

# Maintenance Department Manual

2015 – 2016

School Year

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Maintenance Department  
Employee Manual  
2015 - 2016



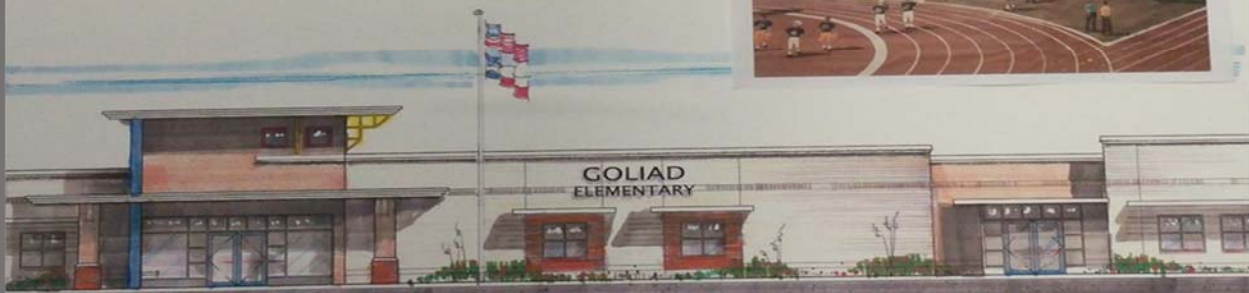
CROCKETT ELEMENTARY SCHOOL  
SAN ANGELO INDEPENDENT SCHOOL DISTRICT



BRADFORD ELEMENTARY  
SAN ANGELO I.S.D.



BRADFORD ELEMENTARY  
SAN ANGELO I.S.D.



GOLIAD  
ELEMENTARY

GOLIAD ELEMENTARY SCHOOL  
SAN ANGELO INDEPENDENT SCHOOL DISTRICT

TRAL HIGH SCHOOL



*Congratulations.....*

On becoming an employee of the San Angelo Independent School District. We want to particularly welcome you to the Maintenance Department, our family, which is a branch of the Business Service Department of SAISD. We are a group of men and women drawn together through our trades and crafts, working towards a common goal which is to provide our district staff the opportunity to achieve the educational mission. The Educational Mission, as proclaimed by our Board of Trustees, is “to provide each student with a meaningful, challenging education; delivered in a safe learning environment.”

With our department being customer oriented and service driven, it requires a staff of dedicated individuals who will ensure quality results from determined efforts. Being witness to the amazement and intrigue expressed on the faces of the children, as they approach their new school for the very first time, or as they depart the stage as a graduate, is all the reasoning needed to know why we do what we do.

James Elson

Director of Maintenance  
San Angelo ISD

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## **Mission**

The mission of the maintenance department is to provide the students, teachers, administration, and staff with a comfortable, clean, well maintained learning and working environment

## **Vision Motto**

Maintain the operational, functional and viable aspects of all district owned facilities.

## **Motto**

We are trade professionals serving educational professionals. We will practice teamwork, communication and courtesy in all aspects of our daily routines and responsibilities. We will assure lateral communication and cooperation within our department to allow the best service affordable.

## Maintenance

The primary goal of the Maintenance Department (to include all three major areas and the Forward Maintenance Crew) is to provide the required and preventative service that will maintain existing district owned facilities. Additionally, when needed and approved, the department provides minor basic interior construction to include renovation, retrofitting and cabinetry.

