



Maintenance Department Handbook

512-268-8442, ext. 46154

The only number you need for work order assistance

Email us at

maintenance.operations@hayscisd.net

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HOURS OF OPERATION

**Normal operating hours for the Maintenance Departments are
Monday - Friday 7:00 a.m. - 4:00 p.m.**

**The primary telephone number is
512- 268-8442
ext. 46154.**

**In case of an after-hours emergency,
please call 888-363-6032.**

In an emergency situation

Please contact us at:

512-268-8442 ext. 46154

(during hours of 7:00 a.m. - 4:00 p.m., M-F)

1-888-363-6032 (after hours or weekends)

Maintenance Department Summary

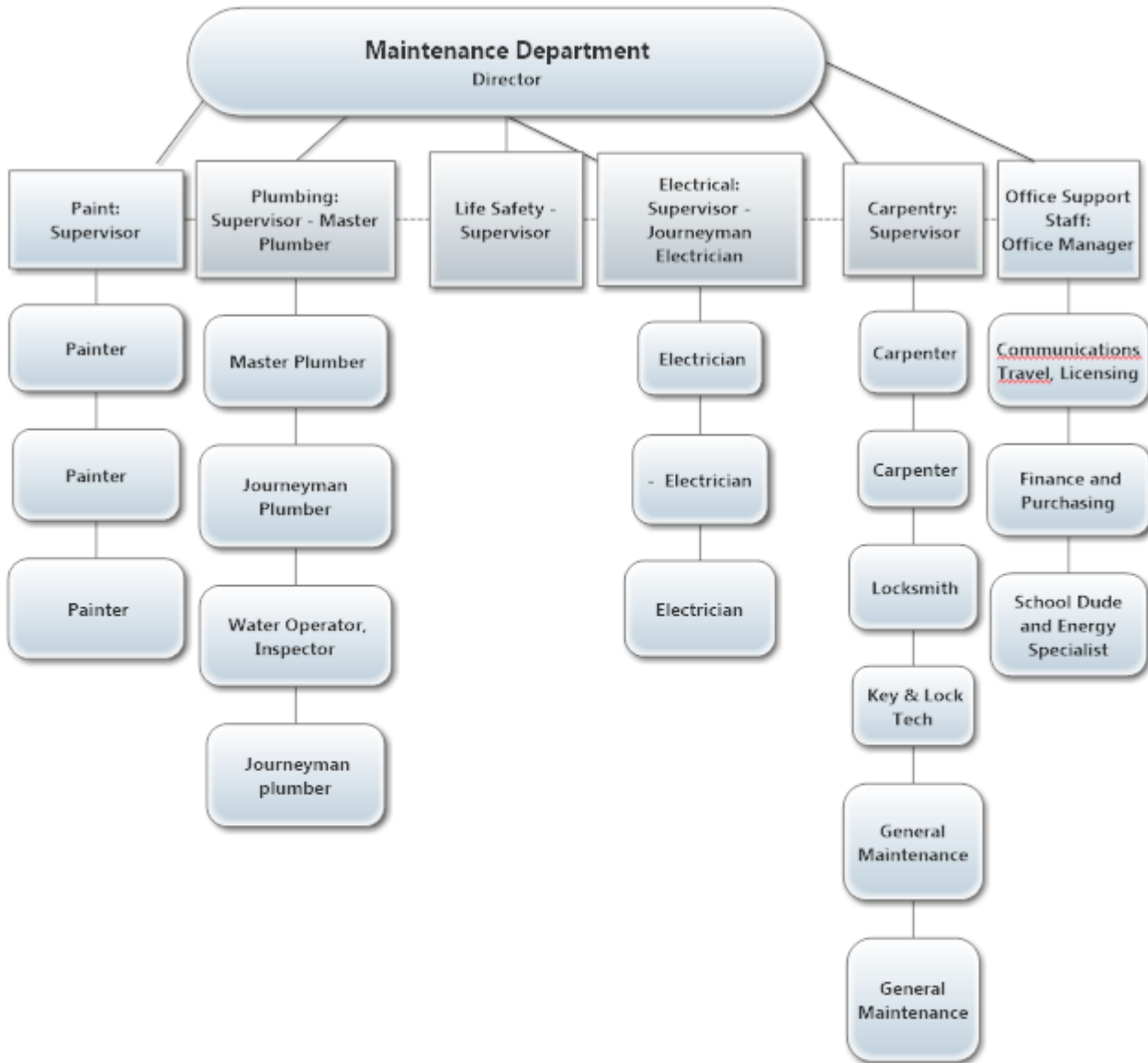
Our department consists of Maintenance, HVAC & Energy Management, IPM and Grounds Departments! Our staff is dedicated to providing the best customer service to all Hays CISD employees, students and stakeholders.

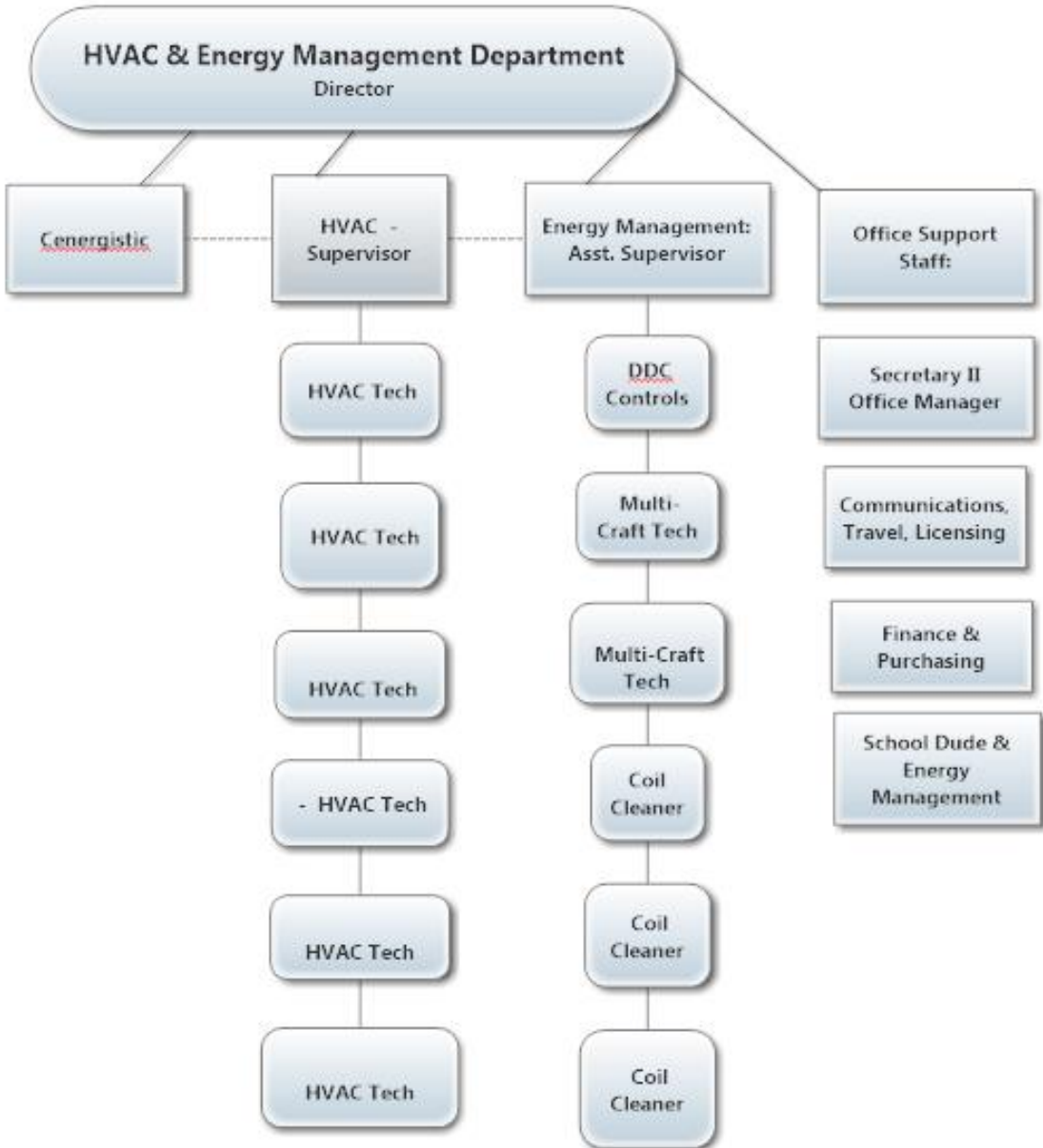
The purpose of the attached manual is to provide you a summary of services provided by our departments. Its intent is to provide principals, administrators, staff, custodians and department heads a guide on what procedures to follow in order to accomplish maintenance tasks at your school/department. Everything listed in this manual may not pertain to your particular school or department, but we will attempt to cover as many topics as we can to answer your questions.

