



**FACILITIES/WAREHOUSE  
PROCEDURES**

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# Facilities/ Warehouse Procedures

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## **I. Work Order Notification**

Work Orders need to be filled out and sent into Facilities Services for all plumbing, electrical, carpenter, temperature control and maintenance work. We require a work order number on all services with these exceptions: pest elimination (ants, rodents, bees, etc.), gas for equipment, and irrigation system problems. In cases of graffiti and vandalism (including broken windows), call the police if warranted before submitting a work order. Please fill a damage/property report and send to Facility Services for any graffiti, vandalism, and property damage.

### **A. Phone-In on Work Orders**

Work orders that need to be telephoned into Facilities Services office include **emergency, health-safety, security or instances that will cause property damage items** that need immediate attention (example: no heat in the building, gas leaks, sewer smell, broken pipes, roof leaks, elevator problems, etc.). **Work Orders will still need to be submitted after the call is placed.**

### **B. E-Mail on Work Orders**

**If there is a question on a work order such as status or any changes to a work order, you need to email it to the group: FACILITY\_SERVICES. Do not email an individual, that way if the person you email individually is gone, someone else in the office can respond. *Please do not do another work order if you already have done a work order on the same item that has not been completed.***

## **II. Work Orders for Facilities**

### **A. Food Service Related Work Orders**

Food Service work orders should be sent through the Food Service office and / or phoned to them as well as any emergency repairs. Food Service personnel will approve and relay the information to our office and also implement the work order. If you cannot contact them and it is an **emergency**, please call our office.

### **B. Music Department Related Work Orders**

Any moving of musical instruments /equipment, risers, choral shells, etc. should be addressed through the Music Department at Lincoln. The Music Dept. secretary coordinates these moves. They have schedules for any musical performances and need to approve the moves.

## **III. Warehouse Transfer Procedures**

### **A. Furniture / Equipment Transfers Work Order**

All furniture/equipment transfers will go through Facilities. You will need to initiate a work order indicating that you have furniture/equipment to be picked up, where to locate it at your school and where it is to go to. You then need to email Facilities with the list of what you want picked up with the tag #s of each item (if no tag, put NO TAG). Please send email to FACILITY\_SERVICES **not individually**. On the subject line put the work order # that you sent to Facilities. Facilities will make a copy of it and attach it to the work order and also forward it to Brent and Gregg at the warehouse.

### **B. Book Transfer Work Orders**

The warehouse does a book pick-up at least once each fall and they will also handle those transfers throughout the year. All book transfer requests should go to Barb Newman at the warehouse first by email. She will notify the warehouse drivers to pick up. The drivers will not pick up any books without Barb Newman's permission.

## IV. Repair / Replacement Work Orders Paid By School

Following is a list of items and/or services schools will be required to pay for on work orders submitted. With the exception of contracted work (which would be both time and materials), Facilities will not be charging for labor. If there IS an exception and we will be charging both time and materials, the school will be notified prior to work starting. We will also try to indicate such on the list. If you have any questions, please call. **When a work order is submitted, please include the code that it is to be paid by.**

1. Lunch table parts (ex: legs pull rods, benches, etc.)
2. Locker parts
3. Locks for filing cabinets, desks, vaults (new installation or replacing existing locks on vaults would be contracted)
4. White board
5. Cork/Bulletin boards
6. Tack Strip / Cork Strip (No charge at this time unless we note that school is requesting a more than normal amt.-then footage is charged at \$3.13 per Linear foot)
7. Ladder replacement
8. Light bulbs – **all light bulbs** include outside and inside. We do not charge for ballasts.
9. H&V filters / furnace filters
10. Window air conditioners (may possibly involve hiring a contractor and by FS Director approval)
11. All commercial appliance repairs (house size refrigerators, washers, dryers, stoves, ice makers, coolers) School should call Vendor themselves or provide budget code with work order.
12. Custodial equipment repairs and replacements (snow blowers, lawn mowers, weed eaters) –parts or anything contracted out
13. Vacuums and scrubbers (contracted repairs – school issues purchase order / repairs are schools cost)  
See V: Equipment Repairs for additional information.
14. Kiln repairs
15. Metal / Wood shop equipment repairs
16. Fire extinguisher maintenance (FS pays for the required annual testing only / school responsible for all other) See IV: Contracted Services for add'l information
17. Playground equipment repairs (parts only)
18. Playground equipment replacement (Must be approved by Don Malia-Grounds Foreman)
19. Playground equipment installation / new equipment: toy(s), fall protection, borders and transfer pad (Must be approved by Don Malia)
20. PE / Gym equipment replacement (elementary)
21. Sand / Jump pits (Don Malia usually coordinates requests and work orders)
22. Tool repairs (drills, etc. – schools normally take care of these themselves / receive very few requests)
23. Blind and Shade repairs (may need to be contracted)
24. Blind and Shade replacement (FS pays only when doing a district wide replacement and bid / approximately every two years)
25. Paper Cutters (this is contracted so the school can take care of this too.)
26. Intercom and Bell systems
27. Sound systems
28. Signage
29. Any appliances that need **Freon™** disposal
30. keys
31. projectors, any work done
32. shelving
33. coat hooks
34. outlets/power poles
35. painting, special preferences only