### Forward Maintenance Crew

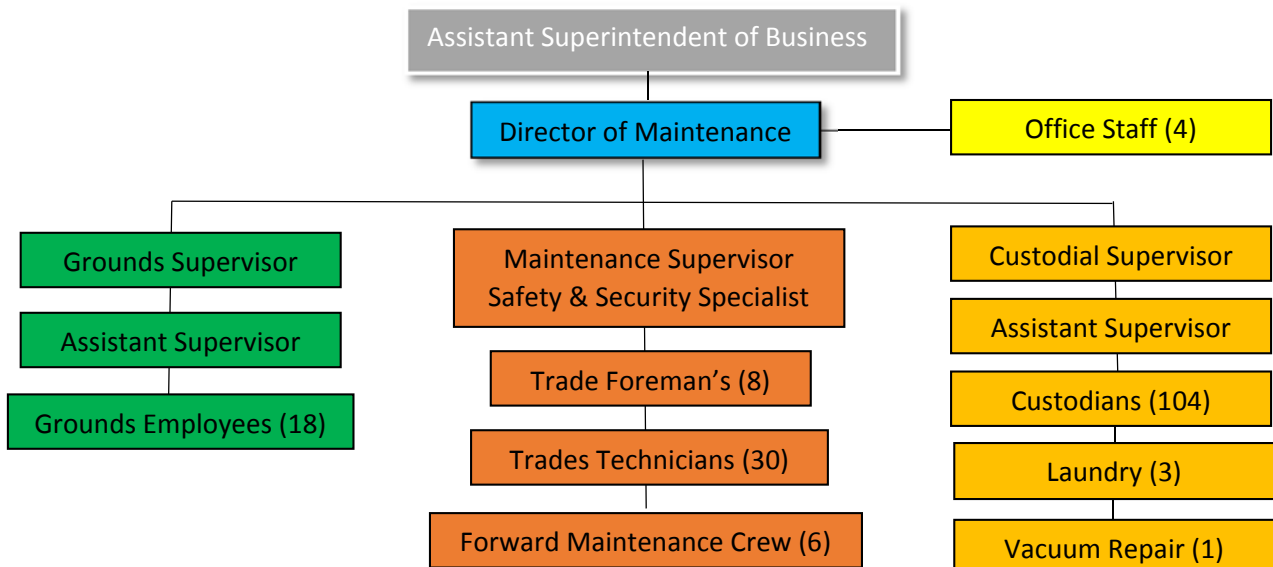
The Forward Maintenance Crew, which includes electrical, carpentry, painting and plumbing expertise, comes to each school at least once a year to make the repairs that are not considered to be emergencies, but are requests needed to maintain facilities and provide appropriate upkeep for the educational program. During their visits, the crews satisfy the majority of the maintenance needs that are either preventive maintenance, or have not received attention as of yet. The Forward Maintenance Crew is an integral part of the Maintenance Department, and will follow all general rules and guidelines which relate to them.

## Grounds

The primary goal of the Grounds Department is to provide maintenance to all exterior locations which are owned by the school district including playgrounds, parking lots, and playing fields. This department also oversees the scheduling for all automatic and manual irrigation systems throughout the district. This section also provides assistance to the athletic department for athletic events. This department is also responsible for the maintenance of all small engines and tractor repairs.

## Custodial

The primary goal of the Custodial Department is to provide clean buildings and a positive learning environment for students and staff.



## **General Rules**

### ***Absences (Attendance)***

The department's goal of providing reliable Maintenance, Custodial and Grounds services for staff and students cannot be accomplished without your presence at work on a daily basis.

All Maintenance, Custodial and Grounds employees are required to be on duty as scheduled unless a request for leave has been preapproved, or an unexpected medical necessity has arisen. Employees that will be absent due to unforeseen circumstances must contact their supervisor or director within two hours of the scheduled start time, or as directed by the department supervisor. A phone conversation must take place to ensure communication (no text messages). An Absence from Duty form should be completed for each absence and submitted to your foreman or supervisor.

**A sample of the Absence from Duty form is included in the Exhibit Section.**

All Maintenance, Custodial and Grounds employees shall clock in at the beginning of each shift and clock out at the end of each shift (including in and out at lunch if directed by supervisor), and/or any after hour assignment. Failure to clock in through our Timeclock Plus system may result in disciplinary action and/or lost wages. Any corrections or adjustments to the Timeclock Plus software must be reported to your foreman or supervisor for adjustment, and not to our Data Entry Clerk.

### ***Accidents – Vehicle***

All minor and major vehicle accidents shall be reported immediately to your Foreman, Supervisor, or Director via radio or phone communication. The vehicle's engine should be turned off, the emergency hazard flashers activated, and any available reflectors or cones need to be placed in appropriate locations. When calling in the accident, if any injuries might have occurred they need to be reported to your contact person for further response. Immediately following the accident, an Accident Report form must be completed and signed with the Data Entry Clerk at the Maintenance Office. **A sample Accident Report form is included in the Exhibit Section.** Failure to notify appropriate personnel of any accidents or suspected accidents/damage will result in disciplinary action.