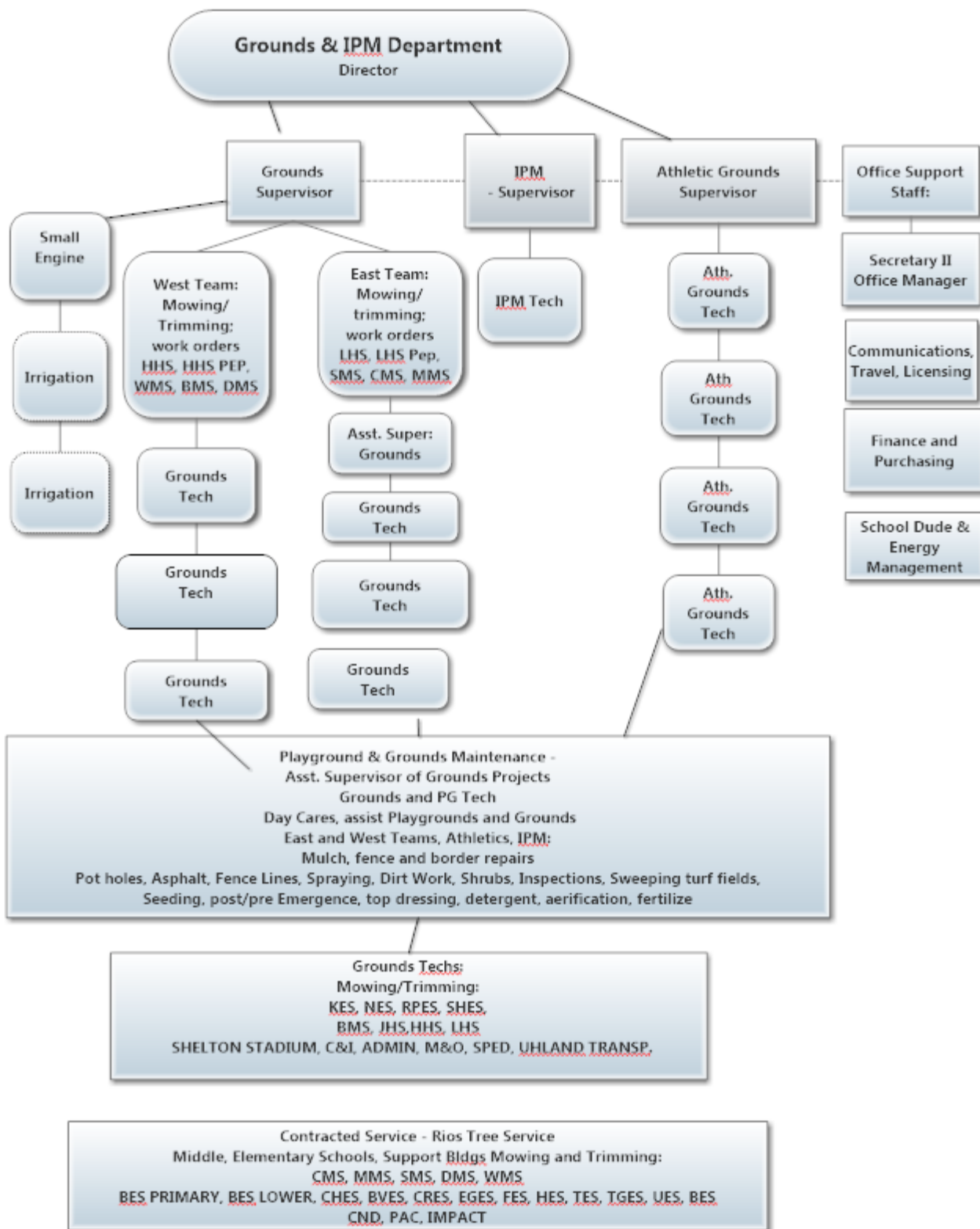
MISSION STATEMENT Maintenance Department

It is our mission/goal to consistently provide a safe, clean and comfortable learning environment that promotes academic growth for the students and staff of Hays CISD through the dedicated performance of Maintenance, Energy Management, HVAC & Grounds, and IPM techs.

This can be accomplished through routine repairs and through preventive maintenance (PM). PM is scheduled attention to the physical needs of a system that results in the reduction of the possibility of breakdown and the lengthening of the life of a system. We schedule routine preventive maintenance checks on building components, roof, electrical, plumbing & HVAC systems.