## A. Equipment Repairs

### A. Custodial Equipment

#### **Note: Procedure for High School Custodian Equipment**

You will need to do a work order (with a code for the parts or the servicing if not done by Facilities) for facilities to pick up the equipment for repair. If the equipment is taken out to be repaired, Facilities will pick up the equipment and deliver it back to the school when serviced.

#### **NOTE: Procedure for Elementary and Middle Schools Custodian Equipment**

Facilities Services will assist Elementary and Middle Schools by paying half of the expense for repair and purchasing the following equipment:

1. Upright Vacuum Cleaners
2. Back Pack Vacuum Cleaners
3. Wet/Dry Vacuum Cleaners
4. Carpet Shampoos
5. Walk Behind Battery Floor Scrubbers
6. Walk Behind Electric Floor Scrubbers
7. Riding Floor Scrubbers
8. Side by Side Floor Machines
9. Square Scrub Floor Machines
10. High Speed Floor Machines (Buffers)
11. Steamin Demon
12. Kia Vac type Washing system
13. Lawn Mowers (Push or Riding)
14. Gas Powered Weed Eaters
15. Leaf Blowers (Back Pack or Hand Held)
16. Snow Blowers
17. 4 Wheelers with or without Snow Plow
18. Pressure Washers

### **Equipment Repairs**

The school is responsible for having the repairs done on the above equipment, payments can be made on your PCard. Send Facilities the Receipt with the School name on it and Facilities will send you an account code for their half of the expense.

### **Equipment Replacement**

Facilities will pay ½ the cost if the following process is followed:

Said equipment must be taken in for repair, if it is deemed to not be repairable the school will need to notify Facilities and the Custodian Foreman will then check into and approve the equipment for replacement. **NOTE:** The custodian is responsible to notify the principal that said equipment needs to be replaced and the principal needs to send an email approving the replacement. **All replacement equipment brands must be pre-approved by Facilities.**

If the above procedure has been followed, the school can then place the order and pay for it on their PCard. Send Facilities a copy of the receipt with the school name on it and Facilities will email you an account code for the half of the expenditure.

## **B. Appliances**

The repair of this equipment has traditionally been paid for by the schools. With the advent of the electronic purchase order, it is no longer necessary to use Facilities Services as a middle man on the repairs. We will list appliances with vendors and phone numbers to assist you if you need an idea.

### 1) Refrigerators and Ice Machines (commercial size / brands)

Conditioned Air (John Berns)  
652-9333 (answering service)  
(same day – 1 day response)

Billings Refrigeration (Pete Evangeline)  
656-7758 or 633-2549 (toll free)  
(same day response, especially if food involved)

### 2) Refrigerators (house size / brands)

A-1 Appliance (Jeff Allen)

256-0049 (non-commercial only)

### 3) Home-economics ranges, microwaves (house size / brands)

A-1 Appliance (Jeff Allen)  
256-0049

Appliance Repair (Marty Campbell)  
256-6345

### 4) Washers, dryers (commercial brands)

A-1 Appliance (Jeff Allen)  
256-0049

## **C. Telephones**

Facilities no longer handle telephone issues. Technology handles all telephone issues, contact Technology. If the custodians have problem with their cell phone, they need to contact Glenna Stabler.

