



Facilities Department Employee Handbook and Maintenance Plan

Pentucket Regional School District

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Resources

NCES Planning Guide for Maintaining School Facilities <http://nces.ed.gov/pubs2003/2003347.pdf>

US DOE Federal Energy Management Program: Boiler Maintenance Checklist

http://www1.eere.energy.gov/femp/operations_maintenance/om_birchecklist.html

EPA Tools for Schools <http://www.epa.gov/iaq/schools>

Energy Star Portfolio Manager www.energystar.gov/benchmark

Northeast CHPS Operations and Maintenance Guide <http://neep.org/uploads/policy/NE-CHPS-OMG.pdf>

NCES Facilities Information Management Guide <http://nces.ed.gov/pubs2003/2003400.pdf>

Existing Conditions Report – Pentucket Regional High School (March 23, 2015)

1. Welcome to the Pentucket Regional School District Custodial Staff

This training handbook is being provided to help facilitate your job performance and answer any questions you might have.

The purpose of this training handbook is to:

- Insure each New Hire Trainee and Current Employee knows the proper procedures, products, tools, and equipment needed to complete a task.
- Provide examples of Good Conduct & Ethical Discretion
- Standardize methods of performing tasks.
- Provide an opportunity to learn, increase and improve your knowledge of this profession, enhance your skill levels, and to provide you with the necessary tools for advancement.
- Generate competence and professional pride among the custodians.

Our Purpose

We serve the students, faculty, administration, and taxpayers of the Pentucket Regional School District community by providing the best possible service as custodians. Our commitment to excellence, coupled with the collaborative effort to constantly improve the condition of the assets entrusted to us, will result in the betterment of the academic experience.

PRSD Mission Statement

As leaders in an educational partnership with the community, it is the purpose of the Pentucket Regional School District to ensure that all students, within a safe environment, discover and develop their talents and abilities to their highest potential, strive for academic excellence, acquire respect for self and others, and obtain the knowledge and skills to succeed and contribute as healthy, productive, and responsible citizens.

Goals

1. To provide quality training to develop ethical conduct, housekeeping knowledge, safety awareness, task performance skills, and techniques in the custodial program.
2. To provide quality cleaning products (chemicals), equipment, and supplies to support the custodial program.
3. Constant and consistent improvement to the condition of the assets entrusted to the custodian's care.
4. To provide opportunities for the administration, faculty, students, and community to gain knowledge of their supportive rolls in the custodial program.
5. To provide continuous monitoring for quality assurance and an avenue for feedback and communication from each work site to the appropriate employee.

2. Staffing

Job Descriptions

See Appendix I

- Director of Facilities
- Lead Custodian
- Custodian
- Facilities Grounds Custodian
- HVAC Technician
- Facilities Maintenance Engineering
- Facilities Mechanic Carpenter

Training

Employees of Pentucket Regional School District, including all members of the Facilities Team, are required to participate in the annual compliance training. This required training includes:

1. Civil Rights Training
2. 504/Title II (ADA)/Title VI/Title IX
3. Sexual Harassment
4. Bullying
5. Care and Protection of Children under 18
6. Physical Restraint Guidelines / Restraint Procedures
7. Staff Procedures Regarding Food Allergies
8. Technology Acceptable Use Agreement

Orientation

Each member of the Facilities Team participates in an orientation to support decisions and actions that are aligned with the District's purpose and mission, ethical conduct, knowledge and safety regarding task performance, and specialized techniques to ensure effective prevention and response.

Expectations for Conduct and Interaction

All employees are responsible for acting and interacting in productive ways that support the District's purpose and mission. Members of the Facilities Team all have a role in modeling high standards of behavior.

Members of the Facilities Team are expected to interact with other employees and members of the public respectfully and to refrain from interaction with students. Any required interaction with students must be done so in a formal fashion. Sharing / exchanging personal information with students or communicating with students in writing (electronically or otherwise) is prohibited. No physical contact with students is permitted. Any member of the Facilities Team who finds himself/herself alone with a

student should report immediately to his/her supervisor. Observations of student misconduct must be reported to the educator supervising the student.

When it is necessary for custodians or other members of the Facilities Team to go into a classroom during class time, please enter very quietly and do what is necessary with minimum disruption.

Students and families have a right to privacy as they participate in the school day. No employee is permitted to share information about students or families with others. This includes information related to a student's disability, impairment, medical condition, medications, grades, and disciplinary actions; or any circumstances related to a family.

Right To Know / Hazard Communication (HAZ-COM)

The **RIGHT TO KNOW LAW, Chapter 111F** of the Massachusetts General Laws, provides rights to Public Sector employees regarding the communication of information on toxic and hazardous substances. These rights include:

WORKPLACE NOTICE- A notice must be posted in a central location in the workplace informing employees of their rights under the law. The notice must be in the English language. In workplaces where employees' first language is other than English, the notice must be posted in that language.

TRAINING- Employers must provide an annual training program to employees who work with toxic or hazardous substances. New employees must receive training within thirty days from date of hire. The training program must be conducted by a competent person and may be in the form of verbal and/or written instruction. At a minimum, training must include an explanation of employee rights, information on how to read an MSDS, the specific hazards of the chemicals used, handled or stored in the workplace, the type of personal protective equipment to be worn, and information on labeling of hazardous substances. This training must be done with pay during the employee's normal work shift or work hours. The employer must maintain a record of this training.

MATERIAL SAFETY DATA SHEET (MSDS)- The Material Safety Data Sheet is the document that provides information on each toxic or hazardous substance used or stored in the workplace. An employee or his or her designated representative has the right to obtain and examine the MSDS for any toxic or hazardous substance to which the employee "is, has been, or may be", exposed, if the employee's request is made to the employer in writing. After four working days from the date the request is made, an employee can refuse to work with the substance under two circumstances:

1. The employer fails to: (a) furnish the employee with the MSDS and (b) furnish the employee with proof that the employer has exercised diligent effort to obtain the MSDS, either through the manufacturer or through the Commissioner of the Division of Occupational Safety, or,
2. The MSDS provided by the employer is incomplete or outdated.

LABELING- All containers in the workplace of more than five pounds or more than one gallon, containing toxic or hazardous substances, must be labeled with the chemical name of the substance. Containers of mixtures must be labeled with the chemical name of each toxic or hazardous constituent when the constituents comprise one percent or more of the mixture. Containers must also be labeled with the appropriate National Fire Prevention Association (NFPA) symbol if available. Labels must be clear, prominent, in English and weather resistant.

There are some exceptions to the labeling requirements for containers which are labeled in accordance with certain Federal laws.

All Right-to Know Inquiries should be addressed to the Pentucket Director of Facilities, 22 Main Street, West Newbury, MA (978-363-2280).

Additional information can be provided by: Department of Labor Standards, 19 Staniford Street, 2nd Floor, Boston, MA 02114 Tel.: 617-626-6975

GHS Global Harmonized System

The GHS is an acronym for The Globally Harmonized System of classification and labelling of chemicals. The GHS is a system for standardizing and harmonizing the classification and labelling of chemicals. It is a logical and comprehensive approach to:

1. Defining health, physical and environmental hazards of chemicals;
2. Creating classification processes that use available data on chemicals for comparison with the defined hazard criteria; and
3. Communicating hazard information, as well as protective measures, on labels and Safety Data Sheets (SDS).

GHS Safety Data Sheet (SDS) Basic Information by Section

1. Identification of the substance or mixture and of the supplier GHS product identifier.

Other means of identification.

Recommended use of the chemical and restrictions on use.

Supplier's details (including name, address, phone number, etc.).

Emergency phone number.

2. Hazards identification GHS classification of the substance/mixture and any national or regional information.

GHS label elements, including precautionary statements. (Hazard symbols may be provided as a graphical reproduction of the symbols in black and white or the name of the symbol, e.g., flame, skull and crossbones.)

Other hazards which do not result in classification (e.g., dust explosion hazard) or are not covered by the GHS.

3. Composition/information on ingredients Substance Chemical identity.

Common name, synonyms, etc.

CAS number, EC number, etc.

Impurities and stabilizing additives which are themselves classified and which contribute to the classification of the substance.

Mixture

The chemical identity and concentration or concentration ranges of all ingredients which are hazardous within the meaning of the GHS and are present above their cutoff levels.

NOTE: For information on ingredients, the competent authority rules for CBI take priority over the rules for product identification.

4. First aid measures

Description of necessary measures, subdivided according to the different routes of exposure, i.e., inhalation, skin and eye contact, and ingestion.

Most important symptoms/effects, acute and delayed.

Indication of immediate medical attention and special treatment needed, if necessary.

5. Firefighting measures Suitable (and unsuitable) extinguishing media.

Specific hazards arising from the chemical (e.g., nature of any hazardous combustion products).

Special protective equipment and precautions for firefighters.

6. Accidental release measures Personal precautions, protective equipment and emergency procedures.

Environmental precautions.

Methods and materials for containment and cleaning up.

7. Handling and storage Precautions for safe handling.

Conditions for safe storage, including any incompatibilities.

8. Exposure controls/personal protection. Control parameters, e.g., occupational exposure limit values or biological limit values.

Appropriate engineering controls.

Individual protection measures, such as personal protective equipment.

9. Physical and chemical properties Appearance (physical state, color, etc.).

Odor

Odor threshold

pH

melting point/freezing point

initial boiling point and boiling range

flash point

evaporation rate

flammability (solid, gas)

upper/lower flammability or explosive limits

vapor pressure

vapor density

relative density

solubility(ies)

partition coefficient: n-octanol/water

autoignition temperature

decomposition temperature

10. Stability and reactivity Chemical stability.

Possibility of hazardous reactions.

Conditions to avoid (e.g., static discharge, shock or vibration).

Incompatible materials.

Hazardous decomposition products.

11. Toxicological information

Concise but complete and comprehensible description of the various toxicological (health) effects and the available data used to identify those effects, including:
information on the likely routes of exposure (inhalation, ingestion, skin and eye contact);
Symptoms related to the physical, chemical and toxicological characteristics;
Delayed and immediate effects and also chronic effects from short- and long-term exposure;
Numerical measures of toxicity (such as acute toxicity estimates).

12. Ecological information Ecotoxicity (aquatic and terrestrial, where available).

Persistence and degradability.
Bioaccumulative potential.
Mobility in soil.
Other adverse effects.

13. Disposal considerations

Description of waste residues and information on their safe handling and methods of disposal, including the disposal of any contaminated packaging.

14. Transport information UN Number.

UN Proper shipping name.
Transport Hazard class(es).
Packing group, if applicable.
Marine pollutant (Yes/No).
Special precautions which a user needs to be aware of or needs to comply with in connection with transport or conveyance either within or outside their premises.

15. Regulatory information Safety, health and environmental regulations specific for the product in question.

16. Other information including information on preparation and revision of the SDS

Hazcom MSDS Material Safety Data Sheet (old standard) by section

1. Chemical information:

Manufacturer's name, address, and telephone number.
Chemical, technical, and trade name, i.e., WD40.

2. Hazardous ingredients:

Identification of components and Permissible Exposure Limits.

3. Physical Data:

Appearance, boiling point, odor, vapor pressure and density, water *solubility, evaporation rate, and specific gravity.*

4. Fire and Explosion Data:

Flash point, fire extinguisher media, special fire-fighting procedures, unusual fire hazards and flammability limits.

5. Reactivity Data:

What the chemical will react with, what could happen, and what to avoid to prevent a chemical reaction.

6. Health Hazard Data:

Body entry, symptoms, health hazards and first aid.

7. Spill or leak:

What to do if there is a leak; clean-up and disposal information.

8. Special Protection:

What personal protection equipment (PPE) is required.

9. Special Precautions:

Handling requirements, i.e., temperature, humidity, cabinets, or special containers.

10. Additional Information: If any.

Product labels are provided by the manufacturer or distributor of the product and should identify the manufacturer, the chemical, the concentration, hazard severity, and protection needed.

Note: If an employee decants a product from a large container to a smaller one, he/she MUST label the smaller container with the name of the product. He/she should report unlabeled and unidentified containers to his/her supervisor for disposition.

Bloodborne Pathogens

Bloodborne pathogens are microorganisms in blood or body fluid that cause disease in humans. The two bloodborne pathogens that have received the most attention and pose a serious health threat if contracted are the hepatitis B virus (HBV), which can cause a severe form of hepatitis, and the human immunodeficiency virus (HIV), which can cause AIDS (Acquired Immunodeficiency Syndrome).

Methods of Transmission

Bloodborne pathogens are usually transmitted or passed on when disease organisms enter the body through mucus membranes or through breaks in the skin. While intact skin offers some protection, bloodborne pathogens may be transmitted through the skin by accidental injection with needles, scalpels, and shards of glass. They also may enter the body through open cuts, nicks, skin abrasions, and cracked skin caused by various types of dermatitis. At work, the most common exposure to bloodborne pathogens occurs when an infected worker has an injury allowing direct exposure to human blood and the person who comes to help him/her is not wearing the proper personal protective equipment (PPE) or practicing universal precautions.

Universal Precautions for Bloodborne Pathogens

Universal precautions is a method of infection control in which all blood and certain human body fluids are treated as if known to be infected with HIV, HBV, or other bloodborne pathogens. Universal precautions must be observed in all situations where there is a potential for contact with blood or other potentially infectious material. PPE should be used in conjunction with universal precautions when dealing with all body fluids. Qualified, trained first-aid personnel should be equipped to safeguard against this exposure. You should be aware that there is a good possibility that you may have small nicks or cuts on you from previous jobs. These nicks and cuts, in addition to your mouth, nose, and eyes are examples of possible entryways for bloodborne pathogens, present in the injured person, to enter your circulatory system.

Operating Equipment

The Lead Custodian or senior facility custodian will mentor and train newly hired custodians on the safe and proper use of PRSD custodial equipment. Each facility contains the same equipment set to ensure uniformity and high levels of productivity.

Training is provided on equipment listed:

- IPC CT110 Ride on Scrubber
- IPC 664E Smart Vacuum
- NSS Charger 2717 Burnisher
- NSS Colt 1450 Wet Dry vacuum
- Hawk 20" Electric Swing Machine
- Hawk HP 1500 HSB 20" Burnisher
- Proteam Super Coach HEPA Backpack Vacuum
- NSS Wrangler Auto Scrubber (Page School)
- Charis Silent Carpet Extractor AVB9X

Operation and Maintenance documentation on these pieces of equipment are on file and uploaded into the CMMS SchoolDude Program.

Building Systems

Specialized, licensed, and/or certified personnel are employed or contracted to perform tasks related to building systems. Updated training is provided as a supplement to skill sets in compliance with regulations and changes in equipment.

Safety Protocols, Personal Protective Equipment, and Injury Prevention

Personal Protective Equipment (PPE)

Personal protective equipment is used in the workplace to eliminate or reduce potential exposure to a hazard. The barrier placed between the employee and the hazard is known as PPE.

The following list of personal protective equipment must be used as safeguards.

1. **Eye protection:** Safety glasses, goggles, and face-shields protect the eyes from flying objects, impact hazards, and chemical exposures.
2. **Hand protection:** Gloves can protect the hands from injury. There are different types of gloves made of materials to protect hands from chemicals, biological agents, cuts, and abrasions or temperature extremes.
3. **Foot Protection:** Safety shoes, boots, and proper footwear can help prevent slips on wet floors. Some rubber-soled shoes are designed just for working in a wet environment. Other safety shoes and boots have steel toes to protect the feet from hard impact. Anti-fatigue soles and insoles can also reduce worker fatigue after long hours standing on hard surfaces.
4. **Protective clothing:** Special clothing to protect against chemical or biological hazards.
5. **Head Protection:** Hard hats protect against falling objects or bumping hazards.
6. **Respiratory Protection:** Dust masks up to special filter respirators and Self Contained Breathing Apparatus (SCBA) gear.
7. **Hearing Protection:** Ear plugs or muffs worn to reduce the noise level to below 85db.

Employees must use proper-fitting PPE; poorly-fitting PPE will not protect you. Inspect your PPE often and keep it clean. Be aware that although you wear PPE, the hazard still exists. Be alert and observe all approved work procedures, safety rules, and directives.

Reducing Risk to Back Injury

The best way to prevent back injuries is to develop habits that reduce strain on the back. There are some basic things you can do to help:

1. Wear your back belt and use proper lifting techniques.
2. Do not bend at the waist to lift.
3. Avoid lifting whenever you can. Anytime you can spare your back the stress and strain of lifting and bending, do so.
4. Place objects up off the floor; raise or lower shelves to a comfortable level.
5. Use carts or dollies to move objects. Get help if necessary.