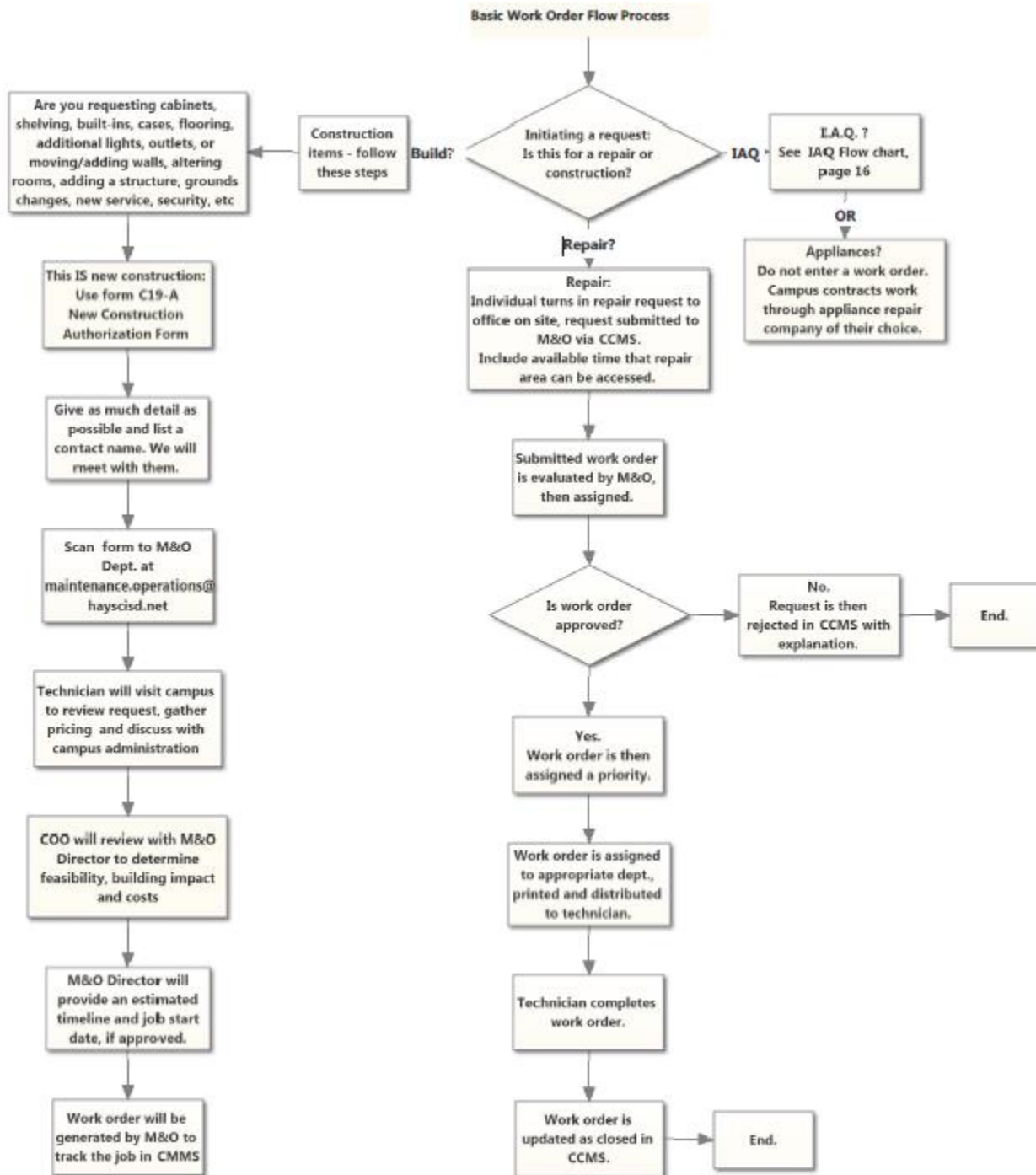




Procedures for Work Order System

- **How to submit a work order:** When a campus or department submits a work order request to Maintenance, a facilities room number (usually above the door) and/or specific location of the problem, as well as a brief description of the problem, are needed. When possible, please also include “time room is available to work in” information to avoid disrupting class time. A separate work order must be submitted for each work request to allow the M&O office staff to correctly distribute the work order.
- **Priorities:** An emergency is when you have fire, smoke, flood. See page 11 for true emergencies. All other work orders will be prioritized by Maintenance staff.
- **What’s Next:** Once a work order is submitted, it is distributed to the appropriate department for completion. Work is scheduled on a priority basis, with consideration given to the availability of personnel. Work orders submitted after 3:30pm are distributed the following business day.
- **Status Questions:** If a campus representative has a question about the status of a work order, please email the M&O Department office at maintenance.operations@hayscisd.net. Please have available the computer generated work order number for reference. Duplicate work orders only delay the process. If for any reason a work order is rejected, cancelled or not processed, the work order system will notify the campus.
- **New Construction?** Requesting any projects or construction that may alter a buildings’ interior, exterior or the facility grounds that changes the district property from its original condition, must be entered on the New Construction Authorization form (C19) and emailed to maintenance.operations@hayscisd.net for approval. See page 14-15 for form and instructions.
- **IAQ Concerns:** All IAQ complaints are to be submitted by completing an IAQ Complaint Form. The form must be emailed to maintenance.operations@hayscisd.net. Upon receipt of your form, we will generate a work order and submit to the district IAQ Department. IAQ forms can be found on page 13 and also on our district web page.

A work order must be submitted for a repair to be initiated.
 This streamlines the repair and parts ordering process.



Fire

Alarms (not trouble) sounding?

Campus Staff:

- >Evacuate bldg.
- >Call 911 then 512-268-8442

M&O Staff:

- >Respond immediately
- >Notify Safety Director

Other areas:
Fire on Fields, containers?

Campus Staff:

- >Call 512-268-8442
or ext. 46154

M&O Staff:

- >Respond immediately
- >Call 911 if needed
- >Notify Safety Director

Gas

Smell of gas in building?
(Sewer or natural?)

Campus Staff:

- >Get away from that area
- >Call Maintenance at
512-268-8442
or ext. 46154
OR
- >Call 911 if leak is apparent
- >Switch Radio to HISDMNT

M&O Staff:

- >Respond immediately
- >Detection protocol
- >Call 911 if needed
- >Notify Principal
- >Notify Safety Director
- >Notify Communications
- >Notify Food Service

Electrical/HVAC

Total power failure?
Sparks or smoke?
Burning smell?
Downed power lines?

Campus Staff:

- >Call 512-268-8442
or ext. 46154

M&O Staff:

- >Respond immediately
- >Call 911 if needed
- >Call Safety Director

Elevator Entrapment

Student or staff in elevator during school hours?

Campus Staff:

- >Push call button
- >Call 512-268-8442
or ext. 46154

M&O Staff:

- >Respond immediately
- >Open and release
- >Call contractor if need

After school hours?

Campus Staff:

- >Push call button
- >Call 888-363-6031

M&O Staff:

- >Director responds

OUTLINE FOR EMERGENCY WORK REQUESTS

An emergency is an unforeseen event or occurrence that may be an immediate threat to health, safety, or welfare of the occupants of a site or building, or that may impact on the ability to hold school.

The following items qualify for emergency work order status and will be dispatched immediately.

Electrical Services:

1. Total or partial power failures.
2. Sparking wires or visible smoke coming from any electrical device.
3. Burning smell from lights or other electrical equipment. (Please note if the burning smell is coming from an air conditioning vent.)
4. Any electrical problem specifically stated as a shock or safety hazard.
5. Outside area lighting not functioning if there is an event or special program in progress lasting for more than one hour.
6. Exterior electrical power lines laying on the ground or roof(s).
7. Broken off or downed telephone or power line poles.
8. Full alarm (not trouble code) on fire panel.