## **D. Fire Extinguishers**

Call Firemaster-Chris Moto at 248-9018. They will accept Pcard. They have a van which will come out to the school/building and fill empty tank on site. If the extinguisher is in need of repairs that can not be achieved on site, they will take your fire extinguisher and return it to you upon completion. Be sure the school name is written in permanent ink on the extinguisher. Facilities will provide the annual inspection. This is only if the extinguishers needed refilled between inspections.

# **VI Facilities Services Policies**

## **A. Playground Equipment Installation / Repairs**

### **PLAYGROUND EQUIPMENT – NEW INSTALLATIONS**

The following steps must be followed for the purchase and installation of new Playground equipment:

1. A drawing with descriptions, equipment specifications and contact name and phone number must be sent to the Facilities Services Department for pre-approval. No equipment, supplies, etc. can be ordered without this first step being approved.

Facilities Services will be responsible for the following:

2. Facilities will have the utilities located for the area.
3. Facilities will do the installation of the equipment.
4. Facilities will call the vendor for delivery of gravel and will install it.

School and/or PTA will be responsible for the following:

5. PTA/School will purchase and pay for approved equipment and supplies
6. PTA/School will be responsible for installation of Borders (following Manufacturer specifications), cement ADA transfer pad and rubberized coating.
7. PTA/School pays for pea gravel.

PTA/School is responsible for contracting only to pre-approved vendors. (Attached is a master agreement form that must be filled out by all contractors along with proof of insurance) (Note: You can check with Facilities Services to see if a vendor is already approved). Any Contractor that is working on District property during school hours will be required to have a background check.

PTA/School is responsible for having all volunteers working on District property during school hours do a background check before they can work on any project. (You can check with Human Resources to find out what must be done).

If in doubt you can always contact Facilities Services for guidance.

## **PLAYGROUND EQUIPMENT REPAIRS AND REPLACEMENT PARTS**

Facilities Services will provide labor at no cost to the PTA/School, however the PTA/School is responsible for all replacement parts.

## **B. Grounds Landscaping and Building Renovations**

Following is the procedure to be used when submitting projects that modify or renovate SD2 buildings or grounds. Facilities Services needs a better understanding of the intent and scope of the project so adequate planning can be done. In some cases, the building architect needs to be involved to determine the effect on electrical, heating and cooling, plumbing, and structural considerations and to give us some indication of cost. The procedure is as follows:

Facilities Services needs you to describe and explain any structural changes, modification or remodeling proposed for a BPS owned or leased facility, or any changes proposed for BPS grounds, such as planting trees, creating gardens, walkways, installing sprinklers, etc. The request will be reviewed by Facilities Services, an appropriate central office administrator(s), and by the original building architect or engineering firm, as needed. Attach the following information to the work order.

- a) On a small floor plan or graph paper, submit a sketch or drawing of the proposed project to indicate its location and scope as it relates to the overall building, floor, room, or grounds plan.
- b) Write a brief explanation of the project including a description of the work to be done, why it is needed, and a preferred time line for completion.

## **Snow Removal**

**Grounds will plow when there is a snow level of three (3) inches or more.** We will NOT be plowing if there is less than that amount. The only exception would be if there is drifting.

Custodians are responsible for snow and ice removal from doorways and sidewalks to ensure safe entry and exit of the building. This may include other areas of the facility for safety.

**There will be NO snow removal of any areas (Particularly playgrounds due to the safety of the children) during the school hours.** Again the exception may be if there is drifting. Our plows must travel at a high rate of speed to prevent getting stuck, and it is a hazardous situation with children present.

Please be aware that equipment failures and work force shortages could cause delays. We will provide snow removal to **everyone** to the best of our abilities. Thank you.

### **C. Lawn Mowing**

Summer mowing schedules are sent to the schools by e-mail each spring. The grounds crew does its best to maintain the schedule. However, adjustments may need to be made in case of mower repairs and / or rainy weather. The custodians are asked to water the grounds accordingly and to make sure that lawns are clear for mowing.

When school is still in session, there are safety issues that must be kept in mind, especially at the elementary schools where students have recess.

If it is not possible to keep children out of the area being mowed, the mowing crew will stop mowing and leave the school grounds. They will then go to the next building on their schedule and return when possible (which may not be until the next week on the regular schedule).

### **D. Playground / Parking Lot Striping**

Painting and maintenance programs for playgrounds have been placed on a three-year rotation. If any changes are desired in your layout in the near future, it will be necessary to complete them for the year scheduled for re-striping.