Follow these Steps When Lifting:

1. Assess the load you intend to lift. Seek assistance if it exceeds your capacity.
2. For loads within your capacity, take a balanced stance over the load with feet shoulder-width apart.
3. Bend your knees to squat down close to the load keeping heels off the floor.
4. Grasp the load with fingers and palms. Make sure you can maintain your grip.
5. Lift gradually using your legs and abdominal and buttock muscles.
6. Keep the load close to your body and keep the back as straight as possible.
7. Once standing, change direction by pointing your feet in the direction you want to go and turn your whole body.
8. Do not twist your torso at the waist to change direction.
9. To put the load down, reverse the process.

By following these lifting guidelines and by practicing good body/back management, you can reduce risk to back injury.

Back Belts when coupled with body mechanics and lifting training, can be part of an effective injury protection program. Employees will be given instruction on the proper fitting of the belt and manufacturer's wearing instructions. Employees must be fully aware that the back belt alone cannot prevent injury. Employees must practice proper lifting techniques to reduce the risk of back injury. A back belt can be provided to an employee by the Director of Facilities and must be used as directed.

Ladder Safety

The primary hazard when using a ladder is falling. A fall can be the result when a ladder fails due to overloading, misuse, or damage. You can fall when you lose your grip, slip, or lose your balance when reaching too far.

Ladder Safety Procedures:

1. Read and follow the manufacturer's instruction label affixed to the ladder.
2. Do not use a damaged ladder. Inspect for split or bent rungs, cracked side rails, missing rubber foot pads, or other visible damage.
3. Use the proper ladder for the job - straight ladder or stepladder. Check for proper length and load rating.
4. Place ladder on a firm solid surface. Do not use a stepladder that is leaned against the wall. A stepladder must be fully spread and side-locking braces in place.
5. Keep rungs free of mud, dirt, oil, or grease.
6. Allow only one person on the ladder at a time. Do not exceed load rating.
7. Face the ladder when climbing up or down. Maintain three points of contact--two hands, and a foot or two feet while climbing.
8. Do not carry tools or material while climbing. Wear a tool belt and/or hoist materials up after you reach working level.
9. When working from a ladder, do not over reach. Face the ladder and keep your belt buckle inside the side rails. If necessary, move the ladder.
10. NEVER stand on the top two steps of any ladder.

11. Extend the ladder at least 3' above the roof or top edge and secure the ladder if using a straight ladder to access an upper level or roof. This provides a hand-hold while getting off and on the ladder.
12. Do not use a metal ladder near electrical lines or to work on electrical equipment.
13. Do not place a ladder in front of an unsecured door.

Fire Prevention

Four elements must be present at the same time in order to produce fire:

- Enough OXYGEN to sustain combustion.
- Enough HEAT to raise the material to its ignition temperature.
- A FUEL or combustible material.
- A CHEMICAL, exothermic reaction.

Fires Are Classified by Type:

- Class A: Wood, paper, cloth, rubber, and certain plastics.
- Class B: Flammable liquids or gasses, gasoline, oil, grease, propane, paint thinner.
- Class C: Electrical fires, any energized piece of electrical equipment.
- Class D: Combustible metals, magnesium, titanium, etc.
- Class K: Cooking oil or fat.

Procedures for Preventing Fires:

General Precautions:

- Do not let trash and debris accumulate.
- Dispose of it in proper containers.
- Store materials and equipment in the proper area, not in mechanical or electrical rooms.
- Do not block hallways or fire exits.
- Clean up chemical spills and oil immediately.

Class A: Make sure combustible materials do not come in contact with potential heat sources such as light bulbs, space heaters, candles, electrical sources, pilot lights, etc.

Class B: Always be careful when using flammable or combustible liquids. Most of these liquids emit fumes that are heavier than air, can travel long distances, and may be ignited by nearby ignition sources.

Class C: Don't overload wall electrical outlets. Make sure electrical cords and wiring are in good condition. Replace them if they are damaged. Don't run cords under carpets or through doors or windows.

Specialized Training for health, safety, code compliance

Cleaning of Body Fluids: Bloodborne Pathogens

Follow this eight-step guide to safely clean body fluid spills and avoid contamination:

1. Block off the area using wet floor signs.
2. Wear disposable gloves to protect against bodily fluids contacting the skin and being absorbed into the skin or open cuts.
3. Sprinkle absorbent material over spill. This will contain the spill and make cleanup easier.
4. Apply disinfectant on the spill to inactivate germs or viruses.
5. Remove the spill. Once the spill is contained, use a brush or disposable cloths and dustpan to remove. Place it in a double-bagged plastic bag.
6. Disinfect tools immediately after cleanup.
7. Discard used absorbent materials. Remove and dispose of gloves in a plastic bag. Seal the bag tightly, take it out of the facility, and put it in the campus dumpster.
8. Decontaminate area. Use a germicidal detergent/disinfectant solution, either mopped on sprayed.
9. Thoroughly wash hands with an antimicrobial hand wash. If you are not close to the hand wash area, use an antiseptic alcohol hand rinse until regular hand washing is possible.

In addition to training for safety protocols regarding GHS, Bloodborne Pathogens, personal protective equipment, and injury prevention, employees are trained in Asbestos Hazard Emergency Response Act (AHERA). AHERA awareness training is provided by a certified industrial hygienist (CIH). The CIH also provides staff training in Bloodborne Pathogens and Global Harmonized System.

Environmental Management, Air Quality, and Energy Efficiency

Good indoor air quality contributes to a favorable learning environment. Pentucket Regional School District uses the Indoor Air Quality Tools for Schools Program (U.S. Environmental Protection Agency – EPA) to guide practices used to prevent, identify, and resolve indoor air quality issues. Members of the Facilities Team share responsibility for:

1. examining supplies
2. controlling dust
3. cleaning floors and drain traps
4. monitoring moisture
5. addressing leaks and spills
6. controlling pests
7. ensuring a clean and safe school environment

Facilities Chemical Management

Most of the chemicals used by the PRSD custodial staff come in highly concentrated forms and must be diluted before use. These chemicals are in dispensing systems that dilute automatically. Follow directions on the label for dilution ratios when mixing by hand.

Always read the instructions and Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS) for each product. Follow the following procedures:

1. Safety Data Sheets (SDS) and Material Safety Data Sheets (MSDS) are readily accessible to all custodians in locations designated by SDS signage.
2. Reference chemicals that are currently in use.
3. Know the proper first aid procedures for all chemicals used in the facility.
4. Correct Labeling of Products.
5. Do not use chemicals from unmarked bottles or containers. If unmarked bottles/containers are found, store them in a secure area and notify the Facility Manager.
6. Always read the label and follow the instructions.
7. Measure all chemicals that require mixing by hand. Measure the water and the chemical correctly. A weak solution may not provide the proper cleaning power. A solution that is too strong will not only waste supplies, but may be harmful to people or the facility.
8. Do not substitute chemicals. Many chemicals are made only for specific jobs.
9. Never mix chemicals. You can easily destroy a chemical's usefulness or possibly create a poisonous gas or solution by mixing it with other chemicals.
10. Never inhale/smell chemicals as a means of identification. Inhaling chemicals can be harmful.
11. Utilize the appropriate personal protection equipment as indicated for use of the product. For example: safety glasses, rubber gloves, or protective clothing are appropriate using is a strong acid or alkali.
12. Always secure bottle caps and lids before the container leaves your hands.
13. Store chemicals appropriately. Do not store harsh or liquid chemicals on overhead shelves.
14. Do not store heavy containers on overhead shelves.
15. Use proper ventilation at all times.
16. Store all flammable products in fire resistant safety cabinets.
17. Any chemical that is being diluted through a proportioning system must be used in accordance with the instructions for that system. At no time can an individual bypass, change mixing ratios, manipulate, change color codes, or alter the system.
18. Seek assistance from the Facilities Manager when questions arise.

Note: Do not bring chemicals from home, and do not purchase chemicals from anywhere other than vendors prescribed by the PRSD Facilities Manager.

PRSD Cleaning Schedules & Methods by Area

Classrooms & Offices Daily Cleaning

1. Remove Trash in plastic bag lined barrels, replace bag, (barrels to be washed as needed).
2. Sweep up accumulated debris, HEPA vacuum floor & carpets, spot wash floors as needed.
3. Clean tables, desks, misc. furniture, door hardware, with Brulin 256 disinfectant & paper towel or microfiber.
4. Wipe computer devices with Brulin 256 lightly dampened microfiber cloth.
5. Additional disinfection can be provided by applying a final light spray of Brulin 256 and allowed to evaporate.

Note: If requested, teachers can have access to Brulin 256 disinfectant and/or Brulin Terragreen Blue Glass Cleaner for discretionary use in classrooms. Teachers will be provided with Safety Data Sheet/Material Safety Data Sheet upon request. No other cleaning chemicals are allowed in the classrooms.

Bathrooms & Locker Room Daily Cleaning

1. Remove Trash in plastic bag lined barrels, replace bag, (barrels washed as needed)
2. Clean all fixtures, vitreous china, dispensers, and mirrors with paper towel or microfiber cloth using Brulin 256
3. Sweep accumulated debris
4. Wash Floors with Brulin Maxima 256
5. Fill Dispensers as needed
6. Additional disinfection can be provided by applying a final light spray of Brulin 256 and allowed to evaporate.

Hallways & Entrance/Egress Doorways Daily Cleaning

1. Floors washed with motorized floor machines, using Terragreen Neutral Cleaner
2. Railings, Bubblers wiped with Brulin Maxima 256
3. Rugs & walk off mats, Hepa vacuumed or swept off as needed
4. Lockers, railings, misc. furniture, and all exposed surfaces to wiped with Brulin Maxima 256
5. Additional disinfection can be provided by applying a final light spray of Brulin 256 and allowed to evaporate.

Cafeteria Cleaning

1. Beginning of shift: Wash & Sanitize Café Tables used by Before & After Program with Steramine Sterilizing Solution, then disinfect with Brulin Maxima 256
2. Sweep accumulated debris, spot wash areas as needed.
3. After each lunch sitting: Wash & sanitize Café tables with Steramine Solution
4. After last lunch sitting: Wash & sanitize Café tables with Steramine Solution, disinfect tables with Brulin 256 and allow dwell time for evaporation.
5. Café floor to be swept of debris and washed with Terragreen Neutral Cleaner cleaner using motorized equipment
6. Additional disinfection can be provided by applying a final light spray of Brulin 256 and allowed to evaporate.

Kitchen Floors Only

1. Sweep & Wash with Brulin Maxima 256 (Kitchen equipment cleaned by kitchen staff)

Gym and Multi-Purpose Room Floors

These areas present two different types of flooring materials, wood and resilient, addressed below.

Resilient Floors: Included are flooring surfaces such as asphalt tile, hard vinyl tile, sheet goods, and resilient poured floors.

1. Use a treated dust mop and follow the factory recommended treatment to clean the floor. Do not sweep with a dust mop because this will scatter dust into the air. Keep dust mop on the floor and clean in long runs. Lightly shake or vacuum dust mop to remove dust in an appropriate area.

2. Re-treat lightly with mop treatment as needed.
3. Pick up dust and debris with dust pan and counter brush or vacuum and dispose of trash.

Wood Floors - Follow manufacturer's instructions.

Daily

1. Pick up and dispose of debris.
2. Remove chewing gum.
3. Mop floor with a clean and properly treated dust mop.
4. If dust is detected, repeat step 3 above.

Annually the Gym Floors will be scrubbed & recoated with the proper urethane finish per type. Modified oil based urethane is used at Bagnall Elementary School. A water-based urethane is used at all other Pentucket Regional School District schools.

Cleaning of Body Fluids: Bloodborne Pathogens

Follow this eight-step guide to safely clean body fluid spills and avoid contamination:

1. Block off the area using wet floor signs.
2. Wear disposable gloves to protect against bodily fluids contacting the skin and being absorbed into the skin or open cuts.
3. Sprinkle absorbent material over spill. This will contain the spill and make cleanup easier.
4. Spray a disinfectant on the spill to inactivate germs or viruses.
5. Remove the spill. Once the spill is contained, use a brush or disposable cloths and dustpan to remove. Place it in a double-bagged plastic bag.
6. Disinfect tools immediately after cleanup.
7. Discard used absorbent materials. Remove and dispose of gloves in a plastic bag. Seal the bag tightly, take it out of the facility, and put it in the campus dumpster.
8. Decontaminate area. Use a germicidal detergent/disinfectant solution, either mopped on sprayed.
9. Thoroughly wash hands with an antimicrobial hand wash. If you are not close to the hand wash area, use an antiseptic alcohol hand rinse until regular hand washing is possible.

Roof and Envelope Preventative Maintenance

Roofs, roof seams, roof drains, roof ladders, equipment curbing, and parapets, are visually inspected and cleaned of debris by a facilities technician. The facilities technician is trained by the Facilities Manager. If an issue is found, the facilities technician files a report with the Facilities Manager. The Facilities Manager schedules appropriate personnel or contractor for follow-up.

Quarterly Roof inspections are conducted by facilities employees as a standalone task and also when another roof system is serviced in conjunction with the visit. Qualified, licensed and insured contractors are used for detailed repairs.

Integrated Pest Management (IPM)

Pentucket uses contracted vendors Integrated Pest Management (IPM) Program is contract

PRSD uses an Integrated Pest Management Program (IPM) and certified contractor for managing pests. Reports of pests are documented in a log at each facility. After receiving notification from the custodian, the Facilities Manager contacts the vendor for intervention.

The contracted vendor provides on-site support every two weeks for the purpose of managing historical and new needs related to pest management. The program supports documentation, reporting, and intervention. Pentucket Regional School District employees are not authorized to treat or use products to respond to any IPM issues.

Procurement and Contracts

School custodians are responsible for maintaining stock and preparing order requests for assigned sites. Purchase order requests completed by the school custodian require approval by the Facilities Manager and Business Manager. Procurement and contracts are functions exclusively reserved for the Business Manager and Superintendent of Schools.

Evaluation

School custodians are evaluated annually on performance criteria that are aligned with the job description using the *Pentucket Regional School District Custodian Evaluation* form (below). A rating of unsatisfactory in any area will require the development and implementation of an improvement plan that delineates the area of concern, expectations, strategy for improvement, measure(s) and timeline. The supervisor will convene a mid-year meeting to provide feedback about progress to the employee. Failure to improve within the specified timeline may result in disciplinary action up to and including dismissal.

District-wide employees are evaluated on performance related to the criteria and responsibilities listed in the respective job description.

Pentucket Regional School District
Custodian Evaluation
For Completion By June 5th

Name _____ School _____

Evaluator _____ Date _____ Grade / Program _____

Rating Scale

Exemplary (E)	Demonstrates an unusual capacity or generates unusually high results. Serves as a model for other custodians in this area.
Proficient (P)	Demonstrates a high degree of competence and generates intended results.
Unsatisfactory (U) -	Demonstrates insufficient capacity or generates inadequate results.
Not Applicable (NA)	Does not have responsibilities described by this component.

Performance Responsibilities

Rating

- _____ Follows verbal and written directions to complete tasks effectively and efficiently
- _____ Completes assigned tasks within time allocations of the work shift
- _____ Implements District policies and regulations.
- _____ Takes needed preventative actions to support safe and secure schools and offices
- _____ Uses available resources properly and effectively
- _____ Maintains equipment and supplies
- _____ Accepts temporary assignment changes to support the needs of schools and District

Adaptive Skills

Rating

- _____ Takes initiative and supports continuous improvement and the attainment of school and district goals
- _____ Demonstrates effective interpersonal skills and two-way communication to meet the needs of students, educators, administrators, peers, and community members

_____ Exercises sound, reliable judgment that is aligned with the needs of students and the District's World Class vision

_____ Maintains confidentiality for students and staff

_____ Uses good judgement with regard to grooming, neatness, and appropriate attire

Technical Skills

Rating

_____ Effectively implements the directions of supervisor to support high quality teaching and learning

_____ Efficiently and effectively uses time and other resources

_____ Abides by and supports the District's policies

_____ Reports to work punctually and adheres to work schedules

_____ Attends staff meetings as required

_____ Participates in professional development opportunities

_____ Performs other related tasks or duties as required by the supervisor

Evaluator Comments – While an evaluator may record comments, they are not required except for a rating of Unsatisfactory. A rating of unsatisfactory in any area will require the development and implementation of an improvement plan that delineates area of concern, expectation, strategy for improvement, measure(s) and timeline. The supervisor will convene a mid-year meeting to provide feedback about progress to the employee. Failure to improve within the specified timeline may result in disciplinary action up to and including dismissal.

