RECEIPT

These policies and procedures will be followed by all employees. If you fail to follow them, discipline shall result.

These rules will be followed-up with an inspection at various times by either your immediate supervisor, general foreman or Supervisor, Facilities Maintenance.

I have read, understand and will abide by the above policies and procedures.

Employee’s Signature ____________________________ Date ____________

Supervisor’s Signature ____________________________ Date ____________

This Employee handbook includes general rules of conduct, safety regulations, and disciplinary rules. Nothing contained in this Handbook or any verbal statement should be construed as creating any type of employment contract. The policies and other information contained in this Handbook are subject to change due to organizational needs.

pc: Employee
    Supervisor
## Mechanic's Request For Tools

### Employee Information
- **Employee Name:**
- **Date:**
- **Craft Code:**
- **Employee W/O No.:**

### Storeroom (SR) Tools
- **SR Catalog ID #**
- **Quantity**

### Direct Purchase Tools (Vendor)
- **Tools on Tool Bid List:** Yes [ ] No [ ]
- **Bid Number #**
- **Item Line #**

#### Estimated Cost
- **$**

#### Quantity
- **Recommended Vendor or Manufacturer, Address**

#### MFR ID No
- **MFR Part No.**

#### Description of Tool:

---

### Tool Assessment
- **Is Tool on Craft Standard Tool List:**
  - Yes [ ] No [ ]
- **Replacement Tool**
- **New Tool**

#### Explanation for Replacement: New, Lost, Stolen, etc.

---

**Mechanic's Signature:**

**GEN FRMN SIGN:**

**Foreman's Signature:**

**Director's Signature:**
Attachment U

CIVIL SERVICE
EMPLOYEE EVALUATION FORM
Duval County Public Schools

EMPLOYEE NAME: ________________________________
Personnel Number: ______________________________
Position Title: ________________________________
Position Code: ________________________________

Check One:
Annual
Mid Probation
End of Probation
90 Day Reevaluation

APPRAISAL – Use this form in evaluating the performance of a civil service employee. As this evaluation becomes a part of the employee’s personnel record, it is essential that you take time to accurately and objectively evaluate employee performance. An unsatisfactory evaluation must be documented by pertinent comments below.

Discuss the evaluation with the employee and have the employee sign, acknowledging the conference and rating. Return this form to the Human Resource Services, Civil Service Programs Office on or before the due date.

EMPLOYEE – Your signature does not mean that you agree with the appraisal but only that it has been discussed with you. You have the right to file a letter of exception to the appraisal, which will be attached to this form.

PERFORMANCE TRAITS

INITIATIVE
Satisfactory
Unsatisfactory
Needs Improvement

QUALITY OF WORK
Satisfactory
Unsatisfactory
Needs Improvement

DEPENDABILITY
Satisfactory
Unsatisfactory
Needs Improvement

PERSONAL RELATIONSHIPS
Satisfactory
Unsatisfactory
Needs Improvement

For end of probation evaluation only: Recommended for permanent status? YES _____ NO _____

COMMENTS ON APPRAISAL
(Must include justification for unsatisfactory or needs improvement ratings marked above)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SUGGESTIONS FOR EMPLOYEE IMPROVEMENT/DEVELOPMENT

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DATE __________________ APPRAISER __________________
DATE __________________ REVIEWER __________________
DATE __________________ EMPLOYEE __________________

White – Supervisor, Civil Service Programs
Canary – Principal/Administrator
Pink – Employee

Revised: 10/1/03
Attachment V
THE DUVAL COUNTY SCHOOL BOARD
APPLICATION FOR ABSENCE OF ALL PERSONNEL FROM REGULAR WORK LOCATIONS

(Please Print)

Name
PA (Fund Center/R/C) No.
Date
Personnel Number / Social Security Number
Position

LEAVE USED: Must check and identify appropriate item(s) to be charged.

<table>
<thead>
<tr>
<th>Item</th>
<th>Identify Dates</th>
<th>Leave Used</th>
<th>#Hours</th>
<th>From</th>
<th>To</th>
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</thead>
<tbody>
<tr>
<td>SICK</td>
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<td></td>
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<tr>
<td>ANNUAL</td>
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<tr>
<td>PERSONAL</td>
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<td>TDE</td>
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<tr>
<td>LEAVE W/O PAY</td>
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<tr>
<td>ILLNESS/INJURY</td>
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</tbody>
</table>

ORIGINAL DATE OF INJURY ______________________
COURT/JURY ______
MILITARY ______
SICK LEAVE POOL ______

IDENTIFY

DATES ___________________ LEAVE USED _______ / #HOURS _______ FROM _______ TO _______
DATES ___________________ LEAVE USED _______ / #HOURS _______ FROM _______ TO _______
DATES ___________________ LEAVE USED _______ / #HOURS _______ FROM _______ TO _______
DATES ___________________ LEAVE USED _______ / #HOURS _______ FROM _______ TO _______
DATES ___________________ LEAVE USED _______ / #HOURS _______ FROM _______ TO _______

