

ADMINISTRATIVE REGULATION

APPROVED: January 8, 2019

REVISED:

CENTENNIAL SCHOOL DISTRICT

704-AR-0. BUILDING MAINTENANCE AND REPAIR

Building Repairs

When repairs are necessary, a work order, available on School Dude, shall be completed electronically.

All staff and faculty will:

1. Complete the information on the work order with a detail of the work needed in the Description Box.
2. In the box labeled Building or Category, select your building/facility name (for example, Davis-facilities).
3. Click submit to send to the maintenance supervisor.

The maintenance supervisor will either complete the work order or forward the work order to the Facilities Department.

The Facilities Office will assign the work order to the appropriate maintenance personnel and establish priorities for the repairs/maintenance.

New Work

Requests for new work shall be entered into the work order system by the principal and forwarded to the maintenance supervisor.

The maintenance supervisor will forward the new work request to the Facilities Office.

The maintenance supervisor will forward the request with a recommendation to the Superintendent.

The Superintendent shall approve or disapprove such requests.

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704-AR-1. BUILDING MAINTENANCE INSPECTION REPORT

School/Site: _____ Date: _____

Inspected By: _____

This form is a reminder of general areas and items to be inspected. Check each item "Acceptable" or "Needs Attention." All "Needs Attention" items must include location, and the date corrected must be noted.

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Inside Electrical				
Switches				
Receptacles				
Lights				
Inside Plumbing				
Toilets				
Sinks				
Drains				
Fixtures				
Inside Carpentry				
Windows				
Doors				
Floors				
Painting				
Outside Electrical				
Lights				
Power				
Lines and Poles				
Outside Plumbing				
Sewer				
Gutter				
Drains				
Downspouts				

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Outside Carpentry				
Roof				
Painting				
Doors				
Windows				
Grounds				
Shrubs				
Trees				
Fencing				
Playground				
Playground Equipment				
Playground Poles				
Downspouts				
Other				

Comments: _____

Copies of this form will be forwarded to the building principal and the Director of Facilities. The inspecting employee will retain a copy.

 Signature of Recipient

 Date Received

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704-AR-2. PLAYGROUND/EQUIPMENT INSPECTION REPORT

Submit this form to the Maintenance Supervisor Superintendent District/School Safety Coordinator. One copy shall be kept by the person inspecting the playground and/or equipment, and one copy shall be forwarded to the principal/site supervisor.

School/Site: _____ Date: _____

Inspected By: _____

Equipment	S/U*	Specify Repair	Date Corrected
Swings			
splintered/rotten wood			
jagged/exposed screws/bolts			
missing screws, nuts, bolts, caps			
loose screws, nuts, bolts, etc.			
broken supports/anchors			
open/worn "S" hooks			
inadequate/worn surface material			
other:			
Tennis Courts			
jagged/exposed concrete footing			
inadequate/worn surface			
other:			
Climbing Bars			
jagged/exposed screws/bolts			
missing screws, nuts, bolts, caps			
loose screws, nuts, bolts, etc.			
broken supports/anchors			
missing/broken rails, steps, rungs			
inadequate/worn surface			
other:			
Slides			
jagged/exposed screws/bolts			
missing screws, nuts, bolts, caps			
loose screws, nuts, bolts, etc.			
broken supports/anchors			
missing/broken rails, steps, rungs			
inadequate/worn surface			
other:			

Equipment	S/U*	Specify Repair	Date Corrected
Balance Bars			
jagged/exposed screws/bolts			
missing screws, nuts, bolts, caps			
loose screws, nuts, bolts, etc.			
broken supports/anchors			
inadequate/worn surface			
other:			
Game/Play Area/Fields			
broken glass			
inadequate/worn surface material			
jagged/exposed concrete/asphalt			
landscaping material obstructs views			
other:			
Basketball Goals			
jagged/exposed screws/bolts			
missing/torn net			
missing screws, nuts, bolts, caps			
loose screws, nuts, bolts, etc.			
broken supports/anchors			
inadequate/worn surface			
other:			
Track Equipment			
inadequate/worn surface material			
jagged/exposed concrete/asphalt			
other:			
Other, specify:			

*Use S and U for satisfactory and unsatisfactory conditions and N/A if site does not contain this equipment.

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Signature of Recipient

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704-AR-3. GYMNASIUM/EQUIPMENT INSPECTION REPORT

Submit this form to the Maintenance Supervisor Superintendent/designee District/School Safety Coordinator. One copy shall be kept by the person inspecting the gymnasium and/or equipment, and one copy shall be forwarded to the principal/site supervisor.

School/Site: _____ Date: _____

Inspected By: _____

Equipment	S/U*	Specify Repair	Date Corrected
Climbing Ropes			
missing rope			
worn, frayed rope			
broken anchors			
improper mounting			
other:			
Basketball Goals			
jagged/exposed screws/bolts			
missing/torn net			
missing screws, nuts, bolts, caps			
loose screws, nuts, bolts, etc.			
broken supports/anchors			
inadequate/worn surface			
other:			
Score Clocks/Boards			
broken supports			
broken fixture			
improper mounting			
other:			
Exercise Equipment			
jagged/exposed screws/bolts			
missing/torn net			
missing screws, nuts, bolts, caps			
loose screws, nuts, bolts, etc.			
broken supports/anchors			
inadequate/worn surface			
other:			

Equipment	S/U*	Specify Repair	Date Corrected
Light Fixtures			
broken supports			
broken glass			
broken fixture			
improper mounting			
other:			
Bleachers			
jagged/exposed screws/bolts			
missing screws, nuts, bolts, caps			
loose screws, nuts, bolts, etc.			
broken supports/anchors			
inadequate/worn surface			
other:			
Flooring			
inadequate/worn surface			
other:			
Other, specify:			

*Use S and U for satisfactory and unsatisfactory conditions and N/A if site does not contain this equipment.