### ***Bad Weather Days***

In instances of severe weather, special bulletins will be issued by our Administration for release to radio and TV regarding the closing or delay of the start of school. You may be asked to respond to work or delay if necessary, depending on your responsibilities and instructions distributed by your Department Director. Adjustments or allowances of work or absences will be at the Department Director's discretion. Required adjustments to missed time need to be coordinated through your supervisor and director.

### ***Breaks***

Breaks are not a requirement of the Department of Labor, but instead are a fringe benefit of the district. Employees may be allowed a 15 minute paid break as authorized by the Department Director for each four hours of work, and may only be taken at times established by the director. Break time may not be taken to extend a meal, nor does it accumulate. Employees assigned to a site or a campus may not leave the premises during break time. Employees that are mobile in their work by nature will park their vehicles in a safe and inconspicuous manner. Employees who must leave the campus must notify their Foreman or Supervisor prior to leaving, and then re-notify the Foreman or Supervisor upon

returning to work. Designated lunch times and breaks are established within the maintenance manual. Neither lunch breaks nor periodic breaks may be saved and used at the end of the workday.

### ***Cell Phones (and school phones)***

Cell phones may be used on a limited basis while on duty. Personal calls shall be kept to a minimum number per day so that they do not become a safety issue or affect your job duties. At no time shall an employee use a cell phone (texting or talking) while performing tasks such as driving a vehicle, operating power equipment, or any other potentially dangerous job duty. Violators will be subject to disciplinary action, up to and including termination.

If a district owned cell phone is issued to a custodian, it shall be used only for school business purposes. Personal calls on the district phones are strictly prohibited. Violators will be subject to tax liability and disciplinary action, up to and including termination.

### ***Communication***

The nature of our business, and the broad variety of trades that are normally involved in each of our projects, requires constant and effective communication between all shops and personnel within the Maintenance Department. In order for a project to reach its full conclusion, we have to make sure all parties involved are aware and updated on the status of the designated project. As employees of the Maintenance Department, it is required that we ensure this communication is established and utilized. Do not expect others to make communication for you; instead be proactive and make the necessary contact so that our customers are not waiting extended periods of time.

### ***Customer Service***

1. Provide customer service to all sites within the district and maintain a safe, secure, comfortable, clean and well maintained learning and work environment.
2. The "Three Steps of Service" will be followed at all times.
  - a. Be prompt and cordial and always check-in and confirm work with the office.
  - b. Complete the assigned tasks and anything else that is recognized, contact additional shops for assistance if needed and follow up to verify 100% "Completion."
  - c. Coordinate and confirm status of work with the site office at all times and communicate any needs or instructions concerning the tasks.
3. Communication, whether between Maintenance Staff, or site staff will be shared and discussed with foreman involved, supervisors and the Director.
4. Maintenance will learn to understand the needs and expectations of our customer base and attempt to anticipate these needs.
5. Maintenance Employees are expected to identify work related issues when seen and notify Dispatch/Base 1 to request work orders.

### ***Discipline***

All district employees shall perform their job duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations and guidelines may result in disciplinary action, up to and including termination.

Violators will be subject to one or more of the discipline interventions listed below:

- Verbal warning



- Written warning (letter of discipline from Supervisor or Department Director)
- Suspension
- Termination of employment

**A sample of the district disciplinary form is included in the Exhibit Section.**

### ***Drug and Alcohol Policy***

The district prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace or anywhere on district property.

Operators of District vehicles may be subject to alcohol and drug testing in accordance with district (Policy DHE), state and federal regulations. Random testing may be performed without warrant and without individualized suspicion, when the test serves special governmental needs that outweigh the individual's privacy expectations.

### ***Employee Emergency Contact Form***

All Maintenance, Custodial and Grounds employees shall complete an Employee Emergency Contact Form and submit it to the Secretary to the Director of Maintenance. In the event of any changes to the contact information, employees shall report the change as soon as possible by completing another form.

**A copy of the Employee Emergency Contact form is available in the Exhibit Section.**

### ***Fleet Safety Policy***

The district has in effect a Fleet Safety Practice which contains minimum standards for drivers that are operating a vehicle during the service and employment to San Angelo ISD. On an annual basis your driving record and information will be reviewed and confirmed, allowing you to continue to operate a District vehicle. All Maintenance and Grounds employees are required to possess a valid driver's license and an acceptable driving record. Failure to comply with the fleet safety policy or failure to maintain a driver's license or acceptable driving record may result in the loss of driving privileges and/or termination of employment with San Angelo ISD.