[] None

[] Attached

Goals for the upcoming year:

Employee's Comments:

[] None

[] Attached

Evaluator Signature

Date:

Employee Signature

Date:

3. Expectations

Generally, each member of the Maintenance Team is responsible for maintaining a clean, safe, and supportive learning environment in and around schools. Specific position descriptions provide distinguishing details.

Pentucket Regional School District relies upon the good work of every employee to support high quality teaching and learning. Each person on the Pentucket Maintenance Team, just like the superintendent of schools, is responsible for supporting the work of teachers and students. Moreover, each person must exercise good judgment and demonstrate conduct that aligns to the standards and expectations of a Pentucket employee. According to Policy GBEB, all staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them. In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

- Faithfulness and promptness in attendance at work
- Dress in a manner that ensures your safety, reflects a professional work / learning climate, and supports your ability to be a role model for students
- Diligence in submitting required reports promptly at the times specified.
- Care and protection of school property.
- Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times. As employees of an educational institution, you are held to a higher standard by parents, students, colleagues, and members of the public. Each employee is expected to be a healthy adult role model. Do not engage in casual or informal interaction / communication with students.

The following examples are provided to illustrate appropriate and inappropriate interaction / communication.

Appropriate

Use your sir name and insist that students use your sir name

Refer student misbehavior to a teacher or school administrator

Treat students and staff members with respect and dignity

Respond to students formally and respectfully

Inappropriate

Do not allow students to refer to you by a nickname or your first name

Do not address student misbehavior on your own

Do not interact physically with students

Do not discuss personal matters, engage in joking, or use electronics to communicate with students

Each member of the Pentucket Maintenance Team contributes to the safe learning environment for all of its students. In accordance with the state and federal guidelines, Pentucket implements policies that address issues of safety, behavior/conduct, sexual harassment, managing food in regard to food allergies, bullying, and discipline. You are responsible for being familiar with the District's policies and supporting students, other staff members, parents, and community members in a clean, safe, and positive learning environment.

Your responsibilities include:

- Maintain student confidentiality. You are not permitted to share information about students or parents with others. This includes information related to a student's placement, disability, impairment, medical condition, medications, grades, and disciplinary actions and personal or financial matters pertaining to parents
- Report observed misconduct or any issues that affect the health, safety, and welfare of students or staff to your supervisor, school administrator, or superintendent of schools
- Report any observed violations of school procedures or District policies
- Every Pentucket employee is a mandated reporter and must promptly report any concerns related to child abuse, abandonment, or neglect in accordance with the procedures set forth in Massachusetts state law. If you need to report potential or actual child abuse or neglect, you should immediately telephone the 24-hour DCF Child Protection Hotline at 1-(800)-792-5200.

Standards for Day-to-Day Routines and Operations

Pentucket Regional School District applies *The Association of Higher Education Facilities Officials Standards for Cleaning* as benchmarks and quality indicators.

STANDARDS FOR CLEANING

<u>Standard</u>	<u>Descriptor</u>
Level 1	Orderly Spotlessness: A Showcase Level of Cleaning Every phase of the operation exceeds standard.
Level 2	Orderly Tidiness: A Level at which cleaning should be maintained Each phase of the operation is satisfactory.
Level 3	Casual Inattention: A lowered level of cleanliness with areas becoming unacceptable areas are being maintained at standard. Action required to increase quality.
Level 4	Moderate Dinginess: An environment lacking normal cleanliness with areas becoming unacceptable The operation is below average. Immediate action is necessary to increase quality.
Level 5	Unkempt: Generally dirty facility with cleaning accomplished at an unacceptable level. The operation is inadequate. Areas are being ignored. Detailed cleaning needed.

Custodians - Conduct your own inspection.

Assess your own facility as an inspector would. An inspector is not looking for just the “shiny floors,” but is looking for the things that distract from the condition of the facility or environment. The following two examples can be useful in conducting your own inspection.

Are there factors that detract from the conditions of offices, lounges, hallways, and classrooms?

1. Corners that have a built up of dirt
2. Dust on furniture – legs of desks, chairs, etc., backs of chairs, tops and sides of file cabinets, sides of desks, the top or bottom edges of bulletin boards or lockers
3. Dirty window sills (i.e. dust and water marks)
4. Scuff marks on floors
5. Dusty Venetian blinds.
6. Messy, dirty wastebaskets
7. Cobwebs in corners of walls and at ceilings
8. Dirty walls, whiteboards/chalkboards, and chalk trays
9. Dirty doors, especially push/pull plates and door knob areas
10. Dust around door casings
11. Dirt and dust build up on edges of carpeting.

Are there factors that detract from the conditions of restrooms?

1. Dust on top of stall dividers, louvers in doors, hinges of doors, on top edge of mirrors, and on light fixtures
2. Buildup around the faucet fixtures on sinks and the underside of the sink itself and flush fixtures on toilets
3. Dirty mirrors
4. Dirt buildup in grouting around the edge of floors.
5. Dirty stall dividers and walls behind toilets and urinals
6. Dirty toilet bowls and urinals, inside and outside of both
7. Dirt buildup under and around toilets
8. Dirty pipes and tile under sinks
9. Dirty wall (i.e. handprints, make-up splashes, soap, and toothpaste buildup)
10. Messy push/pull plates on doors
11. Dirty waste receptacles
12. Soap scum buildup on shower and tub walls

Preventative Maintenance Schedules for Facility Interior, Exterior, and Systems

Preventive maintenance is the planned, systematic inspection, cleaning, lubrication, servicing, and custodial care required to retain the functional capabilities of buildings and equipment. The objective is to improve and prolong building and equipment life, avoid unplanned maintenance activity, and lower overall maintenance costs by eliminating all breakdown maintenance and significantly reducing the number and frequency of corrective maintenance actions.

Custodial Responsibility for the Maintenance of Grounds

The exterior of a school conveys an impression to the public. The first visible item that everyone sees is the condition of the grounds surrounding the facility. The following actions will support a positive school environment:

1. Remove paper, cans, and trash from the entrances, parking lots, and grounds daily
2. Empty Barrels located next to the building entrances
3. Maintain the playground equipment in safe condition. Perform regular inspections to ensure playground equipment is in good working order. Immediately report hazards that pose danger or could compromise safety to the Principal or Facilities Manager.
4. Assist with the Integrated Pest Management (IPM) program. Properly record and report any signs of pests to your facility's program coordinator.

Lighting

Custodians are responsible for proper lighting in the facilities. The following actions will ensure proper lighting is maintained in each facility:

1. Replace burned out lamps by using standardized, energy-efficient lamps prescribed and purchased by the District.
2. Know the location of exterior light timers. Set timers to ensure lights are "on" during dark hours.
3. Turn lights off in unoccupied rooms
4. Turn off all lights, except for security lights, and check that outside lights are on before leaving the facility at night
5. Know the location of all light switches, panel boards, and load centers
6. Clean fixtures and lenses in August, November and April
7. Handle fixtures properly to avoid shocks, cuts, or damage to fixture or lens.
8. Submit a work order for any lights you cannot reach from an 8' ladder

PRSD Cleaning Schedules & Methods by Area

Classrooms & Offices Daily Cleaning

1. Remove trash in plastic bag lined barrels, replace bag, (barrels to be washed as needed).
2. Sweep up accumulated debris, HEPA vacuum floor & carpets, spot wash floors as needed.
3. Clean tables, desks, misc. furniture, door hardware, with Brulin 256 disinfectant & paper towel or microfiber.
4. Wipe computer devices with Brulin 256 lightly dampened microfiber cloth.
5. Additional disinfection can be provided by applying a final light spray of Brulin 256 and allowed to evaporate.

AM Shift Checklist to Open Schools

School: _____

Date: _____

Name of Custodian Opening School: _____

PRSD AM Shift Checklist to Open Schools

Alarm Status: ☐ School Alarmed Upon Arrival Time: _____

Perimeter Check		
Visual Inspection of Exterior Windows	<input type="checkbox"/> No Broken Windows	<input type="checkbox"/> No Open Windows
Note Broken or Open Windows: _____		
Physical Check of Exterior Doors -	<input type="checkbox"/> All closed & locked	<input type="checkbox"/> All in good working order
Note Open/Unlocked/ Broken Doors: _____		

HVAC System Status: ☐ Comfortable ☐ Cold ☐ Hot Room Issues: _____

Plumbing Systems

Restrooms	<input type="checkbox"/> Clean	<input type="checkbox"/> No visual problems evident
Water Fountains	<input type="checkbox"/> Clean	<input type="checkbox"/> No visual problems evident
Workroom Sinks	<input type="checkbox"/> Clean	<input type="checkbox"/> No visual problems evident

Note issues: _____

Lighting

Offices	<input type="checkbox"/> All lights working	Hallways	<input type="checkbox"/> All lights working
Restrooms	<input type="checkbox"/> All lights working	Cafeteria	<input type="checkbox"/> All lights working
Gymnasium	<input type="checkbox"/> All lights working		

Note issues: _____

Kitchen Utilities

Gas	<input type="checkbox"/> No odor of gas	
Water	<input type="checkbox"/> No visual problems	
Lights	<input type="checkbox"/> All lights working	
Refrigeration	Temperature: _____	Standard Temperature: _____
Freezer	Temperature: _____	Standard Temperature: _____

School Entrances	<input type="checkbox"/> Debris Free	<input type="checkbox"/> Snow Free	<input type="checkbox"/> Ice Free
Note Issue: _____			
Walkways	<input type="checkbox"/> Debris Free	<input type="checkbox"/> Snow Free	<input type="checkbox"/> Ice Free
Note Issue: _____			
Exterior Trash Container(s)	<input type="checkbox"/> Empty	<input type="checkbox"/> ½ Full	<input type="checkbox"/> Full

☐ No unusual objects / circumstances

☐ All issues addressed

☐ School Dude Requests: _____

Checklist to Change Shifts

PRSD Checklist to Change Shifts

Name of First Shift Custodian: _____ Name of Second Shift Custodian: _____

	Afternoon Meetings	Evening Meetings
Location –		
Duration –		
Location –		
Duration –		
Location –		
Duration –		

Perimeter Check
Windows –

Doors

HVAC System

Plumbing Systems

Lighting

PM Shift Checklist to Close Schools

PRSD PM Shift Checklist to Close Schools

Name of Custodian Closing School: _____

Perimeter Check

Exterior Windows –

Exterior Doors

HVAC System

Plumbing Systems

Restrooms

Water Fountains

Workroom Sinks

Lighting

Classrooms

Offices

Hallways

Restrooms

Kitchen Utilities

Gas

Water

Refrigeration

Freezer

School Entrances

Walkways

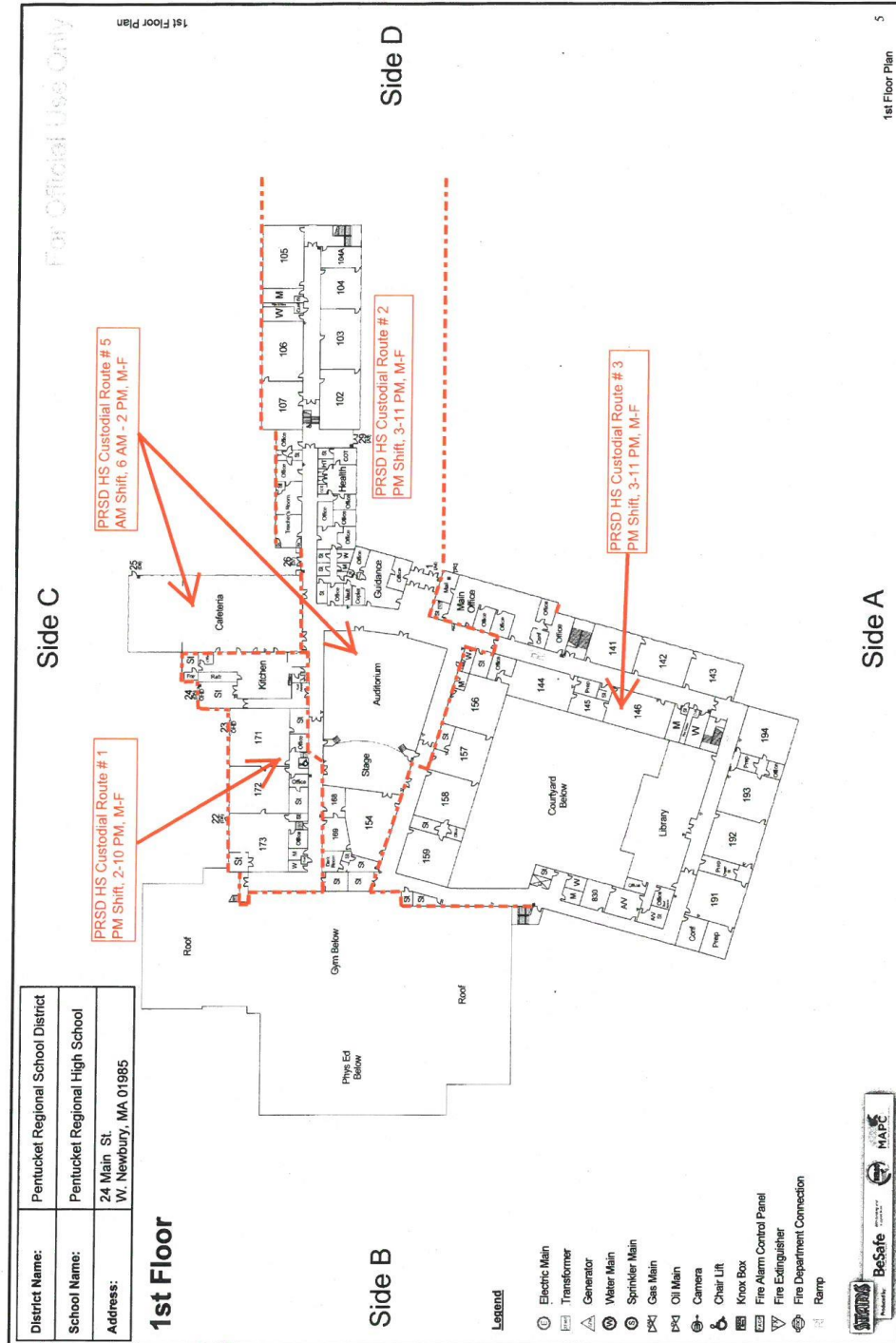
Exterior Trash Container(s)