Reason or explanation:

If requested sick leave is not for employee, please complete this section:

Illness ______ or Death _______ of relative/member of household   Relationship to Employee _____________________________

Name of Relative ______________________________   Address of Relative _______________________

________________________
EMPLOYEE SIGNATURE

________________________
AUTHORIZED SUPERVISOR

Directions for filing leave request:
1. This form is designed for "short term" absences and must be filed when an employee is absent from his or her regular duties. All request should be routed through the appropriate supervisor and "original" (white copy) sent to the Payroll Office.
2. Employees are required to furnish such information and additional documentation as may be needed based upon current School Board policies and bargaining agreement. (e.g. doctor's statement, subpoenas, death notices, military orders, etc.)
3. Consecutive number of Sick Leave days used requiring a doctor’s statement is dependent upon current School Board policy.
and bargaining agreements. The doctor's statement should state the length of time.

**Special Notes**

1. **Sick**- For illness of employees or others (based upon the School Board policy and bargaining agreements)
2. **Annual**- Allowed number of days used per year based upon School Board policy and bargaining units.
3. **Personal**- Limits set by policy and bargaining agreements. Leave used reduces the available Sick Leave balance.
4. **TDE**- Required approval based upon School Board policy.
5. **LWOP**- Allowed number of days used per year based upon School Board policy and bargaining agreements.
6. **Professional**- Allowed number of days used based upon School Board policy and bargaining agreements.
7. **Illness/Injury** (line of duty) and corresponding date; Doctor's statement required.
8. **Court/Jury**- Proof of attendance required.
9. **Military**- Copy of orders required (must be sent through Personnel Division for approval).
10. **Sick Leave Pool**- Eligibility based upon School Board policy and bargaining agreements.
Attachment W
MAINTENANCE VEHICLE INCIDENT REPORT

(This form must be completed and signed by the Director, or Supervisor, of Plant Services before any repairs may be made to the vehicle.)

Driver: ______________________________ Passenger: __________________________

Date of incident: ______________________ Time of incident: ______________ AM PM

Location of incident: ____________________________________________________________

Vehicle type: _________________________ Vehicle number: _____________________

Seat belts worn? Driver: ☐ Yes ☐ No Passenger: ☐ Yes ☐ No

Was another vehicle involved? ☐ Yes ☐ No Was it a DCPS vehicle? ☐ Yes ☐ No

Vehicle description: _______________________ Driver’s name: ______________________

Was a police report written? ☐ Yes ☐ No Report #: _____________________________

☐ Minor Damage ☐ Needs Estimate

Description of mishap (include any injuries suffered by vehicle occupants or pedestrians):

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Driver signature: ___________________________ Date: _______________________

Corrective/disciplinary action taken by craft foreman, if required:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Craft foreman signature: ___________________________ Date: ______________________

General foreman signature: ___________________________ Date: ______________________

Supervisor, Plant Services signature: ___________________________ Date: ______________________
<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
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<tbody>
<tr>
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<table>
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<tr>
<th>DESCRIPTION OF ITEM</th>
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<th>SERIAL NUMBER (ONLY)</th>
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<tbody>
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</table>

Delivered/Completed by: ____________________________ Date: ____________________________

Releasing Principal/Designee’s Signature: ____________________________ Date: ____________________________

Receiving Principal/Designee’s Signature: ____________________________ Date: ____________________________

Copies: White ____________________________ Yellow ____________________________ Pink ____________________________ Gold ____________________________

Revised: 11/9/04
**DCPS MAINTENANCE DEPARTMENT**

**SAP DAILY TIME SHEET**

**EMPLOYEE ID:** _________________________  **DATE:** ___________________

**CARD FOR:** ______________________________  **WORK CTR:** ______________

<table>
<thead>
<tr>
<th>WORK ORDER</th>
<th>SCHOOL</th>
<th>CONFIRMATION</th>
<th>OPERATION</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>TIME ON JOB</th>
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Certified Correct by Employee: _________________________________  
Mileage: ______________

Foreman Approved: _________________________________

How To Calculate Time

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<th>Decimals for SAP</th>
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</table>

Delay Codes

- **D01** Parts/Material needed not on truck
- **D02** I was reassigned to another job
- **D03** Cannot get into bldg/rm-class in progress
- **D04** Cannot get into bldg/rm-locked can’t get key
- **D05** Bad weather halted job
- **D06** Multi-operation job-another craft must do work first
- **D07** Cannot locate job-no one at school can help
- **D08** Other

REV. 1/24/14  MSIII
For Maintenance and repair work that does not require a building permit, but does require code compliance inspection(s) as per FBC.

DATE:

FACILITY NAME:

ANNUAL PERMIT NUMBER:

DESCRIPTION OF THE WORK:

ATTACHMENTS:

SUBMITTED BY:

PHONE NUMBER:

DIRECTIIONS:
Please fill out this notice and submit one copy to the Duval County Public Schools, Office of Building Code Enforcement.