### ***Hours of Work***

There will be a variation in the scheduled start and close time employees will work because of the difference in needs of various departments and our service sites. Our basic hours of operation for the Maintenance staff are from 8:00AM until 5:00PM.; our Custodial staff hours are set by the supervisor, depending on site needs, and should be followed as directed (some campus custodians work split shifts): and our Grounds department hours are 8:00AM to 5:00PM.

All employees must be dressed neatly and be wearing the supplied uniforms as approved for each department. Any changes or alterations in what is allowed to be worn must be approved by either the Foreman or the Supervisor. All employees will be ready to start work at the specific time as shown. Employees should be diligent in making any/all personal appointments after scheduled work hours.

If assigned to a site, employees are not to leave their assignment at any time during the work shift without prior approval from the Custodial Supervisor, the Assistant Supervisor or the Director of Maintenance. All Maintenance, Custodial and Grounds Employees are expected to clock in and out through the time clock system to verify actual hours worked. Employees may not work beyond their scheduled hours unless they have prior approval through their Supervisor or Director of Maintenance.

### ***Line of Authority***

Maintenance, Custodial and Grounds staff shall adhere to the organizational chart, and its chain of succession as listed on Page 6 of this handbook. You should discuss any problems or misunderstandings which arise in your specific department with your immediate supervisor (direct supervisor); if you have a problem that you and your supervisor cannot work out, then through the chain of succession, the Director of Maintenance will become involved and address the situation.

### ***Meals/Rest Period***

Each employee is afforded a lunch break on a daily basis. If at any time your allocated lunch schedule changes, you must speak and confirm with your supervisor, or the Director of Maintenance. Meals should be taken in a relaxed atmosphere, and if possible, away from assigned work areas.

### ***Name and Address Change***

It is very important that all employees notify the Human Resources Department, Payroll, your immediate supervisor, as well as our Maintenance Office Staff of any change of address, phone number (the Emergency Contact Card), or bank account that you have encountered. Failure to make these notifications may result in a delay or perhaps failure to receive your paycheck.

### ***Non-Authorized Work/Purchases***

During work hours, including breaks, employees may not engage in any work other than that authorized by the District or the Director of Maintenance. This shall include but is not limited to the following:

1. Employees may not work on any personal projects while on District time.
2. Employees may not work on personal projects for another person, whether that person is a District employee or otherwise, while on District time.
3. Employees may not use or permit to be used, District owned tools, materials, supplies, or other items for personal use.
4. Employees may not make any purchases for non-District projects while identifying themselves as District representatives.
5. Employee shall not purchase food for home use from school suppliers or wholesalers to be delivered at school. Employee should not bring food or food items to be sold at school.

### ***Paychecks***

The district requires all employees to be enrolled in automatic payroll deposit. Employees can have their paychecks electronically deposited in an account at any bank. A notification of at least two weeks is necessary to activate on the pay date. Contact the payroll department for more information about the automatic payroll deposit service.

### ***Performance Evaluation***

Personnel shall be evaluated at least once each school year. The evaluation is a management tool to recognize proficiency or to assist the employee in improving his/her performance and thus may be utilized at any time deemed necessary by the immediate Foreman, Supervisor, or the Director of Maintenance. An employee may request a conference with their supervisor if he/she so desires at any time. Information concerning the employee's permanent record is retained on file in the Human Resources Office. Partial information can be obtained from our Maintenance Office Staff.

### ***Personal Possessions of Employees***

The district cannot assume responsibility for the theft, loss, or damage of any personal articles such as money, jewelry, decorations, or any other valuables.

### ***Personnel/Student Relations***

All employees shall limit communication with students while performing their assigned duties. Employees should not attempt to discipline or punish student, but should report any instances to the teacher or principal.

Any inappropriate verbal or physical contact with students may be grounds for immediate dismissal.

### ***Radios and Televisions***

Employees may listen to radios only when they will not be a distraction to staff, students or other employees. Volume levels will be set at a level to not be a distraction. Special consideration will be given when operating power equipment since focus, attention and safety has to be adhered to.

TVs will be established in designated areas as permitted by the Director of Maintenance. Allowable viewing times will be established by the Director of Maintenance to include before work, break times and lunchtimes. Anyone caught in violation of this could face disciplinary action.