Plumbing Services:

1. Sewers backing up.
2. Water service interruption for entire school.
3. Broken pipes, when unable to turn off the water, or involving the entire school.
4. Gas leaks or odor detected.
5. Fire sprinkler system leaks.
6. Any gas fired unit whose flame has spread beyond the base of the unit

HVAC Services:

1. A/C, refrigerant or water leaks.
2. Refrigerator/freezer failures.
3. Noisy equipment disrupting classes.
4. Smoking unit, or smells of burning.
5. Any gas fired boiler whose flame has spread beyond the base of the unit.

Pest Control Services:

1. Biting/stinging insects in the classroom.
2. Skunk around or under building.
3. Bats – DO NOT TOUCH
4. Rodents running in the classroom when students are present.
5. Bees/wasps inside or outside in an area where students will come in contact.
6. Snakes in building or on playground.

Painting

Services:

1. All graffiti Monday through Friday.
2. Weekend graffiti – call only if obscene words, gang tagging or gestures used.

Carpentry:

1. Any exterior doors or windows that cannot be secured, including broken windows.
2. Roof leaks/water coming in building.
3. I.A.Q.
4. Falling ceiling grid
5. Flooring that is loose or can cause tripping hazard.

Indoor Air Quality

Indoor air quality (IAQ) is the presence of a suspected foreign particle(s) in/on surfaces indoor that may present a health issue to susceptible persons, students, and/or faculty. Requests for IAQ work shall be treated as “urgent”.

IAQ (Indoor Air Quality) reports are used to evaluate for possible levels of hazard to the teachers and/or students in a particular area. District licensed IAQ techs conduct an indoor air quality test and submit samples to an independent lab for analysis, which may take approximately two weeks to process. IAQ techs will make recommendations to campus administrators on possible classroom interventions.

All IAQ complaints are to be submitted by completing an IAQ Complaint Form. The form must be emailed to maintenance.operations@hayscisd.net. Upon receipt of your form, we will generate a work order and submit to the district IAQ Department. IAQ forms can be found on next page and also on our district web page.

Based on the lab findings, the IAQ Department will diagnose the problem to determine the course of action. Campus Principals and/or Department Leads will be kept informed of any and all actions.

INDOOR AIR QUALITY COMPLAINT FORM

This form must be filled out, signed and emailed to:
Maintenance.operations@hayscisd.net

This form is also located on our web page

Date of Complaint: _____

Campus: _____ Room/Location: _____

Teacher/Individual Issuing IAQ Complaint(s): _____

This form should be used if the complaint may be related to indoor air quality. IAQ problems include concerns with irritants and air pollutants (not temperature).

Detail documentation can help resolve the IAQ problem as quickly as possible. Please use the space below to describe the nature of the complaint and any potential IAQ causes. Please use only one form per person reporting complaint, including time and day.

What is the best time to reach the person issuing complaint? _____

Phone number to reach the person issuing complaint? _____ ext. _____

Completed By _____ Title _____ Date Signed _____

Signature of Principal/Director _____ Date Signed _____

Once completed, please email to maintenance.operations@hayscisd.net

Maintenance Use Only:

Work Order # _____ Received By: _____ Date Received: _____



Administrative Procedures

C - Business and Support Services	C19
Page 1 of 1	Attachment(s): 1
July 2019	

PROJECT AND CONSTRUCTION REQUESTS

Any alteration to a building's interior, exterior or the facility grounds that changes the district property from its original condition must have a Project and Construction Request submitted and be approved as follows:

- o Submit **Form C 19 – Hays CISD Project and Construction Request form** to the Maintenance Department. Be certain to include a detailed description of the project requested along with the name of the requestor and how he/she may be reached during the school day. Email the request form to us at maintenance.operations@hayscisid.net Once the request has been received, the following actions will be taken:
- o Work order is generated by our staff through the work order system.
- o Maintenance Technician will visit the campus to review the request, gather pricing for the requested project, and visit with the campus requestor.
- o Maintenance will provide an estimated timeline if approved.
- o Maintenance Director will review and make recommendations for the project request.
- o C.O.O. will review as the final approver and make recommendations for the request. The C.O.O. will determine funding options for the project.
- o If campus funded, a purchase order must be provided from the requesting party prior to the start of the project.
- o The completed C19 request form will be sent back to the campus/department requestor, providing you with details of all findings and recommendations.

Attachments	
Form Number: Form C19	Form Name: Hays CISD Project and Construction Request
References:	
See these INDEX references for related procedures:	
Questions regarding this procedure should be addressed to maintenance.operations@hayscisid.net	
Directors of Maintenance and Grounds/IPM, 512-268-8442	
Approved: Michael Baker, Jaime Franco, Albert Flores	
Director of Maintenance and Operations	Date: July 2019

HAYS CISD PROJECT AND CONSTRUCTION REQUEST FORM

Approved M&O Work Order # _____
 Rejected

CAMPUS SECTION:

Requested by: _____ Position: _____ Campus: _____

Location/Room: _____ Date Requested: _____

Description of Project:

This form is required for requesting any projects or construction that may alter a building's interior, exterior or the facility grounds that changes the district property from its original condition.

Signature of Principal/Coordinator or Director _____ Date Signed _____

MAINTENANCE & GROUNDS/IPM SECTION:

Supervisor: _____ Date: _____

Estimated Cost: \$ _____ Estimated Timeline: _____

In House (campus/Department)
 Contractor (Coord. By M&O)
 Maint. & Grounds/IPM

Maint. & Grounds/IPM Director has ___ Approved ___ Rejected ___ Placed On hold
 this request and the estimated timeline, as recommended by supervisor.

If rejected or on hold, justification: _____

Signature of Director _____ Date _____

C. O. O. Use Only:

Payment Options:

Bond
 Maintenance/Grounds Dept.
 Campus/Dept.

Requested project is: ___ Approved ___ Rejected ___ On hold

Max Cleaver, Chief Operations Officer _____ Date _____

Review of your request is complete. See above for our findings, including funding and estimated timeline. Please contact us at maintenance.operations@hayscisid.net if any questions or concerns. Thank you!

Integrated Pest Management (IPM) In Schools

Very strict laws prohibit pest control treatment by anyone other than licensed personnel. Please **DO NOT ALLOW** anyone to apply or possess any type of pest control products at your campus, neither inside nor outside. Violators of these laws can be personally subject to large, unavoidable fines. Hays CISD IPM/Grounds employs an Integrated Pest Management (IPM) Coordinator who will arrange for all pest control treatment throughout the district.

Selected non-chemical pest management methods will be implemented whenever possible to provide the desired control. It is the policy of Hays CISD to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action will be considered. When it is determined that a pesticide or herbicide must be used in order to meet the pest management goals, the least hazardous material will be chosen.

All licenses and/or certifications will be maintained and continuing education will be allowed to maintain a current knowledge of practices, tools, chemicals and upgrades in technology. All laws that apply to school districts in regards to Pest Control are adhered to. Refer to HCISD Policy CLB (Local) and CLB (Legal).

Emergencies:

1. Biting/stinging insects in the classroom or playgrounds
2. Skunk, possum, raccoons, etc. around or under building
3. bats – Do Not Touch
4. rodents – in classroom when students are present
5. any sighting of wasps, bees, swarms of any type
6. snakes in building or on playground

These are to be called in immediately, and response will be given the highest priority. Children, if present, are to be removed to a safe distance until any of the above has been removed.