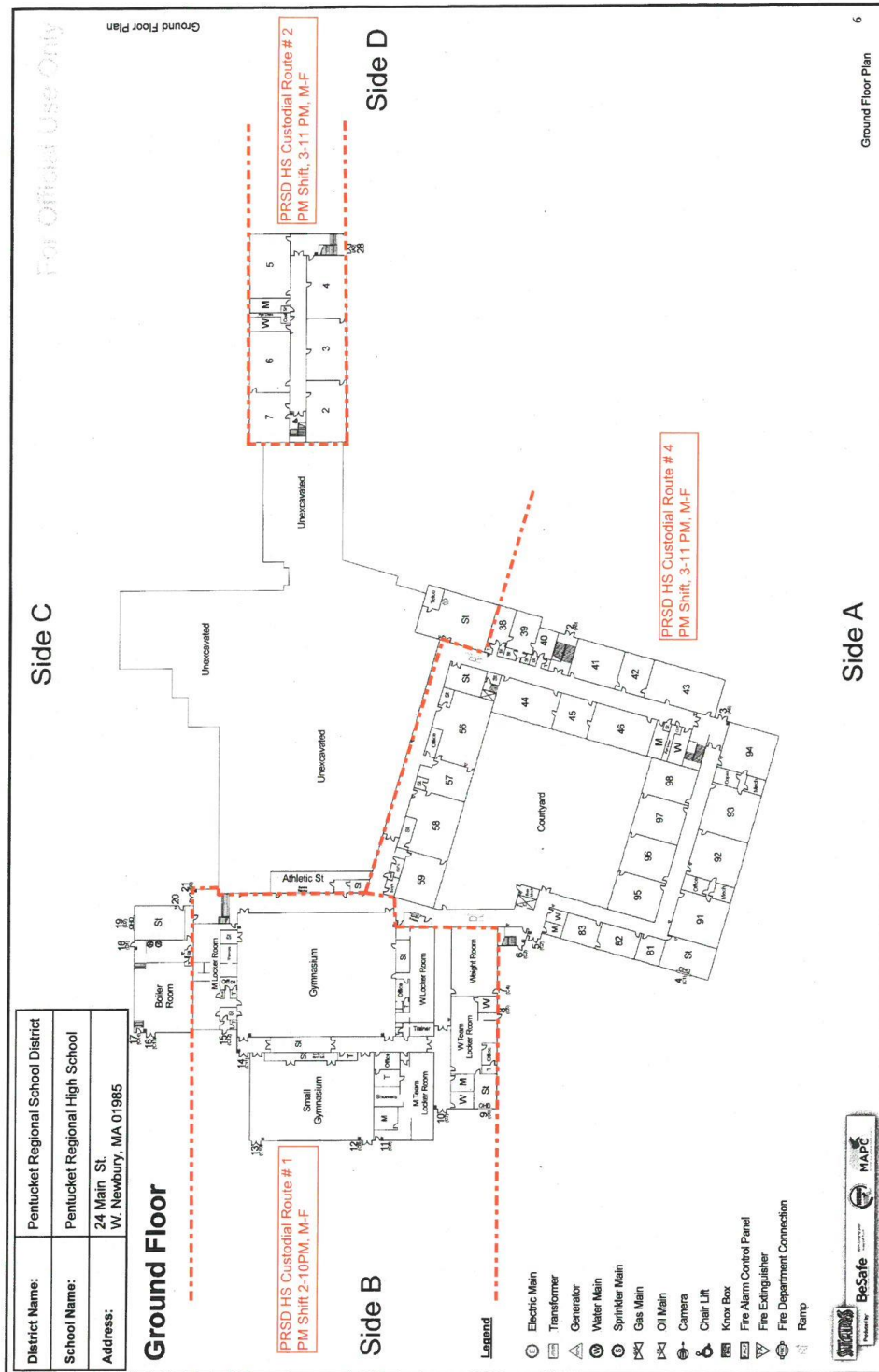
Alarm Status:

☐ School Alarmed Prior to Departure

Time:

Examples of Daily Cleaning Route Sheets





PM Work Order ID: 5230

Completion Date:

**Start-up
Procedures**

PRSD Custodial Shift Change Checklist

Name of AM Day Shift Custodian:

Name of PM Afternoon Shift Custodian(s):

1. Check in with Day Custodian for pertinent information []
2. Read daily Log Book for pertinent information []
3. Check with Administration for pertinent information []
4. Check Schooldude Schedule for afternoon events []

PRSD PM Shift Checklist including School Closure Checklist

1. Arrival Time:
2. Inspect Interior Areas and All Doors for Security Issues
3. Unusual objects or circumstances notes:
4. Conduct a Physical Check of Exterior Doors [] All closed & locked [] All in good working order []
5. Insure only specified access doors are unlocked for staff & student access.
6. Secure all doors at the end of the school work day for Security.
7. Proceed to clean and maintain specified assigned areas on this custodial route.
PRHS Day Custodian Daily Route #3 areas of responsibility to clean:
 - Classrooms
141,142,143,144,145,146,156,157,168,159,191,192,193,194,830
 - Associated Offices in above listed rooms.
 - Gang Bathrooms in listed area above
 - Library & associated offices & Elevator
 - HS Administrative Suite-Associated offices & bathrooms listed in areas above
8. Bus & Traffic Duty as needed
9. Be available to administration during shift as needed.
== Conduct Daily Observations ==
10. HVAC System Status: Comfortable [], Cold [], Hot [], HVAC Issues: _____
11. Plumbing Systems Check []
12. Restrooms Clean Check []
13. Water Fountains []
14. Workroom Sinks []
15. Lighting Systems: Offices [], Classrooms [], Hallways [], Café [], Gymnasium [], other areas _____
16. Kitchen Systems: Gas [], Water [], Lighting [], Ventilation Exhaust []
17. Entrances & Walkways: Debris Free [], Snow Free [], Ice Free [], notes _____
18. Exterior Trash Container(s): Empty [], ½ Full [], Full [], Emptied by: _____
19. Notate daily facilities operations information in daily log book.
20. Log into Schooldude and notate completed daily cleaning route assigned.
21. Perform a complete security check of all doors & windows and insure they are locked, latched and secured.

PM Work Order ID: 5230

Completion Date:

22. Set Security Alarm and depart.
Name of Custodian Closing School:

Safety Notes

Safety Notes

1. Use appropriate PRSD approved cleaning and facilities products for routine cleaning and maintenance activities.
2. Collect any inappropriate or non-approved cleaning and facilities products found within the building, store in custodial area and notify Facilities Manager.
3. Review SDS/MSDS information as needed for reference.
4. Review areas to be cleaned on this route with administration as needed if areas are planned to be in use or access coordination is needed.
5. Notify administration or Facilities Manager if assistance is needed.
6. Notify administration or Facilities Manager if materials or products are needed for stock.
7. Notify administration or Facilities Manager if equipment or facilities need maintenance service above or beyond your custodial duties.

Task Completed		Description / Procedures
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	1	PRSD High School Custodial Building Route Map
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2	PRSD Cleaning Methods by Area/Location
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3	PRSD Custodial Equipment
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	4	PRSD Roles Dresscode Public Relations
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5	PRSD Custodial Grounds Lighting Chemical Safety
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6	PRSD Conduct & Interactivity
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	7	PRSD Open & Close Checklist

Bathrooms & Locker Room Daily Cleaning

1. Remove trash in plastic bag lined barrels, replace bag, (barrels washed as needed)
2. Clean all fixtures, vitreous china, dispensers, and mirrors with paper towel or microfiber cloth using Brulin 256
3. Sweep accumulated debris
4. Wash Floors with Brulin Maxima 256
5. Fill Dispensers as needed
6. Additional disinfection can be provided by applying a final light spray of Brulin 256 and allowed to evaporate.

Hallways & Entrance/Egress Doorways Daily Cleaning

1. Floors washed with motorized floor machines, using Terragreen Neutral Cleaner
2. Railings, Bubblers wiped with Brulin Maxima 256
3. Rugs & walk off mats, Hepa vacuumed or swept off as needed
4. Lockers, railings, misc. furniture, and all exposed surfaces to wiped with Brulin Maxima 256
5. Additional disinfection can be provided by applying a final light spray of Brulin 256 and allowed to evaporate.

Cafeteria Cleaning

1. Beginning of shift: Wash & Sanitize Café Tables used by Before & After Program with Steramine Sterilizing Solution, then disinfect with Brulin Maxima 256
2. Sweep accumulated debris, spot wash areas as needed.
3. After each lunch sitting: Wash & sanitize Café tables with Steramine Solution
4. After last lunch sitting: Wash & sanitize Café tables with Steramine Solution, disinfect tables with Brulin 256 and allow dwell time for evaporation.
5. Café floor to be swept of debris and washed with Terragreen Neutral Cleaner cleaner using motorized equipment
6. Additional disinfection can be provided by applying a final light spray of Brulin 256 and allowed to evaporate.

Kitchen Floors Only

1. Sweep & wash with Brulin Maxima 256 (Kitchen equipment cleaned by kitchen staff)

Assigned Tasks Outside of Routines

Custodians can be assigned cleaning or maintenance tasks outside of their regular routine by school administrators. Each task must be approached using appropriate procedures. The Director of Facilities should be contacted as a resource when questions arise about procedures.

Gym and Multi-Purpose Room Floors

These areas present two different types of flooring materials, wood and resilient, addressed below.

Resilient Floors: Included are flooring surfaces such as asphalt tile, hard vinyl tile, sheet goods, and resilient poured floors.

1. Use a treated dust mop and follow the factory recommended treatment to clean the floor. Do not sweep with a dust mop because this will scatter dust into the air. Keep dust mop on the floor and clean in long runs. Lightly shake or vacuum dust mop to remove dust in an appropriate area.
2. Re-treat lightly with mop treatment as needed.
3. Pick up dust and debris with dust pan and counter brush or vacuum and dispose of trash.

Wood Floors - Follow manufacturer's instructions.

Daily

1. Pick up and dispose of debris.
2. Remove chewing gum.
3. Mop floor with a clean and properly treated dust mop.
4. If dust is detected, repeat step 3 above.

Annually the Gym Floors will be scrubbed & recoated with the proper urethane finish per type. PRSD Bagnall School uses modified oil based urethane. All other PRSD schools use a water based urethane.

HVAC Systems Preventative Maintenance

Annual & Monthly Routines by a licensed insured professional contractors and state inspectors provide the following for Pentucket.

- Fire Tube Boilers (PennMar Inc)
 - Are cleaned and inspected on both fire & water sides.
 - Chimney stacks are cleaned of soot build and visually inspected
 - Burners are removed and inspected
 - Breach & fire masonry is inspected
 - State inspection and certifications are performed on boilers
- Boilers, Compressors, Pressure Vessel Tanks (Commonwealth of Mass Public Safety)
 - State annual inspections are performed and certifications obtained
- Hydronic Heating Hot Water Systems (Water Chemicals Inc)
 - Heating Water Balancing Treatment injected, tested and adjusted on a monthly service agreement at all hydronic facilities district wide
- Veeder Root Tank Monitoring Systems (CommTank Inc)
 - UST Underground Storage Tank, AST Above ground storage tank monitoring systems are inspected annually by a licensed testing contractor to ensure monitoring/alarm systems are operable.
- Unit Ventilator Fan repair (Central Fan Inc)
 - Fan boxes and motors are sent for rebuild and overhaul on a rotational basis to a specialty contract repair facility.

- Pneumatic HVA control calibration (NE Energy Controls & Burnell Inc)
-PRSD School facilities utilize a specialty contractor to calibrate pneumatic thermostat controlled building wide who has expertise in older uninvent operations and calibrations.

Annual, Monthly, Weekly and Daily Routines by a licensed employee and provide the following for Pentucket.

- All PRSD HVAC systems are maintained by a staff HVAC licensed technician.
- Hi Efficiency Condensing Boilers are opened, cleaned, inspected and calibrated by a staff HVAC licensed technician.
- Filtration, motors, controls, belting, exhaust ventilation, refrigerant, alignment, maintenance and repairs are performed in house.

Fire Systems Preventative Maintenance

Annual & Monthly Routines by a licensed insured professional contractors and inspectors provide the following for Pentucket.

- Fire Alarm Systems (LW Bills Inc)
-All PRSD facilities are annually fully tested for smoke detection, pull station, alarm annunciation, and full systems checks.
- Fire Sprinkler & Pump Systems (Ebacher Sprinkler Inc)
-All PRSD facilities are annually fully inspected and tested for flow detection, integrity, alarm annunciation, and full systems checks.
-Fire pumps are tested for volume water flow
- Ansul Fire Suppression Systems (A.S.A.P. Inc)
-Ansul Systems are inspected and pressure tested
- Fire Extinguishers (A.S.A.P. Inc)
-All PRSD facilities and individual units are annually fully inspected.

Elevator Preventative Maintenance

Annual Inspection and quarterly PM routine elevator maintenance at all facilities are performed by a licensed insured professional contractor and state inspector provide the following for Pentucket.

- Annual State Elevator Inspection (Halley Inc) is applied for and coordinated with the service contractor under contract with PRSD. State Inspector & Contractor annual inspect each elevator and lift within the District.

- Quarterly Elevator Preventative Maintenance (Halley Inc) consists of:
During our examination we will visually examine, clean, re-lamp fixtures, make minor adjustment to and lubricate, as required and necessary for the maintenance outlined herein, all elevator equipment subject to this Agreement.
MACHINE, MOTOR, BRAKE, MOTOR GENERATOR, CONTROLLER, GUIDE RAILS, SHEAVES, CAR AND COUNTERWEIGHT EQUIPMENT, HOISTWAY DOOR EQUIPMENT.

Roof Inspections Preventative Maintenance

Quarterly Roof inspections are conducted by facilities employees as a standalone task and also when another roof system is serviced in conjunction with the visit. Qualified, licensed and insured contractors are used for detailed repairs.

- Roofs, roof seams, roof drains, roof ladders, equipment curbing, and parapets, are visually inspected and cleaned of debris. (Employees)
- If an issue is found, a roofing contractor is called for investigation with thermal imaging or specialty repair methods for the type of roof system. (Tremco Inc. / Aulson Inc)

Flooring Inspections Preventative Maintenance

Daily floor inspection is conducted in conjunction with custodial cleaning activities while vacuuming, sweeping, and routine custodial maintenance. Custodians have been trained to contact the Facilities Manager in the event of any failure of a flooring system. PRSD does have ACBM flooring in all schools.

- Semi-Annual inspection for ACBM flooring is conducted by the staff ASM O&M trained employee
- Tri-Annual flooring inspections are conducted by a licensed contracted Asbestos Program Manager for the AHERA program (RPF Inc)

AHERA, Asbestos Hazard Emergency Response Act Preventative Maintenance

Inspections are conducted by the staff O&M trained employee for all known ACBM containing materials @ every 6 months or when work is planned near a known ACM.

- Semi-Annual inspection for ACBM flooring is conducted by the staff ASM O&M trained employee,
- ACBM sampling and testing is performed by the staff O & M employee on all presumed ABCM materials by an accredited laboratory before any work is authorized.

- Tri-Annual inspections for all ACBM materials are conducted by a licensed contracted Asbestos Program Manager for the AHERA program (RPF Inc)

Bleacher Seating and Gymnasium Basketball Backstop Systems Preventative Maintenance

Annual Routines by a licensed insured professional contractor provide the following for Pentucket.

- Annual full inspection and repairs of bleacher seating systems (Hussey Seating Inc)
- Annual full inspection of backstop operable hardware and repairs (Hussey Seating Inc)

Kitchen Ventilation Hood & Grease Trap & Cooking Steamer Descal Systems Preventative Maintenance

Annual Routines by a licensed insured professional contractor provide the following for all 6 Pentucket kitchens.

- Annual hood & exhaust ventilation system cleaning & inspection (Tri State Inc)
- Annual cleaning and inspection of grease traps and tanks (Grease Trappers Inc)
- Annual cleaning & descaling of cooking steamer pressure vessels (American Commercial Appliance inc)

Integrated Pest Management Program Preventative Maintenance

Monthly & Annual Routines by a Massachusetts licensed insured professional contractors provide the following for Pentucket.

- Monthly and “On Call” pest management services within the 6 School Buildings (Freedom Pest Inc)
- Mosquito monthly monitoring & treatment (Northeast Mass. Mosquito & Wetlands Management District)
- Weed control herbicide applications to curbing, roadways and fields (Truly Green Lawns Inc)

Campus Field Organic Fertilization Program Preventative Maintenance

Quarterly and “On Call” inspection and program management service by a Massachusetts licensed insured professional contractor provide the following for Pentucket

- Organic Fertilization Program Management which include soil sampling, organic product specification, mixture and application plans and

monitoring for the new Pentucket athletic fields. (Osborne Organics LLC Inc)

- Weed control herbicide applications to curbing, roadways and fields (Truly Green Lawns Inc)

Septic Tank Service Preventative Maintenance

Annual Septic Tank Pumping by a licensed hauler. (Page School Only (RA Brisco Inc))

Security & Critical Infrastructure Monitoring Preventative Maintenance

24/7 Staffed remote monitoring service of Security & Critical infrastructure Systems (Instant Alarm Inc)

- High & Middle School security monitoring after hours with motion detection
- High & Middle School systems monitored for setpoints & operation
 - Boiler operation
 - Walk-in Freezer & Walk-in Refrigerator
 - Utility Power failure
 - Water Flow
- Bagnall School
 - Walk-in Freezer & Walk-in Refrigerator
 - Security Motion detection after hours
 - Fire Alarm & Supervisory Signals
- Page School
 - Fire Alarm Supervisory Signals
 - Walk-in Freezer & Walk-in Refrigerator
 - Utility Power failure
- Donaghue School
 - Walk-in Freezer & Walk-in Refrigerator
- Sweetsir School
 - Walk-in Freezer & Walk-in Refrigerator

Auditorium Stage Rigging System Preventative Maintenance

Annual Routines by a licensed insured professional contractor provides inspection and repair of the following for Pentucket.