The grounds will also do the marking of parking lots at the same time. Any handicap areas and any special markings on the parking lots would also need to be noted if making a change.

It will be appreciated if you would please review the playground with appropriate staff members. If any changes are requested, a diagram of the new layout should be forwarded to the Facilities office. We appreciate your assistance in making our asphalt management program more efficient. With adequate planning, we can assist you in conducting your Health Enhancement program and traffic management.

### **E. Tack Strips**

Facilities Services will supply tack strip and installation at no cost, however, if schools start to abuse this requests there will be a charge of \$3.13 per ft.

### **F. White Boards / Cork Boards**

Facilities will purchase the white boards and corks boards however the schools are responsible for the cost (Facilities pays for the labor). When putting in work orders for white boards and cork boards, please supply the code that it will be paid from.

### **G. Security System Repairs**

Work Orders should be submitted to Facilities for all repairs on the Security Systems. Facilities will then have the Electricians repair the problem or will notify Security by Kenco to do so. (Exception: Should your system need repairs over a holiday or on a weekend, the school can call Security by Kenco to repair the system, but must notify Facilities by the first working day, so that we can call Kenco and supply them with a purchase order.) Failure to follow the above procedures will result in the school paying for the cost of the repair instead of Facilities.



## **H. Volunteer Work and Donations**

Due to an abundance of volunteer work and/or donations for tree planting etc., Facilities would like to remind all Schools and Departments that any volunteer work, tree planting, painting, etc. **IT MUST BE PRE-APPROVED BY FACILITIES SERVICES** before any such work is started.

Facilities must make sure first that trees, etc. will not have an adverse effect on sprinkler systems, grounds, maintenance etc. and Facilities must make sure proper materials, etc. are being used when volunteers do maintenance work such as painting, etc...

Should a School and/or Department choose to go ahead and do such work without pre-approval, they will be held responsible for **all future expenses** incurred due to these projects.

PTA/School is responsible for having all volunteers working on District property during school hours do a background check before they can work on any project. (You can check with Human Resources to find out what must be done).

## **I. PTA/Little League Proposed Projects**

Listed below are the standard Procedures used by the PTA and Little League for proposed projects.

- The PTA and Little League submits projects to the School Principal and/or Building Administrator
- The Principal submits the project request to Facilities
- Facilities submits project request to the Superintendent for Final Approval.

Once the quotes and other costs are available, Facilities notifies the Principal as to the costs. When the Group funding the project has the funds, they submit a check to Facilities before work is scheduled.

## **VI HAZARDOUS CHEMICALS AND WASTE**

### **MAX-COM CHEMICAL IDENTIFICATION SYSTEM**

OSHA requires that all workers have knowledge of the hazards associated with chemicals in their work place. Facility Services and the Warehouse (Purchasing), completed a chemical inventory of all the buildings in Billings Public Schools. The results showed over 6, 000 chemicals district wide. Each of these 6,000 chemicals requires a Material Safety Data Sheet (MSDS) from the manufacturer. These MSDS sheets are sometimes hard to find quickly in emergency situations and can be difficult to read and understand. Therefore, Billings Public Schools will no longer have printed copies of the SDS sheets for each chemical. SDS sheets can be found on-line on the School Districts website under Quick Links in the Staff Portal.

Go to [www.bpsinfocentral.com](http://www.bpsinfocentral.com), click "Menu" and go to Quick Links. Just open the MaxCom link which will direct you to Maxcomonline.com. Once you are in the site, go to Log In. Remember User name and Password are case sensitive.

User Name: BillingsSchools  
Password: apple

Once you are in the site, key in the Chemical name or company that makes the product you are looking for. This should give you all the SDS information you need. Max Com has changed this year as well as some of our Chemicals. If you can't find the product name let Facility Services know and we will update each product that isn't on the list.

## HAZARDOUS CHEMICAL WASTE DISPOSAL

We will be doing our own Hazardous Chemical Round Up each year. Facilities Services would send a reminder email to all schools in the springtime asking them to identify any hazardous chemical which need to be disposed of, a detailed list of what chemicals and how much chemicals need to be disposed, then these chemicals are then collected and disposed of by Facilities Services. Facility Services will contact a Hazardous Chemical Removal service to come to your school and willing to dispose of the chemicals. Facility Services will let you know the cost for their removal for each school. Science chemical disposal can be coordinated with the Custodian Foreman. The cost for science chemical disposal will be paid by the school.