Here's what you CAN do to help eliminate pests from becoming a problem at your campus.

- Remember to be tidy and keep areas clear of food and crumbs. This tip also applies to waste containers, which should be emptied on a daily basis. Store all food products in airtight hard plastic containers with closable lids. This will keep most pests out of your area.
- Submit a work order for any problem area, and **submit a new workorders** if pests persist after treatment by our IPM technicians.
- A continued issue with pests in a specific area may require investigation and correction of cause, i.e. food not stored properly, etc.

Please keep students and staff clear of any area where a bat may be. Contact our office **IMMEDIATELY**. If a bat is found lying on the ground, please cover it with a sturdy object, such as an upside-down waste container, until IPM Techs arrive. If it is on the ground, it is most likely dead – again please, **DO NOT TOUCH A BAT**.

Hays CISD Grounds Department

The Grounds Department functions as keepers and stewards of the HCISD campuses and facilities. As such, the department is tasked with the following services: mowing, weed trimming, pruning of trees, shrubs, grass seeding, cleaning of storm drains, cleaning of retention ponds, and the general care and maintenance of the district plant life.

HCISD employs a grounds contractor to mow and trim specific campus and support department grounds throughout the district, supplemental to the grounds we maintain. If you have concerns about your campus mowing or trimming, please email us at maintenance.operations@hayscisd.net so that we can quickly address those.

Please note, the Grounds Department is only responsible for upkeep of original landscapes, gardens, planter boxes, etc. Any grounds upkeep of areas created by a group outside of HCISD, including parent or booster organizations, is the responsibility of the organization that created the landscapes, gardens, etc.

The Grounds Department also performs repairs and routine maintenance on: Playscapes, mulch and fall zones, shaded structures, parking lots, fencing, irrigation, surface drainage, and general dirt work.

Annual Grounds maintenance tasks at district facilities include the following:
Re-paving (pot holes), field rejuvenation, shrubs and trees, seeding, fertilizing, athletic field maintenance, irrigation, retention ponds.

Requests for any services (other than annual maintenance) to be performed by Grounds Department should be made via a work order.

O & M Asbestos Procedure CKA(LEGAL)-P

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Under the Asbestos Hazard Emergency Response Act (AHERA), the District shall identify asbestos-containing materials and implement an appropriate management plan in a timely manner.

40 CFR 763.80

DUTIES: The District shall ensure that:

1. All persons who perform inspections, re-inspections, and periodic surveillance, who develop and update management plans, and who develop and implement response actions comply with federal and state law.
2. All custodial and maintenance employees are trained as required by law.
3. Workers and building occupants, or their legal guardians, are informed annually about inspections, response actions, and post-response action activities.
4. Short-term workers who may come in contact with asbestos in a school are informed of the locations of "asbestos-containing building material" (ACBM) and suspected ACBM assumed to be "asbestos-containing material" (ACM).
5. Warning labels are posted in accordance with 40 CFR 763.95 (see WARNING LABELS, below).
6. Management plans are available for inspection, and notice of their availability has been provided as specified in the management plan under 40 CFR 763.93(g).
7. An asbestos coordinator, trained in accordance with 40 CFR 763.84(g)(2), is designated to ensure that legal requirements are met.
8. Any conflict of interest that may arise among accredited asbestos personnel is considered, especially when selecting accredited personnel.

40 CFR 763.84

MANAGEMENT PLAN

1. An asbestos management plan shall be developed for each school and submitted to the Texas Department of State Health Services (TDSHS) for approval. This plan shall be developed by an accredited management planner who may be required to sign a statement that the plan is in compliance with federal asbestos regulations. The plan shall include:
 1. A list of the name and address of each school building and whether it contains friable ACBM, non-friable ACBM, and friable and non-friable suspected ACBM assumed to be ACM.
 2. Specific information about inspections conducted before December 14, 1987.
 3. Specific information about required inspections and re-inspections.
 4. The name, address, and telephone number of the designated asbestos coordinator and details of his or her required training. The plan must also contain a true and correct statement signed by the coordinator certifying that the general District responsibilities have been met.
 5. The written recommendations on response actions from the District's accredited asbestos management planner(s), including the name, signature, state of accreditation, and accreditation number, if applicable, of each planner.
 6. A detailed description of preventive measures and response actions to be taken.
 7. In regard to asbestos inspectors and persons who design or carry out response

actions, a statement that the District uses or will use person(s) who have been accredited by an Environmental Protection Agency (EPA)-approved course and licensed by TDSHS.

8. A detailed description of any material described in item 1 of this list that remains after the response actions are taken. The description shall be updated when response actions are completed.
9. A re-inspection plan for operations and maintenance activities, a plan for periodic surveillance, a description of the management planner's recommendation regarding additional cleaning, and the District's response.
10. A description of steps taken to inform workers and building occupants or their legal guardians about inspections, re-inspections, response actions, post-response action activities, and the availability of management plans.
11. An evaluation of resources needed to complete the response actions successfully and carry out reinspection, operations and maintenance activities, periodic surveillance, and training.
12. The name of each consultant contributing to the plan and a statement that the consultant is accredited under another state's accreditation plan or accredited by an EPA-approved course.

PLAN AVAILABILITY

A copy of the plan submitted to TDSHS shall be kept in the District's administrative office and be available for inspection by the EPA, the state, and the public, including teachers, school personnel, employee representatives, and parents.

Updated management plans for each school shall also be available for inspection during normal business hours in the administrative office and at the school itself. Individual school plans shall be made available for inspection within at least five working days after a request is received.

NOTICE

Annually, the District shall notify in writing parent, teacher, and employee organizations of the availability of the management plans.

40 CFR 763.93; Occupations Code 1954.101

INSPECTIONS

Each building leased, owned, or used as a school building shall be inspected to determine the locations of friable and non-friable ACBM. At least once every three years after a management plan is in effect, the District shall conduct re-inspections. Inspectors shall collect samples of suspected ACBM material for analysis. The inspector shall provide a written assessment of all friable known or assumed ACBM in the school building for each inspection or re-inspection. The assessment shall meet all legal requirements and shall be signed and dated, with the inspector's accreditation information. A copy shall be sent to the coordinator for inclusion in the management plan within 30 days.

40 CFR 763.85, .88

PERIODIC SURVEILLANCE

At least once every six months after the management plan is in effect, the District shall conduct and document periodic surveillance on any school building containing ACBM or assumed to contain ACBM. A record of this surveillance shall be submitted to the

coordinator for inclusion in the management plan.

40 CFR 763.92(b)

RESPONSE ACTIONS

The District shall select and implement, consistent with the assessment, the least burdensome method of appropriate response actions from those that protect human health and the environment.

40 CFR 763.90

ASBESTOS- RELATED ACTIVITY

An “asbestos-related activity” means the removal, encapsulation, or enclosure of asbestos; the performance of asbestos surveys; the development of management plans or response actions; the collection or analysis of asbestos samples; sponsorship of training courses necessary for asbestos licensure or registration; the transportation of ACMs from any facility for purposes of disposal; and any other activity required to be licensed under the Texas Asbestos Health Protection Act. *Occupations Code 1954.002, .101*

An asbestos-related activity shall be performed by a person (an individual, organization, or other legal entity recognized by law as the subject of rights and duties) licensed by TDSHS. TDSHS shall be notified not less than ten working days before an asbestos-related activity is initiated.