- High School & Middle School Auditorium Stage rigging, lighting, crane systems are inspected, repaired and adjusted annually.

Snow Accumulation Data Collection for Predictive Maintenance

PRSD maintenance employees use a portable measurement device and scale to calculate the snow load weight per square foot for every snow event that is greater than 6" of static depth. PRSD also monitors and logs the weight per square foot as multiple events may take place. As the weight per sq ft rises to @ 25 lbs, notifications are made to town and school administrators to assist in preparing a response corrective maintenance (CM) action to alleviate the potential hazard. PRSD facilities all have a snow load design of @ 30 lbs. per sq ft. with a 10% safety factor.

Reporting Procedure

Each employee has an obligation to report the conditions or conduct of others which affects the health, safety, and welfare of students or staff members.

If you witness, learn of, or hear information about suspect conditions or that raises the possibility that an employee has engaged in inappropriate behavior or misconduct that might affect the health, safety, or welfare of a student, including child abuse, you must notify your supervisor immediately. If you are unsure whether a particular action or comment is inappropriate, you should err on the side of caution and report the concern to your supervisor.

Policy JICFB prohibits bullying. The Pentucket Regional School District is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects thereof. The District's plan applies to students and members of a school staff, including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

Acts of bullying and cyber-bullying are prohibited:

- (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying also is prohibited.

Timing of Reports

Reporting of complaints or concerns about the conduct of others which affects the health, safety, and welfare of students or staff members should be made promptly so that rapid and constructive action can be taken. Each employee is expected to report misconduct immediately to his/her supervisor. If the supervisor is the subject of the misconduct, an employee can report misconduct directly to the superintendent of schools.

Operating Instructions for Specialized Equipment

PRSD Facilities technicians use a wide variety of specialty equipment to service and maintain school systems. Manufacturers' representatives provide local training on vehicles, equipment and sub system components. Suppliers and equipment representatives provide onsite & remote web training on specialty equipment. Manufactures instructions and equipment data are saved in the CMMS database for review by technicians. Documentation from manufacturers pertaining to specialized equipment is maintained by the Director of Facilities. Any employee who is required to operate specialized equipment is trained by the Director of Facilities or appropriate designee.

Emergency Protocols

A comprehensive Emergency Operations Plan, developed with the assistance of the fire and police departments of Groveland, Merrimac, and West Newbury, supports the District. The Director of Facilities or Custodian supports this incident command action plan with regard to hazardous materials and utilities supervision. Periodic rehearsals support preparedness across a wide range of potential emergencies, such as severe weather, bomb threats, and medical emergencies.

Any employee should dial 911 to address immediate needs for police, fire or medical responses.

4. Work Order System


Pentucket Regional School District uses a computerized maintenance management system platform called SchoolDude. The PM Direct Platform module has the function to create a preventative maintenance work order routine. The frequencies for routines are pre-programmed to assign each employee. These work orders are automatically generated by the module to create an issued work order in the Maintenance Direct Platform.

The Maintenance Direct Platform is a module provides functions related to the creation, assignment, editing, completion, and close of a work order. The Facilities Manager and Technicians utilize this module to create and document work as required by PM routine and on the spot corrective maintenance actions. This module can be accessed by a PC computer or a smart phone for input.

The Facilities Manager prioritizes and monitors work within the SchoolDude Computerized Maintenance Management System. Priorities are adjusted on a daily basis to optimize services in the District.

The Facilities Manager utilizes the input of the facilities staff to refine methods and processes relevant to work order tasks.

Example of a PM Direct generated Custodial Route daily work order

PRSD Facilities Maintenance Engineering Date Created: 3/15/2016 12:23AM		 5230		Page 1 of 5 Printed on: 3/15/2016	
PM Work Order ID: 5230		Completion Date:			
Description	Daily - PRSD HS PM Custodial Route #3 Name of Day Shift Custodian: Name of Afternoon Shift Custodian(s): -Check in with Day Custodian for pertinent information [] -Read daily Log Book for pertinent information [] -Check with Administration for pertinent information [] -Check Schedule for afternoon events [] PRSD PM Shift Checklist including School Closure Checklist 1.Arrival Time: 2.Inspect Interior Areas and All Doors for Security Issues 3.Unusual objects or circumstances notes: 4.Conduct a Physical Check of Exterior Doors [] All closed & locked [] All in good working order [] 5.Insure only specified access doors are unlocked for staff & student access. 6.Secure all doors at the end of the school work day for Security. 7.PRHS Day Custodian Daily Route #3 areas of responsibility to clean: -Classrooms 141,142,143,144,145,146,156,157,168,159,191,192,193,194,830 -Associated Offices in above listed rooms. -Gang Bathrooms in listed area above -Library & associated offices & Elevator -HS Administrative Suite-Associated offices & bathrooms listed in areas above 8.Be available to administration during shift as needed. ==Conduct Daily Observations== 9.HVAC System Status: Comfortable [], Cold [], Hot [], HVAC Issues: 10.Plumbing Systems Check [] 11.Restrooms Clean Check [] 12.Water Fountains [] 13.Workroom Sinks [] 14.Lighting Systems: Check [] 15.Kitchen Systems: Gas [], Water [], Lighting [], Ventilation Exhaust [] 16.Entrances & Walkways: Debris Free [], Snow Free [], Ice Free [], notes: 17.Exterior Trash Container(s): Empty [], 1/2 Full [], Full [], Emptied by: 18.Notate daily facilities operations information in daily log book. 19.Perform a complete security check of all doors & windows and insure they are locked, latched and secured. 20.Set Security Alarm and depart. Name of Custodian Closing School:				
Location	High School	Building	Pentucket High School		
Area		Priority	Medium		
Area Number		Craft	Custodial		

Technician Name _____
 www.schoolde.com MaintenanceDirect

Date _____

Confirmation _____

Date _____
 Printed by Greg Hadden

Example of a Maintenance Direct facilities repair work order

PRSD Facilities Maintenance Engineering
Date Created: 9/22/2016 7:40AM



Page 1 of 1
Printed on: 10/19/2016

Work Order ID: 5546

Completion Date: 10/13/2016

Description	Hi Clark, Please install/repair 2"x4" accessible exterior receptacle work box covers on the outlets on the Page gym exterior. Front & Backside of gym, covers have been damaged. Thx Greg		
Location	Page School	Building	Page School
Area	Gym (Elementary)	Priority	Medium
Area Number	gym exterior	Craft	Electrical
PRSD Facilities		Type	
Status	Closed Work Orders	Estimated Hour	2.00
Assigned To	Jenkins, Clark	Requester	Greg Hadden
Estimated Start	9/22/2016	Request Date	9/22/2016
Est. Completion Date		Req. Completion Date	
Budget Code	ClarkJenkins General Maintenance	Purpose Code	Electrical
Project Code	12	Project Description	Page School Facilities
Equip Item No.		Equip Desc	
Notes			

Purchases						To Date:	\$0.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	

Labor			To Date:	h
Date	Name			Hours

Technician Name
www.schoolde.com MaintenanceDirect

Date

Confirmation

Date
Printed by Greg Hadden

5. Budgeting

Maintenance and Capital Planning Best Practices

Budgeting

The Pentucket Regional School District values all its assets as they were entrusted to us by the taxpayers of our three member communities. It is imperative that all our buildings are well maintained, clean, and safe so as to promote regularly scheduled learning with no unanticipated interruptions.

1. All buildings under the guidance and control of the Pentucket Regional School Committee are to be used, first and foremost, for the education of the students. Athletic functions directly tied to District sponsored activities are to be honored following the educational component of our mission. Member community organizations may request to use any of our buildings provided no additional cost is incurred by the District to honor the request and the event does not hinder our primary goal of education and its support. A request that incurs additional cost to the District may be allowed if the cost is covered by the requesting organization. The District's Facilities Use Policy – FUP (December 2015), documents goals, conditions for use, procedures, and fees.
2. Budgeting to meet the needs of maintenance and capital planning begins with the annual request for funds from the Facilities Director. It is through this guidance, recommendations for staffing, supplies, preventative maintenance, and system repairs or upgrades are made. Working with the Business Manager, the goal is to provide the District with sufficient resources required to operate and maintain the buildings and other District assets needed to support high quality teaching and learning. Areas such as union contracts, utility costs, and supply purchases are bid or negotiated as much as possible so that the District may accommodate its maintenance needs within the confines of the budget process.
3. Planned building and grounds maintenance is scheduled through the Districts' work order system. Items such as inspections, scheduled maintenance, and athletic fields and grounds work are done at regular intervals every year to ensure continuity of purpose and to develop an inherent sense of regularity and routine among employees. The work order system also allows maintenance employees to schedule work should they not be able to rectify any problem immediately by themselves.
4. Preventative maintenance is budgeted annually through a series of contracted inspections that ensure major systems are in good working order. The results of these inspections reveal necessary repairs that must be made immediately, as well as recommendations for eventual replacement timelines. If the replacement meets the requirement of a capital cost then the District will make funds available for an item at the Middle or High School or the local community will be informed should the need arise at one of the elementary schools. Additionally, monthly walkthroughs of the buildings and grounds are conducted by the Facilities Director and Business Manager. Building Principals make reports of items of concern reported to or noticed by them during these walkthroughs.
5. As with most public schools in Massachusetts, budgetary dollars for maintenance are prioritized where the Facilities Director feels they will provide the biggest difference in school wellness and asset protection. The Pentucket Regional School District has, historically, budgeted between 2%

and 3% of its general fund budget for maintenance and capital needs, exclusive of utility, personnel, and debt service charges. With those costs included the annual budget increases to approximately 10.5% of the overall spending. At all times, the District fully staffs its custodial workforce along with specialists in carpentry, grounds, HVAC, and electrical. Additionally, all schools receive a general maintenance supply budget that covers cleaning supplies, materials, and outside expertise. If necessary, additional resources are transferred in to ensure that assets are clean, safe, and perform as expected. The Budgetary approval comes from the School Committee who respects the importance of these budget lines and has approved the requests, without change, over the last four Fiscal Years.

Facilities Condition Index (FCI)

The Facilities Condition Index (FCI) is defined as the current maintenance, repair, and replacement deficiencies of a facility divided by current replacement value of the facility. A low number is better than a high number. For example, one might compare a new facility to an aging facility.

	Depreciated Value	Estimated Repair Cost	FCI
New	\$60,000,000	\$20,000	.000333
Aging	\$4,000,000	\$20,000,000	5

If the FCI of a school is greater than 1, it may be more cost-effective to replace it rather than modernize it (Facilities Information Management: A guide for state and local educational agencies. National Center for Educational Statistics, July 2003.)

Pentucket Regional School District Regional Agreement establishes ownership of all elementary school buildings to be that of respective towns. Secondary school buildings are owned by the District. Each elementary school building is leased to the school district by the respective towns for \$1 annually. The District maintains a five (5) year capital plan for each building (Appendix 2). Capital projects are defined as costing not less than \$10,000 and having a depreciable life of not less than five (5) years. Towns have completed substantial renovations for each elementary school.

The District recently completed a green repair project at Pentucket Regional Middle School that addressed the needs for a section of roof and boiler updates. The current depreciated value of the middle school is \$3,126,770. The estimated capital repair cost for the middle school is \$2,650,000. The Facilities Condition Index (FCI) for the middle school is .847.

Pentucket Regional High School has a depreciated value of \$4,553,626. The estimated capital repair cost for the high school is \$20,690,000. The Facilities Condition Index (FCI) for the high school is 4.543. In combination, the total depreciated value of the middle and high school is \$7,680,396. The total estimated capital repair cost for the middle and high school is \$23,340,000. The combined FCI for the middle and high school is 3.38.

The FCI is an imperfect measure and cannot be used in isolation to measure the true condition of an asset. Consider the needs of a building and a utility system. The FCI of a building might be higher than the FCI for the utility system of a lower cost component that is critical to its operation. The FCI cannot account for the condition of its critical components and, therefore, on its own, fails to capture this important distinction. The District contracted with Fitzemeyer & Tocci Associates, Inc. in 2015 to conduct a facility condition assessment of Pentucket Regional High School (Appendix 3). A facility condition assessment utilizes a process conducted by a qualified group of trained industry professionals performing an analysis of the condition of a facility that may vary in terms of age, design, construction methods, and materials. The industry professionals are typically architects and engineers of various disciplines and skilled-trade technicians. This analysis can be done by walk-through inspection, mathematical modeling, or a combination of both. But the most accurate way of determining the condition requires walk-through to collect baseline data. The Fitzemeyer & Tocci report, summarized on page 47, concluded that mechanical, electrical, and plumbing systems at Pentucket High School posed

imminent threats of failure and supports the high FCI value for a high school or combined high school/middle school building project.

Summarization of Systems Evaluation - Fitzemeyer & Tocci Associates, Inc. in 2015

PRHS	Section	Area	Age	Condition
A. Exterior Envelope	Roofs	1956 section	20	Fair
	Walls	1993 section	20	Poor
		2001 Café exp	15	poor
	Windows	All replaced 1993	20	Good
	Doors	All replaced 1993	20	Fair
B. Interior Finishes	1956 Classrooms, Corridors, Admin	Floors	60	Fair
		Walls	60	Poor
		Ceilings	60	fair
	Auditorium	Floor	60	Fair
		Walls	60	Fair
		Ceilings	60	Good
	1956 Gymnasium:	Floor	60	Fair
		walls	60	Fair
		Ceilings	60	Fair
C. Accessibility	Main Building	Elevator	23	Fair
	Jr Wing	Lift	30+	offline
	Art Room	Lift	25	offline
	AAB /ADA	all areas non code	60/23	non code compliant
D. Furnishings, Fixtures, Equipment	1956 Building	All	60	poor
	1993 Building	All	23	Fair
E. Hazardous Materials	1956 Building	All areas, ASB/TSI	60	fair to poor
F. Building Structure	1956 Building	All Areas	60	fair to poor
	1993 Building	All Area	23	fair to poor
G. Building MEP Systems	1956 Building	All HVAC	60	poor
	1993 Building	All HVAC	23	fair
	1956 Building	Electrical	60	poor
	1993 Building	Electrical	23	Fair

7. Building Inspection Plan

Pentucket Regional School District uses data gathered from monthly (high frequency) inspections and scheduled systems testing. The function of inspections is to inform short- and long-term improvements. In this way, the District maximizes the potential of each facility to support high quality teaching and learning.

Inspection of Buildings, Grounds, & Equipment

The Facilities Manager and Business Manager conduct inspections of facilities every two weeks. This high frequency pattern of inspections ensures that every school is inspected at least monthly. *Genchi Genbutsu*, a key principle of the Toyota Production Process, serves as the foundation for these inspections: to truly understand a situation, one must go to the source.

Staff & Supervisor Feedback

The Facilities Manager and Business Manager interact with administrators, school support coordinators, educators, and custodians at each school so that they can gather information directly from facility users. These inspections generate real-time adjustments and improvements as well contribute to building a comprehensive picture of each facility that leads to insightful decision-making with regard to the capital plan (Appendix 2).

Custodians are encouraged to conduct their own inspections, using the list on page 49, to support their improved performance and the improvement of cleanliness of their facility.

Preventive maintenance is the planned, systematic inspection, cleaning, lubrication, servicing, and custodial care required to retain the functional capabilities of buildings and equipment. The objective is to improve and prolong life of buildings and equipment, avoid unplanned maintenance activity, and lower overall maintenance costs by eliminating all breakdown maintenance and significantly reducing the number and frequency of corrective maintenance actions.

Industry and manufacturer specific standards are used for the regular, scheduled inspections of the District's buildings, grounds, and equipment. The Facilities Manager schedules appropriate members of the facilities team or contracted services to conduct scheduled inspections. The Facilities Manager tracks progress of inspections and reports to the Superintendent of Schools. Agenda items for the Pentucket Regional School Committee business meetings and subcommittee meetings periodically include these reports.

Using Results for Improvement & Annual Budget and Capital Improvement Program

The Facilities Manager and Business Manager compile and use information gathered from high frequency and periodic inspections of buildings, grounds, and equipment during the annual cycle for budget development. Additionally, this information supports prioritization of items listed on the capital improvement plan. In this way, the District supports growth and improvement levels that are within the resources of member towns. During the past three years, budget proposals have not exceeded 2.5%.