### ***Resignation***

If an employee wishes to resign, a minimum of 10 working days' notice should be given. This will give their immediate Supervisor an opportunity to post and possibly fill the vacancy. If this consideration is shown, the employee will be in a position to receive a recommendation from the Director of Maintenance and also to be considered for employment at a future time.

### ***Standards of Conduct***

All employees are expected to work together in a cooperative spirit to serve the best interest of the department and the district and to be courteous to students, staff, one another, and the public. The standards of conduct are included in the San Angelo ISD Employee Handbook.

Specifically, every Maintenance, Custodial and Grounds employee is directed work well with his/her coworkers and to treat their coworkers with respect. At no time shall employees engage in physical or verbal abuse of their coworkers. Violations of this directive will result in disciplinary action, up to and including termination.

### **Language**

The use of profanity, obscene, lewd language, racial slurs or gestures of any kind are strictly forbidden at all times. Loud yelling or screaming in an angry manner is also unacceptable. Any violation, particularly around children, is subject to review, counseling and possible disciplinary action, including an up to termination.

### **Physical Altercation**

Employees are prohibited from involvement in physical altercation (fighting, shoving, slapping, poking) on district property while on or off duty. Such action will be fully investigated and may result in disciplinary action up to and including termination.

### **Smoking/Tobacco Use**

The district's policy on smoking/tobacco use is designed to provide a healthy, safe and productive work environment for all employees. Employee shall not use tobacco products on District property, in district vehicles, or school related activities. No person (service, repair delivery person, or visitor) shall be allowed to smoke on district property. Please report violations to your immediate supervisor.

In addition, the District prohibits the use of electronic cigarettes or any other electronic vaporizing device on District property at all times by anyone.

### **Uniforms**

All Maintenance, Custodial and Grounds employees shall wear their District issued uniform shirt on a daily basis. All employee shall maintain a clean, neat appearance at all times.

Employees are prohibited from wearing their District issued uniforms when not on duty, except to commute to/from work.

District issued uniform shirts, coveralls, and jackets must be returned to the district upon termination of employment. Failure to submit any of the aforementioned articles of clothing will result in a deduction of the full cost of the items from the employee's final paycheck.

### ***Visitors in the Workplace***

All visitors are expected to enter any district facility through the main entrance, or report to the building's Main Office. Authorized visitors will receive directions, or be escorted to their destination. Employees who observe an unauthorized individual on district premises shall immediately direct him or her to the main office or contact the administrator in charge, or their Supervisor. Employees should not have guests while on duty. This includes friends, former employees, or relatives.

### ***Weapons***

Possession of any weapon (as determined by legal description) on school district property, in school district vehicles, or at any school sponsored activity is strictly prohibited and grounds for immediate termination.

***Work Order System***

San Angelo ISD utilizes School Dude Software and its "Maintenance Direct" program to maintain our work order process. Work orders are initiated through multiple sources and routed to the responsible departments and crafts. We monitor the number of work orders issued, the amount of time taken to complete each work order and the personnel who perform the work. Each work order issued should be addressed as quickly as possible to confirm what work and material is needed. In addition, communication with the site where the work is to be performed needs to be made to ensure they are aware of our understanding of the work to be done. All appropriate documentation, and paper process needs to be adhered to in a timely manner.

## San Angelo Independent School District

### Maintenance Department Rules

#### Daily Routine

1. TimeClock procedures must be followed as established. No deviations should take place unless approved by a supervisor.
2. Personal nonemergency calls should not take place during working hours (other than break time and lunch time) due to distractions that could cause safety concerns.
3. Turn off all lights in areas not occupied or being used. (i.e., boiler rooms, storerooms, etc.)
4. Lunchtime will be scheduled by the Director of Maintenance in coordination with the supervisors and foreman.
5. Lunch breaks will be taken. Supervisors or the Director of Maintenance must **pre-approve** if working through lunch.
6. Notify your supervisor whenever you have to leave campus or have to run a personal errand during work time.
7. Compensation Time will not be earned without **pre-approval** from the supervisor or the Director of Maintenance.
8. No personal leave or vacation leave shall be taken without **prior** written request, and submission to the foreman, supervisor, or the Director of Maintenance for approval (with the exception of sick leave).
9. All maintenance and grounds personnel will be departed from the shop area within 15 minutes from the beginning of each work each shift.
10. If a morning or afternoon break is taken, it shall be no more than 15 minutes, and if delayed must be notified to the foreman, supervisor, or Director of Maintenance.
11. Do not ride around in vehicles with the intent of delaying or wasting time. Direct routes will be used to get to job sites.
12. If multiple personnel are required to complete a project, or to review upcoming work, notification needs to be made to your direct foreman or supervisor.
13. Without permission, no vehicles will be allowed to drive on unpaved areas.
14. Returning to shop at the end of a schedule workday will not be permitted for more than 15 minutes prior to the end of the day without permission from your foreman.
15. Equipment or machinery that could be considered noisy or distracting (lawnmowers, weed eaters, drills, hammers, etc.) will not be used within direct proximity of classrooms or other areas that could be considered educational during school hours without knowledge and consent of site/campus administrator.