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704-AR-4. ENERGY CONSERVATION

The District believes that measures should be taken to conserve energy resources and to reduce expenditures of funds for energy, while providing a safe and comfortable learning environment for all students and staff.

The Superintendent and/or Director of Facilities will periodically report to the Board on the District's current energy conservation program and the progress made in meeting the established goals for the program.

The Director of Facilities will be responsible to:

1. Establish and update an energy efficiency program with specific strategies to ensure the District uses energy more efficiently.
2. Regularly inspect District facilities and operations relevant to energy consumption.
3. Maintain accurate records of energy consumption in the District.
4. Make recommendations for maintenance and capital expenditures that will help attain District energy conservation goals.
5. Identify funding opportunities and cost-reducing incentive programs.

Implementation of an energy conservation program is a joint responsibility of administrators, teachers, support staff and students, and its success is based on cooperation at all levels. Students and staff will be educated regarding their expected participation in the program.

Fuel/Energy Conservation

1. Generally, room thermostats will be set at 68-70 degrees Fahrenheit during the heating season; however, other factors affecting comfort level may be taken into consideration, such as the number of outside walls, air movement within the room, and type and location of heating equipment.
2. Temperatures in special areas, such as cafeterias, gymnasiums, locker rooms, and swimming pools, will be maintained at levels suitable for their use.

3. When buildings are unoccupied during the heating season, temperatures will be set at 55-60 degrees, provided the heating system is capable of recovering to recommended daytime temperatures.
4. Fresh air dampers will be set to provide the amount of fresh air required to conform to the latest ASHRAE indoor air quality standards.
5. Electric portable heaters will not be used in District buildings.
6. Thermostats in air-conditioned areas will be set at 78 degrees Fahrenheit during the cooling season.
7. Air conditioners will not be operated during a time of no or minimal occupancy, except when building maintenance employees determine it is necessary during periods of severe high temperatures.
8. Doors and windows will be kept closed whenever possible when heating and/or air conditioning systems are in operation.
9. Inlet and outlet air grills for heating and cooling systems must be kept free and clear from items that may restrict air flow.
10. Domestic hot water temperatures will be 120 degrees Fahrenheit, except for dishwashers in food service requiring higher temperatures.
11. Lights must be turned off in classrooms and offices when unoccupied.
12. Lighting levels will not be higher than needed to provide adequate lighting for the purpose intended.
13. All office machines and all computers, including monitors, printers and speakers will be turned off at the end of each day.
14. Pumps, fans and other motors will be turned off when they are not required to be operating.
15. All evening activities will take place with night settings on thermostats.
16. The energy efficiency of equipment will be given major consideration when preparing specifications and making purchases.
17. Vehicles will be operated at posted speed limits. Vehicle engines will not be left idling when the driver is out of the vehicle.
18. Employees are prohibited from using personal electrical appliances in District buildings.

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704-AR-5. DRINKING WATER

The District has a duty to maintain facilities that provide a safe supply of drinking water.

To ensure that all school facilities are providing safe drinking water to students and staff, the District will implement the following measures:

1. Disinfect drinking water fountains and water outlets daily to reduce possible bacteria contamination.
2. Clean drinking water fountains daily to remove lime and calcium build-up.
3. Clean sediment and debris out of all outlet screens or aerators on a regular basis.
4. Clean water faucets and hot water tanks to control bacteria growth levels.
5. Evaluate school facilities for the presence of cross-connections between the drinking water system and other liquids or substances for actual or potential cross-contamination.

Lead Testing

The Superintendent will determine the necessity for annual lead testing in the drinking water of school facilities where children attend school.

If the District does not test drinking water for lead, the Superintendent will discuss lead issues in school facilities at a public meeting, as required by law.

When lead testing is conducted and water samples show lead levels in excess of the standards set by the United States Environmental Protection Agency's National Primary Drinking Regulations, the District will immediately:

1. Ensure that no child or adult is exposed to drinking water contaminated with lead.
2. Make alternative sources of drinking water available.
3. Take corrective actions, as necessary.

The Superintendent will report elevated lead levels to the PA Department of Education.

The District will ensure that training is provided to school staff to:

1. Raise awareness of the potential occurrences, causes and health effects of lead in drinking water.
2. Assist school staff in identifying potential areas where elevated lead levels may occur.
3. Establish a testing plan to identify and prioritize testing sites.

The District will communicate information to students, parents/guardians, staff and the community about the programs in place for monitoring lead levels, the results of testing for lead in the drinking water, and remediation action being taken by the District.

Resources:

Healthy Schools and Water Quality, US Environmental Protection Agency -
<https://www.epa.gov/schools-air-water-quality/healthy-schools-and-water-quality>

Drinking Water and Best Management Practices for Schools and Child Care Facilities Served by Municipal Water Systems, US Environmental Protection Agency -
<https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockkey=P100HGM8.txt>

Lead Information for Schools and Daycares, PA Department of Environmental Protection -
<http://www.dep.pa.gov/Citizens/My-Water/PublicDrinkingWater/Pages/Lead-and-Drinking-Water.aspx>

Lead in Drinking Water in Schools and Childcare Facilities, US Environmental Protection Agency -
<https://www.epa.gov/dwreginfo/lead-drinking-water-schools-and-childcare-facilities>

3Ts Toolkit for Reducing Lead in Drinking Water in Schools, US Environmental Protection Agency -
https://www.epa.gov/sites/production/files/2015-09/documents/toolkit_leadschools_guide_3ts_leadschools.pdf

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