Conduct Your Own Inspection Checklist For Custodians

Assess your own facility as an inspector would. An inspector is not looking for just the “shiny floors,” but is looking for the things that distract from the condition of the facility or environment. The following two examples can be useful in conducting your own inspection.

Are there factors that detract from the conditions of offices, lounges, hallways, and classrooms?

- Corners that have a built up of dirt
- Dust on furniture – legs of desks, chairs, etc., backs of chairs, tops and sides of file cabinets, sides of desks, the top or bottom edges of bulletin boards or lockers
- Dirty window sills (i.e. dust and water marks)
- Scuff marks on floors
- Dusty Venetian blinds.
- Messy, dirty wastebaskets
- Cobwebs in corners of walls and at ceilings
- Dirty walls, whiteboards/chalkboards, and chalk trays
- Dirty doors, especially push/pull plates and door knob areas
- Dust around door casings
- Dirt and dust build up on edges of carpeting.

Are there factors that detract from the conditions of restrooms?

- Dust on top of stall dividers, louvers in doors, hinges of doors, on top edge of mirrors, and on light fixtures
- Buildup around the faucet fixtures on sinks and the underside of the sink itself and flush fixtures on toilets
- Dirty mirrors
- Dirt buildup in grouting around the edge of floors.
- Dirty stall dividers and walls behind toilets and urinals
- Dirty toilet bowls and urinals, inside and outside of both
- Dirt buildup under and around toilets
- Dirty pipes and tile under sinks
- Dirty wall (i.e. handprints, make-up splashes, soap, and toothpaste buildup)
- Messy push/pull plates on doors
- Dirty waste receptacles
- Soap scum buildup on shower and tub walls

Examples of Progress Monitoring for School Building & Equipment Inspection/Service

Page Summer Cleaning		In Process	8/21/2015	Complete Summer cleaning around Town of WN repairs in process (ie: HVAC project preparations, stairwell landing resurfacing, asbestos abatement/flooring repairs 2nd floor)
HS & Page Boilers inspected by hartford steam boiler state inspection		7/17/2015		required pressure vessel inspection
FNS Summer Cleaning		In Process	8/21/2015	Complete Summer cleaning around EYP summer program which is using 40% of the facility
HRD Summer Cleaning		In Process	8/21/2015	
Bagnall Summer Cleaning		In Process	8/21/2015	Complete Summer cleaning around Groveland Rec summer program which is using 30% of the facility
MS Summer Cleaning		In Process	8/21/2015	
HS Summer Cleaning		In Process	8/21/2015	Complete Summer cleaning around Summer school programs, various plays & shows, usage of the gymnasium for sports, various classes.
Bagnall Univent repairs		In Process	8/21/2015	15 Univent blower fan repairs, funded by Groveland building committee, performed by PRSD
Bagnall Electrical repairs		In Process	8/21/2015	rewire plug mold power receptacles in classrooms in old wings
Bagnall Flooring repairs		In Process	8/21/2015	replace carpeting w/vct in middle wing room, steam clean multiple carpets
Bagnall Rm 21 repairs		Upon approvals	TBD	Asbestos abatement of room by Abest Inc. New flooring by Hastings Flooring Inc
FNS HW tank cover			7/17/2015	Wood box built to cover top of water heater ASB insulation
Page Floor repairs		In Process	8/21/2015	Install VCT over repaired concrete area on 2nd floor hallway. District supplied products, Hasting Flooring Inc Install

All Schools, air filter replacement		In Process	8/21/2015	replace all air filtration media
All Schools annual contracted maintenance		In Process	8/21/2015	Fire supression systems, Fire extinguishers, Elevator/Lift PM's, Kitchen Hood Cleaning, Kitchen Grease trap cleaning, interior bleacher inspections, boiler tube cleaning (HS & Page), septic pumping (Page, Bagnall lift station, Sweetstir lift station), UST fuel tank veeder root inspections, Stage rigging inspections.
	LW Bills Fire Alarms	as listed		Bagnall 7-15-15, HS 7-23-15, Page 7-29-15, MS 7-30-15, HRD 7-31-15, FNS 8-5-15
	Fire supression sprinkler systems, Ebacher Plumbing			Page Fire Pump & System 7-21-15, HS/MS 7-22-15, HRD/FNS 7-23-15
	Fire extinguishers, ASAP			HS, Page completed 7-14-15, other schools in process
	Grease Traps, Grease Trappers Inc			HS/MS 7-14-15, HRD/FNS 7-15-15, Bagnall/Page 7/16/15
	Boiler Cleaning, Penn Marr Inc			opened, fire/water sides & stacks cleaned, state inspection 7-17-15, closed for operation on 8/4/15
	Septic Pumping, RA Briscoe			Page 8-18-15, FNS 8-17-15, Bagnall 8-17-15

Examples of Progress Monitoring for Grounds and Equipment Inspection/Service

<u>Athletic Field Project</u>				
	Contractor	Schedule	Completion	notes
MS Equipment Storage building				
	Dehullu Builders	In Process	7/22/2015	Trusses installed, sheathed, shingles, 3' swing door, enclosed. Confirmed completion by Dehullu by 7/22/15
	Kimball Concrete	8/3/2015		Wire, poured float concrete floor on 8/3/2015, inquired with 3 vendors 1st week of august is earliest, we will take this lowest bidder
	Newton Glass & Garage Door	8/7/2015	1 day	Door ordered, scheduled install 8/7/2015
Field Hockey corner drainage				
	Lawhorn Irrigation	7/17/2015		Lawhorn Irrigation has found and repaired 2 leaks, 1 in field hockey corner suspect area, 2nd on practice football field. Additional drainage may be needed.
Tennis Courts concrete repair				
	DH White	7/10/2015		cuts made, concrete poured on 7-14-15, curing 2 weeks prior to painting
				Courts re-opened on 7-16-2015 for 2 weeks allowing concrete to cure before painting. Short Closure anticipated for painting & paint curing when performed.
Dismantle Goal post near Rt 113				
	PRSD		7/13/2015	Dismantled & stored
Campus irrigation pipe extension into river				
	PRSD	In Process planned for 8/4/2015	Operational 8/5/2015	7-16-15, Lawhorn Irrigation and pump supplier onsite to prime/calibrate/setup pump at high tide. Pump operates but will need re-calibration after the additional 130" of pipe is extended into the river.
				7-28-15, 130' of Pipe fabricated onsite by Metropolitan Pipe with flanges.
				PRSD fabricating river pipe box to keep pipe inlet @ 2' off river bottom.
				7-29-15, Goodwin Marine will coordinate pipe installation with PRSD on high tide for pipe placement @ 150' from river bank.
				7-30-15 Lawhorn & pump supplier back to recalibrate suction line and start the pump system.
Backup campus irrigation				
	Rainman Irrigation	on hold		Licensed plumber/permit to tie irrigation permanently to new sub water meter & backflow device within MS per groveland water dept.
				PRSD campus irrigation must always have a ready backup irrigation supply from either fire hydrant or fixed connection to MS in event of river pump system failure. (Failures can be sediment, debris or suction prime loss, etc)
Front Fields Copper pipe exposed				
			7/10/2015	Completed ,Rainman Irrigation, fittings, irrigation boxes install at grade
Net installation on cage infield of track (Diskus Area)		TBD		DH White poured concrete base on 7-14-15.

<u>Campus Field Turf Maintenance Program</u>				
	Osborne Organics Inc	Site visit 7-21-15		Topdressing with compost, seeding & fertilizer consult with Rdanforth onsite
	Osborne Organics Inc	Continuous		Program Mgmt by Osborne Organics Inc,(same turf manager as used at PipeStave Fields) 6 site visits per season
	Soil Testing, Osborne, Umass labs	twice per season		Osborne Organics Inc. Multiple samples taken on 4/27/15, sent to Umass labs, soil data used to create this program and materials and application methods.
	PRSD Aeration	as needed		Intensive aeration all fields, cross directional patterns, 3" tine depth, 3 times per season or as recommended by Osborne
	PRSD Fertilization	3 times per season, as recommended		Fertilization with Reniaissance Organic 606 soy based granular (supplied by PJC Organics, Rowley, MA)
	PRSD Overseeding	twice per year, as recommended		Seeding with seasonal grass blends of (80%Bluegrass/20%Ryegrass) and 50/50 blends as recommended by Osborne based on testing & site conditions and season.
	PRSD Top Dressing	after aeration		Top dressing after aeration with fine sand mixture for moisture absorbsion
	Weed Control,(Licensed Contractor)	as recommended by Osborne		Front Practice Football Field, (2 Tenacity treatments, 3 weeks apart, 1st treatment performed 7-13-15 by Truly Green Inc.)
	PRSD Compost Application	as recommended by Osborne		150 cu yds delivered th Campus on 7-14-2015, application beginning all fields on 7/15/15 of 3/8" compost from (Brick Ends Farm Inc)
	Irrigation rate	as recommended by Osborne		current setting 25 minutes per zone, every other day. Adjusted based on ground moisture content and significant weather events
	Mowing (Campus)	twice weekly		based on growth rate, conditions and weather
	Mowing (Page & Bagnall)	once weekly		based on growth rate, conditions and weather

8. Energy Conservation and Environmental Quality

Ambient (outdoor) Air Quality

Facility Department staff members use facilities HVAC systems computers to monitor outdoor temperature for the basis of making adjustments to the heating systems. The heating water temperature is adjusted to compensate for the temperature differential thus saving BTU's for facilities that have computer controlled condensing boilers. As the temperature moderates above freezing, the computer controlled condensing boilers heat the water to a lower temperature for increased efficiency.

Indoor Air Quality

Facility Department staff members use many methods to ensure IAQ. Ventilation filters are cleaned/replaced at appropriate intervals. Mixed air heating units are calibrated to mix the design fresh air percentage when in heating mode. Materials and products that may be odorous are segregated and kept in secure ventilated spaces. Exhaust fans are checked for operation. Facilities HVAC systems under computer control monitor for CO2 and are able to blend the fresh air makeup supply.

Hazardous Materials

Universal Waste – Facility Department staff members collect & store universal waste fluorescent light bulbs for proper disposal in coordination with local board of health contractors and hazardous waste contractors.

Waste Oil – Facilities employees collect waste oil in a steel drum properly marked with a start date, and dispose and manifest the waste oil through licensed waste contractors.

ORMD – Other regulated / hazardous materials for disposal are categorized, manifested and shipped to the appropriate sites by a licensed waste contractor.

Pesticide Use and Pest Management

Pentucket Integrated Pest Management (IPM) Plan is supported by District Policy EBAB – Pest Management Policy (November 2007).

Facility Department staff members do not use or apply any pesticides to the grounds or facilities. The District contracts with a licensed pesticide contractor that reviews the IPM plan log book and applies products to manage pests that are appropriate for a school environment.

Above Ground and Undergrounds Storage Tanks & Spill Prevention

AST & UST tanks systems at Pentucket are monitored by a tank monitoring computer system (Veeder Root). PRSD contracts with tank testing vendors to provide annual testing & servicing to these monitoring systems. Tanks are double walled, with monitored interstitial space for spill prevention.

Waste Management

The District contracts waste and recycling streams. Each facility has separate container for waste and recycle. Waste and recycle containers are side and top loading designed to be locked. Waste is removed from site on a Monday/Wednesday/Friday schedule. Materials for recycle are removed from site each week. Recycle materials are comingled, single stream which can accept paper, cardboard, plastic bottles, cans.

Emergency Planning

Emergency Planning is a collaborative process with local public safety personnel within the 3 town regional school district. Emergency Planning is also coordinated with the Massachusetts Radiation Support Team for the Mass #SS4 Plan for our District communities.

A comprehensive *Emergency Operations Plan*, developed with the assistance of the fire and police departments of Groveland, Merrimac, and West Newbury, supports the District. The Director of Facilities or Custodian supports this Incident command action plan with regard to hazardous materials and utilities supervision. Periodic rehearsals support preparedness across a wide range of potential emergencies, such as severe weather, bomb threats, and medical emergencies.

Wastewater Disposal

Septic Systems and septic pump stations are vacuumed by licensed contractors and hauled to the appropriate facility for treatment. Acid neutralization tanks are serviced and waste materials are removed, manifested and transported to appropriate waste management facilities.

Safe Drinking Water

Pentucket participates in the Massachusetts DEP testing program for Lead & Copper in Drinking Water.

Food Safety

All employees, including members of the Facility Team, are required to participate in annual District Compliance Training. Information about food allergies is included in that training. All classrooms and common areas, except for the cafeteria, are peanut and tree nut sensitive. Food that is served from the cafeteria is peanut and tree nut sensitive. There is an allergen sensitive table available to students with allergies.

Outdoor Environment

The Pentucket Facilities Department maintains the grounds of each school by mowing and proper grounds maintenance practices.

Energy Use and Efficiency

Energy consumption is monitored by the facilities and business manager based on cost and material units of measure. Efficiency is monitored, calibrated, tuned by the District HVAC technician as the heating season progresses. Oil & gas boiler systems are serviced annually for to clean heating tubes, heat exchangers and breach stack systems to ensure maximum design efficiency.

Routine Energy Conservation Measures

Facility Department staff members monitor doors, windows and building envelope areas for evidence of leakage to minimize air intrusion. Lighting systems are turned off as facilities end the work day and have been cleaned. Computer controlled HVAC systems are programmed to maximize comfort & savings based on facility usage during non-school operating hours.

Routine HVAC component Inspection, Balance and Cleaning

The PRSD HVAC technician performs a routine walkthrough inspection of systems and components at each building approximately monthly during the heating season. Local facilities custodial personnel or school support coordinators contact the Facilities Manager if an issue requires attention. Balancing of

systems is performed initially and as needed as indicated by results of inspections from the technician. All large HVAC system components are cleaned annually as required by design and manufacturer recommendations, smaller systems are cleaned on quarterly, semi-annual, and annual frequencies as needed.

Water Infiltration Elimination and Mold Remediation

Facilities employees and school staff are acutely aware of water issues to initiate an immediate service request to the Facilities Manager. Facilities technicians respond to identify the issue and take action if it is within the capabilities of the department. If Contractors are required they are scheduled by the Facilities Manager to rectify the issue.

Green Products and the Elimination of Toxic Chemicals

PRSD Facilities custodians use a specific small group of cleaning products. These products are concentrated and blended onsite with water for use. If a specific use chemical product that has toxic characteristics is required for a specific task, it is utilized and managed in a controlled application and when it is safe to do so.

Environmental Protection Agency (EPA) Indoor Air Quality (IAQ) Tools for Schools Implementation

Pentucket Regional School District personnel & maintenance staff are vigilant about Indoor Air Quality issues and report issues of concern to the School Principal or facilities maintenance staff. A custodial request form or email communication is sufficient to initiate an investigative process and diagnostics. The Facilities Manager and HVAC Facilities Technicians will investigate and assess the proper approach and action needed to address needs.

Mechanical and Ventilation issues are repaired promptly. Moisture issues are investigated to find the source and are promptly rectified. When food sources, product, and odorous materials are found, they are promptly removed. When diagnostics indicate that an issue is beyond the facilities department's capabilities, a certified industrial hygienist/IAQ specialist is contracted to assess the situation and create a corrective action plan and implement intervention as appropriate and needed.

Custodial cleaning products are restricted to a small group of pre-approved products that are non-toxic, non-odorous, PH balanced or pose a health sensitivity potential. Specialty Facilities maintenance products are segregated and stored outside the building envelopes in proper storage areas.

The District uses an Integrated Pest Management (IPM) Program and certified contractor for managing pests within the schools. A documented program is in place for reporting, documenting methods used and regular frequency inspections every 2 weeks for maintaining the environment. Pentucket Regional School District employees are not authorized to treat or use products to respond to any IPM issues. Waste containers are emptied daily, and as needed, and waste disposal is scheduled for removal from sites on a Monday/Wednesday/Friday schedule at each facility.

When an uptick in illness is suspected within a school classroom, the facilities department implements a sanitization action plan. This plan is implemented after the school day has concluded and students and staff have departed from the facility. The Geneon Mist Fogger System is used to sanitize facility learning and work spaces. This system uses a blended solution of 1% hypochlorous sodium chloride & 99% water. This solution is applied by liberal fogging application and allowed to dwell on all surfaces, providing a surface cleaning sanitizing application. This has proven effective by monitored results.