### **District Assigned Keys**

16. Keys that are assigned to any/all maintenance personnel (cards will be signed and on file) will be the responsibility of those assigned. Whether keys are carried or are to remain on-site, they will be the responsibility of the assigned employee.
17. Assigned keys will not be loaned to other individuals, except to work and gain access at same project site.
18. If keys are lost, immediate notification will be made to the District Key Coordinator.

### **District Vehicles**

19. Vehicles are to be locked at the end of each day. All tools and materials of value will also be locked away or stored inside as required.
20. Assigned vehicles will be the responsibility of the assigned employee. Damage and/or vandalism shall be reported immediately to your foreman, supervisor, or Director of Maintenance.

### **Employee Responsibilities**

21. In the process of an employee's daily routine, notification to dispatch will be made regularly of destination or location.
22. Hand-held radios used in daily communication with dispatch and other maintenance personnel will be maintained and in proper working order at all times.
23. Appropriate uniforms will be worn at all times as predetermined by the Director of Maintenance. Shirrtails will remain tucked in and any clothing will not have revealing holes or tears. Appropriate footwear will also be worn at all times. If working outside it is recommended that head coverings be worn to protect from direct sunlight.
24. Personal protective equipment will be utilized and worn as assigned to each employee, pertaining to their particular responsibilities.

### **Shop/Office/Common Areas**

25. Keep all doors to the shop and craft areas locked at all times when not occupied.

### **Tools**

26. Do not leave tools or equipment connected, plug-in, or lying around where they're accessible by others, whether inside or outside.
27. Do not lend out tools or equipment to individuals outside the department, without approval from the Director of Maintenance.
28. Put all tools and equipment back in their proper storage place after use.

29. Tools and equipment cannot be used for personal purposes, without permission from the supervisor or the Director of Maintenance.
30. If tools are checked out from the maintenance tool room they will be signed for and returned promptly, in clean, operating condition.

### **Work Orders**

31. All work orders are to be verified daily.
32. They will be picked up and reviewed from pre-designated areas.
33. Sites requesting work will be contacted, and all details including, but not limited to, materials, tools, personnel and required time will be discussed with site personnel.
34. All information will be noted on the work order to include, but not limited to, time, cost of material, notes or comments, or referrals for other crafts to follow-up.
35. Upon completion of the work order, whether craft specific work or total project completion, work orders will be turned in promptly and completed as required.
36. All receipts, counter tickets and packing slips must be turned in at the office no later than the next duty day with completed information: including signature, school/site information, and work order number.



## **Job Duties and Responsibilities**

All Maintenance, Custodial and Grounds employees shall be expected to perform their assigned job duties and responsibilities, as well as any that may be initiated from the Department Supervisor's, the Director of Maintenance, or the Assistant Superintendent of Business, or other duties as needed.

### **Maintenance Personnel**

Our district facilities should be maintained in a manner that is conducive to student learning. The building should be well lit, climate controlled, clean and operational at all times.

Initiated work orders will be picked up in the designated areas by the responsible foreman and assigned to the appropriate staff. The repairs and/or new installations should be completed as timely as possible and with an efficient use of supplies or materials. Supplies or materials used and their costs should be noted on the work order. Amount of labor required to complete the work order should also be noted. Any follow-up or coordination with other trade fields (plumbing, carpentry, or grounds) needs to be communicated and noted on the work order.