Occupations Code 1954.252, .101; 25 TAC 295.61

RECORDS

A district licensed to perform asbestos-related activities shall keep an appropriate record or records of each activity it performs in public buildings and shall make the record(s) available to TDSHS at any reasonable time. It shall also keep a copy of any violations issued against the District by the EPA or TDSHS. Records shall be maintained for at least 30 years, or as long as required by federal law or regulation.

Occupations Code 1954.251; 25 TAC 295.58(d)

For each area where all ACM has been removed, the required records shall be maintained for at least three years after each required reinspection or its equivalent in both the school and the central administration office.

40 CFR 763.94

WARNING LABELS

A warning label shall be attached adjacent to any friable and non-friable ACM and suspected ACM assumed to be ACM located in routine maintenance areas at each school building. The warning label shall read, in print which is readily visible because of large size or bright color, as follows: CAUTION: ASBESTOS. HAZARDOUS. DO NOT DISTURB WITHOUT PROPER TRAINING AND EQUIPMENT. All labels shall be prominently displayed in readily visible locations and shall remain posted until the ACM that is labeled is removed.

40 CFR 763.95

OPERATIONS / MAINTENANCE TRAINING

Members of the maintenance and custodial staff in buildings containing ACM shall receive required training, including at least two hours of awareness training and an additional 14 hours of required training if their work activities may result in the incidental disturbance of ACM.

40 CFR 763.92

Emergency Elevator Procedures

In the event of an elevator emergency, push the **call** button in the elevator! If a person on your campus is entrapped in an elevator, instruct them to **PUSH THE CALL BUTTON** inside the elevator. This call button is active and effects immediate assistance. Your next step is to immediately call us at ext. 46154 so that we can respond as well.

The elevator monitoring system will dispatch personnel when the button is activated – whether in error or due to entrapment.

<h2>Elevator Entrapment</h2>	
Student or staff in elevator during school hours?	
Campus Staff:	M&O Staff:
>Push call button	>Respond immediately
>Call 512-268-8442 or ext. 46154	>Open and release >Call contractor if need
After school hours?	
Campus Staff:	M&O Staff:
>Push call button	>Director responds
>Call 888-363-6031	

Please familiarize yourself with your campus-specific procedures on responses to elevator emergencies.

**DURING NORMAL BUSINESS HOURS (7:00 A.M. –
4:00 P.M. MONDAY – FRIDAY)**

PUSH CALL BUTTON IN ELEVATOR, then:

CALL: ext. 46154

AFTER HOURS

CALL: 1-888-363-6032

Vandalism Repayment Policy

When a case of vandalism has occurred, there shall be a report filed with the campus SRO or the Kyle or Buda PD and a case number assigned. The campus is to provide Maintenance with the case number is to be included in our work order for tracking purposes.

If the person(s) responsible for the act of vandalism have been identified and parents notified, the campus personnel shall make arrangements for restitution payment, reimbursing Maintenance for expenses for needed repairs.

This policy does not in any way negate any form of discipline or corrective actions taken by the campus. This is only to address the concern of restitution for expenses incurred for damaged property.

Hays CISD Key Issuance and/or Replacement Policy

All keys issued by Hays CISD become the responsibility of the employee to whom keys are assigned. Keys are not to be loaned or utilized by any other employee or non-employee at any time. If an employee's keys are lost or stolen, the employee must immediately notify their campus administrator of the issue and will be responsible for paying \$10.00 per key before replacement keys will be issued, and may be responsible for the cost of rekeying the locks on the building as well as the cost of additional keys. Failure to report lost or stolen keys in a timely manner may result in disciplinary action. Upon separation an employee is responsible for returning all issued district keys and failure to do so will result in a hold on the employees final paychecks until keys are returned.

Keys remain property of Hays CISD and must be returned to Campus/Department Administrator upon separation from Hays CISD. Please contact us at 512-268-8442 or ext. 46154 if you have any questions or concerns.

Key Issuance Procedure

- If a key is needed, enter a work order then fill out a **Key Request** (see next page)
- When the Key request is completed, a copy must be sent with the work order detailing request before the locksmith will cut & issue keys. You may attach the form to the work order electronically or pony to Maintenance.
- The district locksmith, after reviewing the key request, will deliver the appropriate keys to the campus key administrator
- Employee will sign the key issuance receipt immediately upon receiving new key & by signing accepts responsibility for the listed keys
- When a key is issued or returned, a receipt must be printed and signed by the employee to whom the key is issued. These receipts are to be kept on file at the district locksmith (original) & campus.

Key Audit Procedure

Hays CISD may request any campus to have the key & key software audited to ensure accuracy in our key issuance records. These audits will be coordinated between the district locksmith & the campus administration. Audits will be conducted during breaks from class schedules (summer break, spring break & holiday break) as these times will have the fewest number of employees who need access to campuses. During a key audit:

- All employees must turned in **any & all district keys** in their possession to the designated key administrator
- The district locksmith will review key issuance records to confirm the accuracy and correct any discrepancies
- The district locksmith will also review the campus key box to inventory the number of keys kept on hand at each campus
- Once accuracy of key issuances has been confirmed the employees keys will be returned to the employees position by the designated campus administrator

These policies have been established to provide a safe & secure environment for our students and staff to learn and work in. Compliance with these policies is mandatory, any misuse of keys should be reported to your campus administration.

SAMPLE: Hays CISD Key Issuance and/or Replacement Policy

All employees with access privileges through secured doors must safeguard the keys issued to them and ensure they are only used by the individual to whom they are issued in a responsible fashion. These keys are Hays CISD property and part of the districts restricted master key system and as such each key issued has a value of \$10.00 per key. Keys are not to be passed between employees. If an employee's keys are lost or stolen, the employee **must immediately notify their campus administrator of the issue** and will be responsible for paying \$10.00 per key before replacement keys will be issued. Failure to report lost or stolen keys in a timely manner may result in disciplinary action. Upon separation an employee is responsible for returning all issued district keys and failure to do so will result in a hold on the employees final paychecks until keys are returned.

Keys remain property of Hays CISD and must be returned to Campus/Department Administrator upon separation from Hays CISD. Please contact us at 512-268-8442 or ext. 46154 if you have any questions or concerns.

- ALL key requests begin with a SchoolDude work order, see your campus head custodian or campus secretary for assistance with this step.
- If you need a replacement or new key, please fill out the following form, scan to
- If you have a broken key and can provide the pieces there will be no charge.
- If you have lost your key or had key stolen there will be a \$10.00 charge to replace it.
- If you need a key for a "new to you" room or area, fill out the info below and mark the NEW Room section
 - Full Name:
 - Employee ID Number:
 - Campus or work location:
 - District e-mail:
 - Was your key lost, stolen or damaged?
 - Is this a request for a NEW ROOM KEY?
 - Key #:

Key Issued to (signature):

Key Issued to (printed name):

Department Authorization signature:

Department Authorization printed name:

While we know it's inconvenient to be without a key for a few days, we cannot process these requests in person. Please fill out the form and return to the appropriate person in your campus.