Appendix I – Job Descriptions

Facilities Manager Position Description

Title: Facilities Manager

Required Qualifications: High School Diploma - Degree Preferred
Massachusetts Class D or higher Driver License
Certification in Facilities or Plant Maintenance Management

Position Function:

Pentucket Regional School District seeks to become the preferred educational opportunity for students / families, the career opportunity of choice for talented educators, and the investment opportunity of choice for the regional district's member communities. Every employee has a role in contributing to the success of our students, educators, and communities. Like every member of the Pentucket Maintenance Team, your attitudes and actions play an important part in the District reaching these ambitious outcomes.

Work Year: 52 Weeks

Performance Responsibilities:

1. Manages all aspects of District Facilities and Maintenance
2. Supervise and evaluate facilities staff
3. Provide twenty-four hour on-call support
4. Manage the CMMS (Computerized Maintenance Management System), and SchoolDude Software for Maintenance and Facilities Scheduling
5. Implements District policies and regulations
6. Manage District security systems and protocols
7. Manage the budget, purchasing, and supplies for Facilities Operations
8. Act as a liaison to member Town agencies & boards for property/facility maintenance needs and improvements

Adaptive Skills:

1. Takes initiative and supports continuous improvement and the attainment of school and district goals
2. Demonstrates effective interpersonal skills and two-way communication to meet the needs of students, educators, administrators, peers, and community members
3. Exercises sound, reliable judgment that is aligned with the needs of students and the District's World Class vision
4. Maintains confidentiality for students and staff

5. Uses good judgement with regard to grooming, neatness, and appropriate attire

Technical Responsibilities:

1. Manages and performs system testing, diagnosis, maintenance, adjustment, and revision work.
2. Knowledgeable of the controls, systems, and required annual services. Identifies and becomes familiar with the mechanical, electrical, water, pneumatic, hydraulic control & operating mechanisms of the Districts' facilities.
3. Performs emergency, corrective, and preventative maintenance on all buildings, building equipment, and campus systems & equipment, as needed.
4. Performs inspections on the various components of the District's building infrastructure, systems, structural components, and grounds infrastructure and fields. Applies appropriate testing methods and procedures to insure continued proper operation and appearance.
5. Obtains and manages appropriate permitting for work performed for the school district.
6. Manages emergency situations where expert attention is required and assists in locating the cause of the situation along with providing input as to possible solutions.
7. Manages the installation and alteration of building and campus equipment and systems.
8. Reports circumstances surrounding equipment failures and recommends measures for their correction to the Business Manager and Superintendent.
9. Designs and implements changes and enhancements in preventative maintenance procedure checklists.
10. Reads, interprets, updates, and modifies blueprints, schematics, system diagrams, and drawings to support facility functions.
11. Manages and oversees the work of facilities' employees and contractors. Advises and instructs them on proper and safe work methods, procedures, and school policies.
12. Manages campus grounds maintenance tasks as needed and assigned.
13. May be required to work modified work schedules to accommodate repair functions within different educational facilities so as to not interfere the operation of the facility.
14. Performs other job related tasks in support of primary duties

Is supervised by the Superintendent of Schools and/or Business Manager

Lead Custodian Position Description

Title: Lead Custodian (based at the Middle / High School)

Required Qualifications: High School Diploma
Massachusetts Class D or higher driver license

Position Function:

Pentucket Regional School District seeks to become the preferred educational opportunity for students / families, the career opportunity of choice for talented educators, and the investment opportunity of choice for the regional district's member communities. Every employee has a role in contributing to the success of our students, educators, and communities. Like every member of the Pentucket Maintenance Team, your attitudes and actions play an important part in the District reaching these ambitious outcomes.

Generally, each member of the Maintenance Team is responsible for maintaining a clean, safe, and supportive learning environment in and around schools.

Work Year: 52 Weeks

Performance Responsibilities:

1. Follows verbal and written directions to complete tasks effectively and efficiently
2. Completes assigned tasks within time allocations of the work shift
3. Implements District policies and regulations.
4. Takes needed preventative actions to support safe and secure schools and offices
5. Uses available resources properly and effectively
6. Maintains equipment and supplies
7. Accepts temporary assignment changes to support the needs of schools and District

Technical Skills

1. Effectively implements the directions of supervisor to support high quality teaching and learning
2. Efficiently and effectively uses time and other resources
3. Maintains confidentiality related to staff and student information
4. Abides by and supports the District's policies
5. Reports to work punctually and adheres to work schedules
6. Attends staff meetings as required
7. Participates in professional development opportunities
8. Performs other related tasks or duties as required by the supervisor

Adaptive Skills:

1. Takes initiative and supports continuous improvement and the attainment of school and district goals
2. Demonstrates effective interpersonal skills and two-way communication to meet the needs of students, educators, administrators, peers, and community members
3. Exercises sound, reliable judgment that is aligned with the needs of students and the District's World Class vision
4. Maintains confidentiality for students and staff
5. Uses good judgement with regard to grooming, neatness, and appropriate attire

All responsibilities are in addition to normal custodial responsibilities and are performed outside of the employees' normal work schedule.

Technical Responsibilities:

Supervision

Building Usage

Coordinates coverage for events.

Maintains overtime log for staff.

Verifies and submits overtime slips for private detail.

Assures set-up (and breakdown) for events throughout the school year.

Assumes coverage for school security as assigned by the Director of Facilities.

Personnel

Performs and / or assign set up tasks to workers.

Training

Teach new staff routine maintenance and basic repair of physical plant, proper equipment maintenance (use and operation), as well as proper cleaning and sanitation procedures.

Familiarize new staff with building layout including mechanical room.

Ensure that new staff knows emergency protocol and current contractors.

Ensure new staff can satisfactorily operate custodial and maintenance equipment.

Ensure new staff understands policy and procedures regarding dress codes, and the scope of their duties and responsibilities.

Building and Grounds

Inspections

Check facilities before the start of the school day and make recommendations for repairs.

Check facilities for cleanliness.

Inspect facilities for State, Federal and Local code violations.

Review grounds for damage or visually noticeable needed repairs and report same to the facilities Director.

Miscellaneous

Coordinate building and ground repairs, maintenance and cleaning with the Director of Building and Grounds.

Make minor repairs throughout the building (interior and exterior).

Monitor pests throughout the building (interior and exterior).

Responsible for other duties as directed by Administrators

Evaluation: The evaluation of the performance of the Lead Custodian will be conducted by the Principals and Facilities Director annually based upon District guidelines and specific, mutually agreed upon goals and objectives.

Supervisor: Principals / Facilities Director

Facilities Custodian Position Description

Title: Custodian

Required Qualifications: High School Diploma
Massachusetts Class D or higher driver license

Position Function:

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Generally, each member of the Maintenance Team is responsible for maintaining a clean, safe, and supportive learning environment in and around schools.

Work Year: 52 Weeks

Performance Responsibilities:

1. Follows verbal and written directions to complete tasks effectively and efficiently
2. Completes assigned tasks within time allocations of the work shift
3. Implements District policies and regulations.
4. Takes needed preventative actions to support safe and secure schools and offices
5. Uses available resources properly and effectively
6. Maintains equipment and supplies
7. Accepts temporary assignment changes to support the needs of schools and District

Technical Skills

1. Effectively implements the directions of supervisor to support high quality teaching and learning
2. Efficiently and effectively uses time and other resources
3. Maintains confidentiality related to staff and student information
4. Abides by and supports the District's policies
5. Reports to work punctually and adheres to work schedules
6. Attends staff meetings as required
7. Participates in professional development opportunities
8. Performs other related tasks or duties as required by the supervisor

Adaptive Skills:

1. Takes initiative and supports continuous improvement and the attainment of school and district goals
2. Demonstrates effective interpersonal skills and two-way communication to meet the needs of students, educators, administrators, peers, and community members
3. Exercises sound, reliable judgment that is aligned with the needs of students and the District's World Class vision
4. Maintains confidentiality for students and staff
5. Uses good judgement with regard to grooming, neatness, and appropriate attire

Technical Responsibilities:

1. Performs preventative, maintenance, corrective, and emergency tasks for District facilities
2. Applies appropriate procedures, protocols, and techniques to support the operation of facilities in accord with District expectations.

Supervisor: School Principal and Facilities Manager

Facilities Grounds Custodian

Position Description

Title: Facilities Grounds Custodian

Required Qualifications: High School Diploma
Massachusetts Class D or higher driver license

Position Function:

Pentucket Regional School District seeks to become the preferred educational opportunity for students / families, the career opportunity of choice for talented educators, and the investment opportunity of choice for the regional district's member communities. Every employee has a role in contributing to the success of our students, educators, and communities. Like every member of the Pentucket Maintenance Team, your attitudes and actions play an important part in the District reaching these ambitious outcomes.

Generally, each member of the Maintenance Team is responsible for maintaining a clean, safe, and supportive learning environment in and around schools.

Work Year: 52 weeks per year

Performance Responsibilities:

1. Follows verbal and written directions to complete tasks effectively and efficiently
2. Completes assigned tasks within time allocations of the work shift
3. Implements District policies and regulations.
4. Takes needed preventative actions to support safe and secure schools and offices
5. Uses available resources properly and effectively
6. Maintains equipment and supplies
7. Accepts temporary assignment changes to support the needs of schools and District

Technical Skills

1. Effectively implements the directions of supervisor to support high quality teaching and learning
2. Efficiently and effectively uses time and other resources
3. Maintains confidentiality related to staff and student information
4. Abides by and supports the District's policies
5. Reports to work punctually and adheres to work schedules
6. Attends staff meetings as required
7. Participates in professional development opportunities
8. Performs other related tasks or duties as required by the supervisor

Adaptive Skills:

1. Takes initiative and supports continuous improvement and the attainment of school and district goals
2. Demonstrates effective interpersonal skills and two-way communication to meet the needs of students, educators, administrators, peers, and community members
3. Exercises sound, reliable judgment that is aligned with the needs of students and the District's World Class vision
4. Maintains confidentiality for students and staff
5. Uses good judgement with regard to grooming, neatness, and appropriate attire

Technical Responsibilities:

1. Performs campus grounds maintenance tasks as needed and assigned
2. Use equipment such as mowers, tractors, thatchers, aerators, spreaders, blowers, weed whackers, saws, grounds & custodial equipment, hand & power tools, and equipment as needed.
3. Reads blueprints, schematics, system diagrams, drawings to support the facilities function.
4. Uses ladders, lifts, scaffolding, specialized lift equipment, operates rigging within heights common to the facility.

Supervision: Facilities Manager

Facilities HVAC Systems Technician Position Description

Title: Facilities HVAC Systems Technician

Required Qualifications: High School Diploma
Refrigerant Recovery
State Plumbing & Gas fitting
Massachusetts Class D or higher driver license
Maintains valid certifications as a Certified Boiler Technician

Position Function:

Pentucket Regional School District seeks to become the preferred educational opportunity for students / families, the career opportunity of choice for talented educators, and the investment opportunity of choice for the regional district's member communities. Every employee has a role in contributing to the success of our students, educators, and communities. Like every member of the Pentucket Maintenance Team, your attitudes and actions play an important part in the District reaching these ambitious outcomes.

Generally, each member of the Maintenance Team is responsible for maintaining a clean, safe, and supportive learning environment in and around schools.

Work Year: @ 26 Weeks / 20 hour regular P/T position

Performance Responsibilities:

1. Follows verbal and written directions to complete tasks effectively and efficiently
2. Completes assigned tasks within time allocations of the work shift
3. Implements District policies and regulations.
4. Takes needed preventative actions to support safe and secure schools and offices
5. Uses available resources properly and effectively
6. Maintains equipment and supplies
7. Accepts temporary assignment changes to support the needs of schools and District

Technical Skills

1. Effectively implements the directions of supervisor to support high quality teaching and learning
2. Efficiently and effectively uses time and other resources
3. Maintains confidentiality related to staff and student information
4. Abides by and supports the District's policies
5. Reports to work punctually and adheres to work schedules
6. Attends staff meetings as required
7. Participates in professional development opportunities
8. Performs other related tasks or duties as required by the supervisor

Adaptive Skills

1. Takes initiative and supports continuous improvement and the attainment of school and district goals
2. Demonstrates effective interpersonal skills and two-way communication to meet the needs of students, educators, administrators, peers, and community members
3. Exercises sound, reliable judgment that is aligned with the needs of students and the District's World Class vision
4. Maintains confidentiality for students and staff
5. Uses good judgement with regard to grooming, neatness, and appropriate attire

Technical Responsibilities:

1. Performs HVAC testing, diagnosis, maintenance, adjustment, and revision work related to:
 - controls
 - integration
 - required annual services
 - mechanical
 - electrical
 - pneumatic
 - hydraulic control & operating mechanisms of the equipment
2. Performs emergency, corrective & preventative maintenance, diagnostics, and repair on all buildings, building equipment, and campus equipment.
3. Inspects the various components of building systems in operation and applies appropriate testing methods and procedures to insure continued proper operation.
4. Recommends changes and enhancements in preventative maintenance procedures & checklists.
5. Use's necessary hand & power tools, specialized equipment, gauging devices, and both electrical & electronic test equipment.
6. Reads, interprets, updates & modify blueprints, schematics, system diagrams, drawings to support the facilities function.
7. Works off ladders, lifts, scaffolding, specialized lift equipment, operates rigging within heights common to the facility.
8. Supervises other facilities employees and contractors as directed by the Facilities Manager, advising and instructing them on proper and safe work methods, procedures

Performs other job related tasks in support of primary duties

Supervision: Facilities Manager

Facilities Maintenance Engineering Specialist Position Description

Title: Facilities Maintenance Engineering Specialist

Required Qualifications: High School Diploma,
Massachusetts DPS Construction Supervisor
Massachusetts Class D or higher Driver License
Maintains valid certifications:
LEA Designated Asbestos Program Manager
Asbestos O & M Manager, Asbestos Inspector
Asbestos Worker
EPA Restoration, Repair, and Painting (RRP)

Position Function:

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Generally, each member of the Maintenance Team is responsible for maintaining a clean, safe, and supportive learning environment in and around schools.

Work Year: 52 Weeks

Performance Responsibilities:

1. Follows verbal and written directions to complete tasks effectively and efficiently
2. Completes assigned tasks within time allocations of the work shift
3. Implements District policies and regulations.
4. Takes needed preventative actions to support safe and secure schools and offices
5. Uses available resources properly and effectively
6. Maintains equipment and supplies
7. Accepts temporary assignment changes to support the needs of schools and District

Technical Skills

1. Effectively implements the directions of supervisor to support high quality teaching and learning
2. Efficiently and effectively uses time and other resources
3. Maintains confidentiality related to staff and student information
4. Abides by and supports the District's policies
5. Reports to work punctually and adheres to work schedules
6. Attends staff meetings as required
7. Participates in professional development opportunities
8. Performs other related tasks or duties as required by the supervisor

Adaptive Skills

1. Takes initiative and supports continuous improvement and the attainment of school and district goals
2. Demonstrates effective interpersonal skills and two-way communication to meet the needs of students, educators, administrators, peers, and community members
3. Exercises sound, reliable judgment that is aligned with the needs of students and the District's World Class vision
4. Maintains confidentiality for students and staff
5. Uses good judgement with regard to grooming, neatness, and appropriate attire

Technical Responsibilities

1. Performs facilities, buildings, and grounds testing, diagnosis, maintenance, adjustment, and revision work related to:
 - controls
 - integration
 - required annual services
 - mechanical
 - electrical
 - pneumatic
 - hydraulic control & operating mechanisms of the equipment
2. Performs emergency, corrective & preventative maintenance, diagnostics, and repair on all buildings, building equipment, and campus equipment.
3. Inspects the various components of building systems in operation and applies appropriate testing methods and procedures to insure continued proper operation.
4. Recommends changes and enhancements in preventative maintenance procedures & checklists.
5. Use's necessary hand & power tools, specialized equipment, gauging devices, and both electrical & electronic test equipment.
6. Reads, interprets, updates & modify blueprints, schematics, system diagrams, drawings to support the facilities function.
7. Works off ladders, lifts, scaffolding, specialized lift equipment, operates rigging within heights common to the facility.
8. Obtains appropriate permits for work performed for the school district.
9. Supervises other facilities employees and contractors as directed by the Facilities Manager, advising and instructing them on proper and safe work methods, procedures

Performs other job related tasks in support of primary duties

Supervision: Facilities Manager

Facilities District Mechanic / Carpenter

Position Description

Title: Facilities Mechanic / Carpenter

Required Qualifications: High School Diploma
Massachusetts Class D or higher driver license

Position Function:

Pentucket Regional School District seeks to become the preferred educational opportunity for students / families, the career opportunity of choice for talented educators, and the investment opportunity of choice for the regional district's member communities. Every employee has a role in contributing to the success of our students, educators, and communities. Like every member of the Pentucket Maintenance Team, your attitudes and actions play an important part in the District reaching these ambitious outcomes.

Generally, each member of the Maintenance Team is responsible for maintaining a clean, safe, and supportive learning environment in and around schools.

Work Year: @ 15 hour per week regular P/T position

Performance Responsibilities:

1. Follows verbal and written directions to complete tasks effectively and efficiently
2. Completes assigned tasks within time allocations of the work shift
3. Implements District policies and regulations.
4. Takes needed preventative actions to support safe and secure schools and offices
5. Uses available resources properly and effectively
6. Maintains equipment and supplies
7. Accepts temporary assignment changes to support the needs of schools and District

Technical Skills

1. Effectively implements the directions of supervisor to support high quality teaching and learning
2. Efficiently and effectively uses time and other resources
3. Maintains confidentiality related to staff and student information
4. Abides by and supports the District's policies
5. Reports to work punctually and adheres to work schedules
6. Attends staff meetings as required
7. Participates in professional development opportunities
8. Performs other related tasks or duties as required by the supervisor

Adaptive Skills

1. Takes initiative and supports continuous improvement and the attainment of school and district goals
2. Demonstrates effective interpersonal skills and two-way communication to meet the needs of students, educators, administrators, peers, and community members
3. Exercises sound, reliable judgment that is aligned with the needs of students and the District's World Class vision
4. Maintains confidentiality for students and staff
5. Uses good judgement with regard to grooming, neatness, and appropriate attire

Technical Responsibilities

1. Inspects, installs, and alters building and campus equipment and systems
2. Use's necessary hand & power tools and specialized equipment
3. Works off ladders, lifts, scaffolding, specialized lift equipment, operates rigging within heights common to the facility

Supervisor: Facilities Manager

Appendix 2

Capital Plan Budget

PRSD

Fiscal Year of Expected Implementation	District, Municipality, or School	Description of Scope or Need for Work	Estimated Cost	Funding Mechanism (if known)	Term of Debt (if known)
<u>West Newbury</u>					
2017	Municipality	FORD F350 1 ton replacement truck	52,000	Free Cash	Cash
2017	School	Air Handlers repair and replace	665,000	CPA Funds	Cash
2017	Municipality	New Repeaters for Public Safety	24,000	Free Cash	Cash
2018	Municipality	Road Improving	100,000	Free Cash	Cash
2017	Municipality	Playground Rehab	25,000	CPA Funds	Cash
2018	School	Replace security phone pa System	125,000	CPA Funds	Cash
2018	Municipality	Town Hall make over	115,000	Free Cash	Cash
2018	Municipality	New Air Apparatuses	225,000	Free Cash/Stabilization	Cash
2018	Municipality	DPW Large Sander	170,000	Free Cash/Stabilization	Cash
2018	Municipality	Road Improving	100,000	Free Cash	Cash
2018	Municipality	DPW Mower Replace	36,000	Free Cash	Cash
2018	Municipality	Playground Rehab	25,000	CPA Funds	Cash
2018	Municipality	Fire Pumper	335,000	Bond/Lease	5 Year
2018	Municipality	Public Safety Cars	42,000	Free Cash	Cash
2019	School	Exterior Large Scale Building Maintenance	125,000	CPA Funds	Cash
2019	Municipality	Public Safety Cars	42,000	Free Cash	Cash
2019	Municipality	Fire Rescue Replacement	195,000	Free Cash/Stabilization	Cash
2019	Municipality	Fleet Replacement (2)	89,000	Free Cash	Cash
2019	Municipality	Side Walk Plow Replacement	165,000	Free Cash	Cash
2019	Municipality	Playground Rehab	25,000	CPA Funds	Cash
2019	School	Parking Lot Resurface w/Lighting	125,000	CPA Funds	Cash
2020	School	Elevator Rehab	195,000	CPA Funds	Cash
2020	Municipality	Loader	135,000	Free Cash	Cash
2020	Municipality	Public Safety Cars	42,000	Free Cash	Cash
2020	Municipality	Road Improving	100,000	Free Cash	Cash
2021	Municipality	Library Improvements/Expansion	500,000	Trust Fund	Cash

2021	Municipality	Public Safety Cars	42,000	Free Cash	Cash
2021	School	Repalce Generator	142,000	CPA Funds	Cash
2021	School	Fire Pump System Upgrade	110,000	Free Cash	Cash
2021	Municipality	Annex Roof System	75,000	Free Cash	Cash
<u>Merrimac</u>					
	Town of		\$		
2017	Merrimac	Purchase Police Cruiser	45,000	Free Cash	N/A
	Town of		\$		
2019	Merrimac	Purchase Police Cruiser	45,000	Free Cash	N/A
	Town of		\$		
2017	Merrimac	Purchase a Street Sweeper	35,000	Free Cash	N/A
	Town of		\$		
2017	Merrimac	Purchase a Tractor/Mower	12,000	Free Cash	N/A
	Town of		\$		
2017	Merrimac - Water Fund	Water Main Replacements	175,000	Retained Earnings	N/A
	Town of		\$		
2018	Merrimac - Water Fund	Water Main Replacements	175,000	Retained Earnings	N/A
	Town of		\$		
2019	Merrimac - Water Fund	Water Main Replacements	175,000	Retained Earnings	N/A
	Town of		\$		
2017	Merrimac - Water Fund	Water Main Replacements	30,000	Retained Earnings	N/A
	Town of		\$		
2018	Merrimac - Water Fund	Water Main Replacements	30,000	Retained Earnings	N/A
	Town of		\$		
2019	Merrimac - Water Fund	Water Main Replacements	30,000	Retained Earnings	N/A
	Town of		\$		
2017	Merrimac	Septic Holding Tank - Cemetry	20,000	Free Cash	N/A
	Town of		\$		
2018	Merrimac	Replacement Windows @ Town Hall	500,000	Borrowing/Grants	20
	Town of		\$		
2018	Merrimac	Roof Replacement @ Town Hall	500,000	Borrowing/Grants	20
	Town of		\$		
2018	Merrimac	Repointing Bricks @ Town Hall	350,000	Borrowing/Grants	20
	Town of		\$		
2017	Merrimac	Painting Outside Building @ Sweetsir	25,000	Free Cash	N/A
	Town of		\$		
2018	Merrimac	Painting Outside Building @ Sweetsir	25,000	Free Cash	N/A
	Town of		\$		
2019	Merrimac	Painting Outside Building @ Sweetsir	25,000	Free Cash	N/A
	Town of		\$		
2018	Merrimac	Remove Asbestos Tiles @ Sweetsir	125,000	Free Cash	N/A
	Town of		\$		
2018	Merrimac	Replace Kitchen Equipment@ Sweetsir	15,000	Free Cash	N/A
	Town of		\$		
2018	Merrimac	Replace Sewer Pump@ Sweetsir	20,000	Free Cash	N/A
	Town of		\$		
2018	Merrimac	Replace Fire Alarm Panel@ Sweetsir	50,000	Free Cash	N/A
	Town of		\$		
2019	Merrimac	Replace Roof Top Exhaust@ Sweetsir	15,000	Free Cash	N/A
2019	Town of	Misc. Painting@ Sweetsir	\$	Free Cash	N/A

	Merrimac		150,000		
	Town of		\$		
2019	Merrimac	Replace PA System@ Sweetsir	100,000	Free Cash	N/A
	Town of		\$		
2019	Merrimac	Facility Wide Infrared Scan@ Sweetsir	10,000	Free Cash	N/A
	Town of		\$		
2019	Merrimac	Renovate Restrooms@ Sweetsir	200,000	Free Cash	N/A
	Town of		\$		
2019	Merrimac	Repair/Seal Coat@ Sweetsir	75,000	Free Cash	N/A
	Town of		\$	Free Cash and	
2017	Merrimac	Replace Flooring	53,277	Transfer	N/A
	Town of		\$		
2018	Merrimac	Classroom Univent	15,000	Free Cash	N/A
	Town of		\$		
2018	Merrimac	Replace Stairwell Treads	80,000	Free Cash	N/A
	Town of		\$		
2018	Merrimac	Facility Wide Infrared Scan	10,000	Free Cash	N/A
	Town of		\$		
2018	Merrimac	Classroom Electrical Upgrade	30,000	Free Cash	N/A
	Town of		\$		
2019	Merrimac	Replace Roof Top Exhaust	20,000	Free Cash	N/A
	Town of		\$		
2019	Merrimac	Misc. Painting	150,000	Free Cash	N/A
	Town of		\$		
2019	Merrimac	Replace PA System	100,000	Free Cash	N/A
	Town of		\$		
2019	Merrimac	Renovate Restrooms	100,000	Free Cash	N/A
	Town of		\$		
2019	Merrimac	Repair/Seal Coat	75,000	Free Cash	N/A
	Town of		\$		
2017	Merrimac	Sound Proofing @ Town Hall	100,000	PEG Access Grant	N/A
<u>Groveland</u>					
	Town of		\$		
2017	Groveland	Portable Public safety radios	100,000	Free Cash	
	Town of		\$		
2017	Groveland	1 Ton Highway Dept. Truck	80,000	Free Cash	
	Town of		\$		
2017	Groveland	Utility Vehicle for Cemetery	20,000	Free Cash	
	Town of		\$		
2017	Groveland	Replace Police Cruiser	27,973	Free Cash	
	Town of		\$		
2018	Groveland	Replace Fire Squad Vehicle	95,000	Free Cash	
	Town of		\$		
2018	Groveland	5 Ton Highway Vehicle	170,000	Lease Purchase	5
	Town of		\$		
2018	Groveland	Replace Police Cruiser	28,813	Free Cash	
	Town of		\$		
2019	Groveland	Council on Aging Van	58,000	Free Cash	
	Town of		\$		
2019	Groveland	Replace Fire Radio System	130,000	Borrowing / Grants	N/A
	Town of		\$		
2019	Groveland	Mower for Cemetery Dept.	15,500	Free Cash	
	Town of		\$		
2019	Groveland	Replace Police Dept. Network Server	20,000	Free Cash	
	Town of		\$		
2019	Groveland	Replace Police Cruiser	29,677	Free Cash	
	Town of		\$		
2020	Groveland	Fire Department Air Packs	140,000	Borrowing / Grants	N/A
	Town of		\$		
2020	Groveland	6 Ton Highway Vehicle	203,000	Borrowing	N/A

2020	Town of Groveland	Replace Police Cruiser	\$ 30,568	Free Cash	
2021	Town of Groveland	Purchase New Fire Engine Truck	\$ 538,000	Borrowing	N/A
2021	Town of Groveland	Highway Department Vacuum Truck	\$ 263,000	Borrowing	N/A
2021	Town of Groveland	1/2 Ton 4x4 Truck for Cemetery	\$ 30,000	Free Cash	
2021	Town of Groveland	Replace Police Cruiser	\$ 31,485	Free Cash	
2017	Town of Groveland - Water Fund	Replace Water Mains	\$ 456,910	Borrowing	20
2018	Town of Groveland - Water Fund	Replace Water Mains	\$ 456,910	Borrowing	20
2019	Town of Groveland - Water Fund	Replace Water Mains	\$ 456,910	Borrowing	20
2020	Town of Groveland - Water Fund	Replace Water Mains	\$ 456,910	Borrowing	20
2021	Town of Groveland - Water Fund	Replace Water Mains	\$ 456,910	Borrowing	20
2017	Town of Groveland - Water Fund	Water Exploration	\$ 75,000	Retained Earnings	
2017	Town of Groveland - Water Fund	Piping Modifications	\$ 150,000	Retained Earnings	
2017	Town of Groveland - Water Fund	Well 3 and 4 Upgrades	\$ 125,000	Retained Earnings	
2018	Town of Groveland - Water Fund	Water Exploration	\$ 300,000	Borrowing	20
2018	Town of Groveland - Water Fund	Well 1 Upgrade	\$ 780,000	Borrowing	20
2018	Town of Groveland - Water Fund	Piping Modifications	\$ 75,000	Retained Earnings	
2020	Town of Groveland - Water Fund	Perry Hill Water Tank Painting	\$ 975,000	Borrowing	20
2018	Town of Groveland - Elementary School	Replace Asphalt Parking Lot	\$ 175,000	Unknown	
2019	Town of Groveland - Elementary School	Replace Univents in heating System	\$ 150,000	Unknown	
2020	Town of Groveland - Elementary School	Interior Painting	\$ 120,000	Unknown	
2020	Town of Groveland - Elementary School	Replace Lighting with LED Fixtures	\$ 75,000	Unknown	

2021	Town of Groveland - Elementary School	Remove and replace Asbestos Flooring	\$ 215,000	Unknown	
2021	Town of Groveland - Elementary School	Replace PA System	\$ 100,000	Unknown	
2021	Town of Groveland - Elementary School	Repair Restrooms and Upgrade Fixtures	\$ 150,000	Unknown	
<u>Regional School District</u>					
2018	PRSD Middle School	Replace Building Transformer and Circuits	\$ 100,000	Borrowing	25
2018	PRSD Middle School	Remediate and Tile All asbestos Flooring	\$ 250,000	Borrowing	25
2018	PRSD Middle School	Replace Carpet in Auditorium and Music Room	\$ 25,000	Transfers	
2019	PRSD Middle School	Replace Kitchen Equipment	\$ 150,000	Borrowing	25
2019	PRSD Middle School	Replace Heating Univents	\$ 150,000	Borrowing	25
2019	PRSD Middle School	Replace PA System	\$ 50,000	Transfers	
2019	PRSD Middle School	Piping System Repairs	\$ 150,000	Borrowing	25
2020	PRSD Middle School	Replace Window Systems	\$ 1,250,000	Borrowing	25
2020	PRSD Middle School	Replace Lighting Fixtures	\$ 100,000	Borrowing	25
2021	PRSD Middle School	Replace Roadways and Parking Areas	\$ 200,000	Borrowing	25
2022	PRSD Middle School	Painting Throughtout	\$ 225,000	Borrowing	25
2018	PRSD High School	Remove Underground Oil Tank	\$ 30,000	Transfers	
2018	PRSD High School	Replace Heating System	\$ 1,000,000	Borrowing	25
2018	PRSD High School	Replace Hot Water Heaters	\$ 35,000	Transfers	
2018	PRSD High School	Replace Roof	\$ 3,000,000	Borrowing	25
2018	PRSD High School	Replace All Lockers	\$ 250,000	Borrowing	25
2018	PRSD High School	Replace Doors and Windows	\$ 2,000,000	Borrowing	25
2018	PRSD High School	Repair / Replace Elevators, Lifts, Ramps	\$ 1,000,000	Borrowing	25
2019	PRSD High School	Replace all Univents	\$ 250,000	Borrowing	25
2019	PRSD High School	Replace HVAC Gym, Café, Admin., Lib.,	\$ 500,000	Borrowing	25
2019	PRSD High School	Replace All Exhaust Ventilation	\$ 225,000	Borrowing	25
2019	PRSD High School	Replace Boiler Distribution Piping	\$ 200,000	Borrowing	25
2020	PRSD High School	Replace Kitchen Equipment	\$ 200,000	Borrowing	25

	PRSD High		\$		
2020	School	Replace Plumbing Systems	4,000,000	Borrowing	25
	PRSD High		\$		
2020	School	Replace All Restrooms	2,500,000	Borrowing	25
	PRSD High		\$		
2020	School	Remediate Asbestos Piping	250,000	Borrowing	25
	PRSD High		\$		
2020	School	Repair / Replace All Internal Electrical	1,500,000	Borrowing	25
	PRSD High		\$		
2020	School	Install Emergency Generator	250,000	Borrowing	25
	PRSD High		\$		
2021	School	Remediate Asbestos Flooring and Replace	1,500,000	Borrowing	25
	PRSD High		\$		
2021	School	Replace Grandstands, Bleachers, Press Box	250,000	Borrowing	25
	PRSD High		\$		
2021	School	Replace Football and Baseball Fields	1,000,000	Borrowing	25
	PRSD High		\$		
2021	School	Repave Roadways and parking Lots	250,000	Borrowing	25
	PRSD High		\$		
2022	School	Paint All Areas	500,000	Borrowing	25