Shops, storage and assigned work areas should be maintained in a clean and orderly fashion, floors swept, trash removed, and, if necessary, floors washed or vacuumed. All tools should be clean, oiled and maintained in a safe working condition. All supplies, materials, and tools will be put away at the conclusion of each project.

Preventative maintenance is essential to ensure that all systems are functional throughout the year. A schedule of quarterly, semiannual, and annual inspections will be prepared by the Foreman.

**Some of the checklist utilized for preventative maintenance are included in the Exhibit Section.**

### **Custodial Personnel**

The cleanliness and appearance of our district facilities is critical to an effective, efficient learning environment for our students. Working either individually or as teams, Custodians are expected to perform the tasks and responsibilities as necessary to maintain a sanitary and safe environment.

Custodial closets will be maintained in a neat and orderly fashion. If Custodial Areas are in conjunction with mechanical equipment, guidelines and laws regarding storage and spacing will be followed. All chemicals will remain sealed and labeled. All mops, brushes and rags will be cleaned and set to dry as trained. Custodial areas will remain locked at all times, especially when they are not occupied. Open food and drink are not allowed in these areas, to alleviate the attraction of pests or possible contamination from room contents. Schedules and requirements will be adhered to as directed by Supervisors to ensure all areas are cleaned in a timely, periodic fashion. Postings and warnings will be utilized on all surfaces and areas in which hazards could result in accidents due to ongoing work. All trash should be gathered and cleared from exterior locations within the sites property. All tools and machinery should be clean, wiped down, and maintained in a safe working condition. All supplies, buckets, cans and tools will be put away at the end of each shift. If keys are not permanently assigned, they will be picked up at the start of your workday, and returned to the same location at the end of your workday.

## **Grounds Personnel**

The lawns and landscaping should be neatly cut and trimmed at all times. With the appearance of our district sites being the first impression given to all visitors, it is imperative that these are maintained efficiently and in a timely manner.

Some of the responsibilities that are controlled by this department include, but are not limited to, the following;

- Maintenance and scheduling of an approved irrigation schedule at all educational facilities, as well as all athletic facilities.
- The maintenance, repair and upkeep of all tractors and small engines used within this department.
- The trimming of all of our trees located within district property.
- The response and preventative maintenance program performed by Certified Pesticide and Herbicide Applicators.
- The assistance and scheduling of certain vendors to make repairs within the district.
- Our Grounds Department is also responsible for maintaining parking lots and surfacing located on our playgrounds.

All machinery, equipment and tools utilized by our Grounds Team will be serviced and cleaned nightly after each shift. All tools and equipment will be secured and locked up if needed. All chemicals utilized will be maintained and secured in an area as required by the Texas Department of Agriculture. The hours worked by our Grounds Team will be adjusted as needed by the Supervisor to make sure all required work is performed in an environment and condition suitable for our workers.

# Safety

## ***General Safety Policies***

All personnel injury, accidents, or near misses shall be reported to your Foremen or Supervisor immediately. The Foreman or Supervisor and injured employee shall jointly complete the Employers First Report of Injury.

### **A copy of the Employer's First Report of Injury can be found in the Exhibit Section.**

If an employee needs to go see medical personnel due to an injury or accident they will need to have the Physicians Report of Injury filled out detailing restrictions and other information required by the Maintenance Department.

### **A copy of the Physicians Report of Injury can be found in the Exhibit Section.**

Employees shall use proper lifting techniques at all times and ask for assistance when needed. All chemicals shall be properly labeled and used in accordance with the label instructions.

Employees shall not store any item within 3' (three feet) of any electrical/mechanical device. It is recommended that Electrical/Mechanical Rooms not be used as storage rooms due to local Fire Codes.

## ***Custodial Closet Safety Rules***

Custodial closets tend to have chemicals, dust mops and other hazardous materials; therefore, the closets must be locked at all times to ensure the safety of students and staff. In addition, the Custodial Closet Safety procedures must be adhered to at all times.

### Custodial Closet Safety Guidelines

- It is recommended that food and drink not be allowed in closets.
- Mop buckets will be cleared and cleaned each night.
- Chemical containers will remain sealed at all times.
- No dispensed chemical is to remain unattended in bathroom fixtures.
- All Mechanical and/or Electrical appliances will remain clear of any obstruction or storage.
- Personal items will be kept to a minimal in these closets.
- All containers and spray bottles will be labeled appropriately.
- All chemical containers will have their lids tightened and secured.
- Electrical cords, whether on machines or independent will be checked for damage daily.
- All Wet/Dry Vacuums will be emptied and cleaned after each use.
- Custodial Carts will not be left unattended.
- Trash shall not be left in Custodial Closets at the end of each shift.