## VII BUILDING EMERGENCIES- WEEKENDS, HOLIDAYS, OVERNIGHT

### A. Building Systems Problems

Building administrators should handle facilities problems after hours such as boiler failure, broken windows or pipes, false alarms, etc., If it is something that cannot be dealt with by the building administrator or his/her staff after working hours proceed in the following manner:

a) Call one of the Administrators listed below. In the event you are unable to reach an administrator, contact an appropriate crafts person in the Facilities Services Department. Their names, specialties and telephone numbers are given below.

**b) In the event that Facilities Services personnel are not available, or cannot respond, the building administrator is authorized under emergency conditions, to contact an appropriate contractor. Contractor names, specialties and telephone numbers are also given below. All such costs will be covered by the Facilities Services Department so it is important to notify the Department as early as possible during normal working hours so the appropriate contractor payment paperwork can be processed.**

### FACILITIES SERVICES ADMINISTRATION

<u>Name</u>	<u>Home Telephone</u>
Scott Reiter	855-2892
Dennis Stellingwerf	698-2989

### FACILITIES SERVICES PERSONNEL

<u>Name</u>	<u>Specialty</u>	<u>Home Telephone</u>
Brian Johnson	Carpenter	252-8214
Kevin Miller	Carpenter	672-0601
Frank Wilsey	Carpenter	248- 9997
Ron Waller	Plumber	628-4807(Laurel)
Don Summers	Plumber	672-1587
Terry Reiter	Painter	697-4622
Travis Weidinger	Painter	671-6867
Dennis Schroeder	Glazer (Windows)	252-7881
Gerard Heffner	Electrician	656-4044 (839-0704)
Randon Podoll	Electrician	860-5802
Herb Grice	Temp. Control	656-1759

Will Calovis	Temp. Control	406-322-0177 (Columbus)
Don Malia	Grounds Crew	698-3508
Don Fisher	Grounds Crew	256-3896
Don Malia	Grounds Crew	861-2877

**CONTRACTORS Company/Specialty**

	<b><u>Office Phone No.</u></b>	<b><u>After Hrs. /Emergency Telephone</u></b>
<b><u>Electrical</u></b>		
Yellowstone Electric	252-3407	252-3407
Reddi Electric	245-3141	245-3141
<b><u>General (includes glass, doors)</u></b>		
Aladdin's Lock & Security	259-7215	259-7215
Fisher Construction Co.	259-2854	652-0575
<b><u>Mechanical (Plumbing)</u></b>		
Plumb Montana	259-5265	259-3969
Star Service	259-3754	690-5431 (Mark) 690-0092 (Ben)
<b><u>Temperature Control &amp; Boilers</u></b>		
HVAC Technology (Boilers) (Dennis Lawrence)	248-4330	248-4330
Conditioned Air (AC/Furnaces)	661-9333	661-9333(John B)

**VIII. SECURITY SYSTEMS**

**A. Security System Repairs**

Work Orders should be submitted to Facilities for all repairs on the Security Systems. Facilities will then have the Electricians repair the problem or will notify Security by Kenco to do so. (Exception: Should your system need repairs over a holiday or on a weekend, the school can call Security by Kenco to repair the system, but must notify Facilities by the first working day, so that we can call Kenco and supply them with a purchase order.) Failure to follow the above procedures will result in the school paying for the cost of the repair instead of Facilities.

**B. Security Codes**

A memorandum is sent each fall requesting an update of your building's security code. However, it is the building responsibility to inform Facilities at any time during the year if a change is made to your security code or keypad location.

**C. System Operation Checks**

Due to increasing vandalism problems and situations of sensors not responding and/or alarms not functioning, Facilities Services has asked all buildings to implement a "once a month" security alarm system check. This will help alleviate the possibility of system failures not being discovered in a timely manner.

To comply with this request, do the following;

- 1) Contact Security by Kenco (245-4946) and establish a monthly schedule for the check. Kenco will explain the procedure that they wish your building to follow.

**D. Surveillance Cameras**

Surveillance Cameras are a Technology issue. If you are having problems with cameras, **you will need to go through the Technology procedures- put in a help ticket for them.** Technology will determine

what needs to be done. If it is electrical, **Technology will do the work order** for the Facilities Electricians to look at it. Please do not call Facilities or send in a work order to Facilities. Thank you.