Key administrator: Please EMAIL this form to maintenance.operations@hayscisd.net and then pony money (if lost or stolen key) to Maintenance Department. Replacement key will not be sent until money is or broken pieces of old key are received.

HVAC & ENERGY MANAGEMENT

The following guidelines have been established in order to promote a safe learning environment, comply with state energy conservation guidelines, and meet local fire codes at all district facilities.

Power sources:

- Extension cords may not be used as permanent power sources.
- Multi-plug adaptors other than circuit breaker power strips are not allowed.
- Circuit breaker power strips must be plugged directly into a wall socket.

Appliances:

Reference Administrative Procedure C15

USE OF APPLIANCES AND POWER SOURCES

The following guidelines have been established in order to promote a safe learning environment, comply with state energy conservation guidelines and meet local fire codes at all district facilities.

Power Sources:

- Extension cords may not be used as permanent power sources.
- Multi-plug adaptors other than circuit breaker power strips are not allowed.
- Circuit breaker power strips must be plugged directly into a wall socket.

Appliances:

- Electrical and household appliances shall be confined to the lounge, office areas, and in special programs as provided by the district.
- Personal electrical appliances, including fans and ceramic heaters, are prohibited. Examples of prohibited items include, but are not limited to: refrigerators, microwave ovens, toasters and toaster ovens, coffee makers, candle or cup warmers, lamps and personal printers.
- Special circumstances related to students with disabilities will be determined through the appropriate administrator or committees (admission, review and dismissal (ARD), 504 committees) with consideration given for fire/electrical safety and energy conservation efforts. Hot plates may be used only as indicated in the Hays CISD curriculum and as approved by campus administration.

Scheduling HVAC:

- All campuses are set on a regular schedule: 74° is the mid-point cooling temp with a 4° differential, 68° is the mid-point heat temp with a 4° differential.
- All campuses are set on occupancy mode during regular school hours. Requests to extend normal campus hours of HVAC service must be made in writing via work order for review by the Energy Management Department.
- Request for scheduling after hours HVAC must be entered in the work order system at least a day in advance (24 hours advance notice, during regular work hours of 7:00 a.m. – 4:00 p.m.).
- To ensure you have HVAC needed for your after-hours events – enter a work order. Use of email, phone call, text message or verbal requests do not guarantee a successful HVAC request.
- Events requiring HVAC outside of your regular campus hours must also be scheduled through School Dude – see your campus secretary for information about event scheduling.
- **MINIMUM 24 HOUR NOTICE REQUIRED.**

HCISD ENERGY PROGRAM GUIDELINES

(Energy Conservation and Building Management)

Responsibilities:

Every person is expected to become an “energy saver” as well as an “energy consumer.”

The staff member is responsible for implementing the guidelines during the time that he/she is present in the instruction room or office.

The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.

Since the custodian is typically the last person to leave a facility in the evening, he/she is responsible for verification of the nighttime shutdown.

The facility administrator is responsible for the total energy usage of his/her facility.

The Energy Specialist provides regular (at least semi-annual) program update reports to the Board.

The Energy Specialist performs routine audits of all facilities and communicates the audit results to the appropriate personnel.

The Energy Specialist is responsible for either directly or indirectly making adjustments to the Organization’s Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment.

Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.

The Energy Specialist provides monthly energy savings reports to facility administrators detailing performance results.

The organization is committed to and responsible for a safe and healthy learning environment.

To complement the organization's behavioral-based energy conservation program, the organization shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

General:

Instruction room doors shall remain closed when HVAC is operating. Ensure doors between conditioned spaces and non-conditioned spaces remain closed at all times (i.e. between hallways and gym or pool area).

Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the organization's facilities to ensure compliance with organization guidelines.

All exhaust fans shall be turned off daily.

All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines and networked equipment shall remain on.

All non-network-essential computers and equipment shall be turned off each night. This includes the monitor, local printer, and speakers. Network-essential equipment is excluded for IT and remote access purposes.

All capable PC’s shall be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10-minutes of inactivity.

Cooling Season Occupied Set Points¹:	74°F +/- 2 : Effective Range (72°F - 76°F)
Unoccupied Set Point:	85°F
	80°F for sensitive spaces (libraries/gyms)
Heating Season Occupied Set Points¹:	68°F +/- 2 : Effective Range (66°F - 70°F)
Unoccupied Set Point:	55°F

¹ Set points are in accordance with ASHRAE 55 “Thermal Conditions for Human Occupancy”

Manual Overrides for HVAC operation may be determined by the District's Director of Energy Management. Manual Override durations shall be set to no more than 60 minutes in gyms and cafeterias (at 30 minute control increments), and no more than 30 minutes elsewhere. Changes to specific space durations and control increments may only be authorized by the District's Director of Energy Management.

Air Conditioning Equipment

Occupied cooling temperature settings shall NOT be set below 72°F unless authorized by the District's Energy Management Director.

The unoccupied temperature setting (i.e. setback) shall be 85°F. This may be adjusted to 80°F for sensitive spaces authorized by the District's Energy Management Director.

During unoccupied times, the air conditioning equipment shall be set back. The unoccupied period begins when the students leave the area at the end of day. It is anticipated that the temperature of the instruction room will be maintained long enough to afford comfort for the period the staff remains in the instruction room after the students have left.

Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.

Ensure outside air dampers are closed during unoccupied times.

Ceiling fans should be operated in all areas that have them.

Relative humidity levels shall not exceed 60% for any 24-hour period.

Air conditioning shall not be utilized in facilities during the summer months unless the facilities are being used for summer school or year-round school. Air conditioning may be used by exception only in those facilities that are involved in team-cleaning or as authorized by the District's Director of Energy Management.

In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air-conditioned instruction rooms or dining areas shall be kept closed as much as possible.

Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

Ensure dry food storage areas are maintained within code requirements. Typically, this is 55F-75F temperature and 35%-60% Relative Humidity. Utilize loggers to verify.

Heating Equipment

Occupied heating temperature settings shall NOT be set above 70°F unless authorized by the District's Energy Management Director.

The unoccupied temperature setting (i.e. setback) shall be 55°F, minor exceptions authorized by District's Energy Management Director.

The unoccupied time shall begin when the students leave an area.

During the spring and fall when there is no threat of freezing, all steam and forced air heating systems shall be set back during unoccupied times. Hot water heating systems shall be set back using the appropriate loop pumps.

Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).

Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.

For heat pumps, ensure a 6 °F dead-band between heating and cooling modes.

Lighting

All unnecessary lighting in unoccupied areas shall be turned **off**. Staff shall make certain that lights are turned **off** when leaving the instruction room or office when empty. Utilize natural lighting where appropriate. All outside lighting shall be **off** during daylight hours.

Gym lights shall not be left on unless the gym is being utilized.

All lights will be turned **off** when students and staff leave for the day. Custodians will turn on lights only in the areas in which they are working.

Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Water

Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.

Grounds watering shall only be done between 4am-10am. Do not water during the heat of the day, typically between 10am – 8pm.

When spray irrigating, ensure the water does not directly hit the facility.

Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

Disclaimer: *The organization shall adopt, observe and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or facility management.*

PAINT PROCEDURES

The following paint requirements will guide practices in maintaining our school district facilities.

PRIMARY FOCUS OF OUR PAINT PROGRAM

The primary focus of the district paint program is to standardize paint products and procedures and to protect building occupants by using low volatile organic compounds (VOC) paint products. The following guidelines apply to the paint program:

- Only school district painters or district approved paint contractors are allowed to paint district property.
- Areas painted based on building wear and tear.
- Interior campus painting is on a 10-year paint rotation, or based on wear and tear.
- Submit requests no later than March for summer paint work scheduling.
- Low VOC paint products will be used in our interior building spaces.
- Interior paints will be semi-gloss water based latex enamel to help facilitate cleaning of surfaces.
- Limited use of oil based paints used on some exterior heavy traffic areas and exterior trim.
- Paint color selection will be based on a standard list of paint colors (see below).

PAINT COLOR SELECTION

All classrooms at a campus to be painted the same color it currently is, using one of these color selections. Our neutral painted walls will become a canvas in our classrooms.

- White Organdy
- 1011 Off White
- Sun Dew neutral color
- Camel neutral color
- Toasted Almond neutral color
- Southern Breeze neutral color
- Mushroom Cap neutral color

Offices will also be painted based on wear and tear or a repaint of the facility. Office color selection will be limited to the identified seven neutral paint colors. All offices in a facility will be painted the same color they currently are.

Large areas in a building (i.e., cafeterias, libraries, band halls and locker rooms) will follow the same color scheme. Areas above eight feet have minimum wear and tear and usually do not have to be repainted.

Painter techs follow a district pre-arranged schedule for parking lot striping.

Attachment	
Form Number:	Form Name:
References: n/a	
See these INDEX references for related procedures: n/a	
Questions regarding this procedure should be addressed to: Director of Maintenance & IPM/Grounds, 512- 268-8442, ext. 46154.	
Approved: Chief Operations Officer	

Fire Extinguishers

Fire extinguisher pick up and replacement fall under the responsibility of the Director of Custodial Operations.

When fire extinguishers are deemed not usable; i.e. have pulled pins, expired inspection tags, etc., the custodian is to take the fire extinguishers to the head custodian on campus. Once the head custodian has turned in a work order, a replacement fire extinguisher shall be exchanged for bad one. The campus/department head custodian is responsible for stirring/checking the fire extinguishers monthly. Once the extinguishers have been stirred/checked, the head custodian is to initial the tag on bottom side of extinguisher for verification.

All fire extinguishers shall be inspected according to local, state and federal laws.

Enter a work order for any fire extinguisher issues or requests.

How to Have a Fire Drill

When planning a fire drill, please take the following steps to ensure as smooth a drill as possible:

Before the Drill begins:

1. Call Maintenance Dept. at ext. 46154 to notify us of date and time drill will begin
2. Call JMEE - the number is on your main fire panel
3. Give JMEE your account number – also on your main fire panel
4. Give the specific start time and end time- allow extra time
You cannot start before the time you give them, otherwise the fire department will show up!

Time to start the drill:

1. All campuses should use a fire pull station – if your campus has more than 1 pull station, use a different station each time you have a drill
2. Directly after you pull the pull station, you can reset the pull station and the fire alarm will continue
3. When your administrations on campus call all-clear, reset fire panel.
 - a) If your panel has a key – turn the key to the horizontal position and press reset
 - b) If you do not have the key – push reset. Panel will require a code, use 1111
 - c) Panel should read: All systems Normal

If you need to be trained on how to use the pull stations or the panel, please email us at maintenance.operations@hayscisd.net

If anything happens UNPLANNED to make the system go into alarm...

1. CALL Maintenance Department at ext. 46154 immediately OR radio us on the HISDMNT channel
2. Proceed with evacuating your campus until building is cleared by Fire Dept. or M&O

Note... You CAN count unplanned alarms such as these as a monthly fire drill.

Fixed Asset Inventory Control and Surplus Removal Procedures

All rights and titles to District property, whether real or personal, are vested in the board. Equipment that is no longer used, obsolete, inoperative or irreparable must be disposed of in an appropriate manner.

A blank form is located on the Hays CISD website under Finance Forms & Publications, and the FA form will be located under General Forms.

The Fixed Asset Inventory Control and Surplus Removal form is to be used when Hays CISD asset tags or Property of Hays CISD tags are affixed on any surplus item(s) you are requesting to be removed from campus/department due to a transfer, on loan to another campus/department, for disposal, or no longer needed.

For new purchases over \$500, please refer to the Administrative Procedures Manual provided by the Finance Department.

The following steps **MUST** be taken in order to **remove** surplus items labeled with the following tag:

- For the removal of surplus items with Hays CISD asset tags, a Fixed Asset Inventory Control form for *deletion* must be filled out for each item - unless you have numerous desks, chairs, A/V equipment, etc. (items that are all the same brand/style), one form may be filled out, with an attachment of all **Hays CISD asset tag numbers**. For items without a Hays CISD asset tag, please enter N/A.
- For the removal of surplus items with **Property of Hays CISD** tag (items under \$500) please use the same Fixed Asset Inventory Control form and Yes – Property of Hays CISD Tag.
- Please fill out the form completely (Sections 1-3), and with **required** signatures in Section 2.
- The reason for removal/deleting from inventory must be entered in (Section 3) along with the condition of the item - good, fair or poor. Please indicate if the item was in working condition at time of removal (if applicable).
- Once the forms have been filled out and **Hays CISD asset tag** numbers have been entered (if applicable) on the form, it is the responsibility of the campus/department to **remove** the tag, or **use a permanent marker to cover the district name and number assigned**.

FIXED ASSET INVENTORY CONTROL & SURPLUS REMOVAL FORM

SECTION 1: Please check one of the following and fill out one form per item:

- New Purchase Change of Location Donated Items On Loan
 Missing Equipment PTO Purchase Deletion

SECTION 2: All information must be completed in this section.

Vendor _____

Make, Description and Quantity _____

PO# _____ Campus/Site _____

Category# _____ Site# _____

Type # _____ Dept. _____

Serial # _____ Building # _____ Room # _____

Hays Asset Tag# _____ Property of Hays CISD Tag: ___ Yes ___ No

Manufacturer _____ Occupant/Teacher _____

Model # _____

*If more than one identical item please attach a list

Administrator's Signature _____ Date _____

Signature of person preparing this form _____ Date _____

SECTION 3: Fill out this section if needed.

Change of Location/On Loan Present location: fill in section 2 completely

Change location to: Campus/Site _____ Site# _____ Dept. _____

Building # _____ Room # _____

Signature of Sender _____ Signature of Receiver _____

Deletions

Reason for Deletion of item: _____

Condition of Item: ___ Good ___ Fair ___ Poor Working at time of removal? ___ Y ___ N

Missing Equipment

Explanation: _____

Business Office Use Only (In Area Below)

Vendor # _____ Vendor Name _____

Warrant # _____ Check Date _____

PO# _____ Invoice # _____

Code _____

Unit Cost _____ Quantity _____