## ***Emergency Response Plans***

All employees shall be aware of the district's Emergency Operations Plan.

### **An overview of the Plan is included in the Exhibit Section.**

Maintenance and Custodial staff may play a role in containing, locking down, or evacuating students and staff off-site as needed during an emergency. Maintenance staff may be assigned to power down electrical and heating/cooling systems during containment exercises or events. Custodial staff may be assigned to lock or unlock doors as needed during emergency exercises or events. Ground staff may be on-site during a drill, exercise, or actual event and need to be prepared to respond.

No matter what responsibilities you are assigned, you need to understand them and always be prepared to respond.

### ***Safety Signs and Barriers***

The safety of all students and staff is our #1 one priority! All Maintenance Department Personnel shall utilize protective signs and barriers as appropriate while performing specific job duties.

Examples of these could include:

1. Wet floor signs while mopping, waxing, etc.
2. Lockout notification on electrical systems.
3. Unauthorized access signs, as needed and appropriate.
4. To cover exposed manholes were other diggings and openings.
5. Prior to and during application of herbicides or pesticides.

### ***PPE (Personal Protective Equipment)***

PPE's, such as boots, gloves, masks, etc. will be assigned to you for your safety. You should where the PPE's, as appropriate, when performing specific job duties which requires them.

District issued safety equipment, such as safety shoes or boots, is provided to protect employees while on duty and should be worn at all times while on duty. Footwear must completely cover your feet. No open toed shoes or heeled footwear is acceptable.

If an employee feels that he/she needs additional PPE's, he/she shall promptly notify his/her Lead, Foreman or Supervisor.

### ***Storage of Materials***

Storage of materials in buildings is subject to local Fire Code Regulations. Some Hazardous Materials, such as propane, fuels, paints, etc., must be stored in an appropriate, well ventilated area or closet. Gasoline or diesel powered equipment is not permitted to be stored within school facilities. A clearance of 24" (24 inches) between furniture, cabinets, or storage and the ceiling must be maintained at all times. In addition, shelves used for storage shall be secured to the wall to prevent tipping.

### ***Hazardous Supplies and Materials***

Hazardous supplies and materials may be used in the scope of your job duties. It is crucial for your safety that you are aware of:

1. The potentially hazardous materials in your work area, and
2. The location of the SDS (Safety Data Sheets) in your work area.
3. An inventory of all potentially Hazardous Supplies and Materials will be kept in your department's Hazardous Materials Binder, or SDS Binder. The list is subject to approval by the San Angelo ISD Compliance Department. All approved products will be labeled and stored in their original container or a labeled alternate container, as approved through Federal Regulations.
4. At no time will you, as an SAISD Employee, bring potentially hazardous supplies or materials onto your campus or site without prior approval from the Compliance Department.
5. If in the course of your daily routines and responsibilities you come across any Hazardous Materials or Chemicals that were brought onto your campus or site, and were not a

requirement of the district, notification needs to be made to the Compliance Department office at Maintenance.

Copies of your site-specific SDS Binder will be located in the main custodial supply area, or in the main office. The district SDS Binder will be located in the Compliance Department Office, located at the Maintenance Compound. Each district site will have their own specific SDS Binder assigned to them for availability to all visitors.

The SDS program, and its accompanying SDS sheets and information will also be made available online through the SAISD website.

**Samples of SDS sheets are included in the Exhibit Section.**

***NFPA Fire Diamond***

An SDS also has the NFPA (National Fire Protection Association) Fire Diamond data.

**An NFPA Fire Diamond reference guide is included in the Exhibit Section.**

**Maintenance Handbook**  
**Acknowledgment of Receipt and Compliance**  
**2015 – 2016**

Employees are required, as part of their employment, to sign a statement agreeing to study and to follow all department rules and procedures.

Any employee violating the rules and procedures of this handbook or directives of their immediate supervisor(s) shall be subject to disciplinary action, including termination.

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the maintenance handbook, and that I will comply with all of the rules and procedures contained herein.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME