

# *Maintenance & Operations Reference Guidebook*



OUSD M&O Guidebook  
*Revised November 2017*



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# Orange Unified School District

## “A District of Excellence”

### MISSION STATEMENT

The purpose of the Orange Unified School District is to provide an effective educational program for students as stated in the District’s Mission Statement: *“The Orange Unified School District, being committed to planning for continual improvement, will offer a learning environment of excellence, with high expectations, to provide each student with the opportunity to be able to compete in the global economy.”*

### Maintenance & Operations

#### Mission

*The Maintenance Departments’ mission is to create and maintain a safe, healthy, cost efficient and distraction free learning environment.*

#### Vision

*The Maintenance Departments’ vision is to synergistically provide proactive and reactive maintenance of buildings and grounds with professionalism, quality, integrity, communication, responsiveness, dependability, follow through, and accountability.*

#### Core Values

*Do it right the first time.*

*Safety first.*

*Serve our students and coworkers with courtesy and respect.*

*Use high quality materials and tools.*



## **Maintenance and Operations Department**

The Maintenance and Operations Department is responsible for maintaining all indoor and outdoor learning environments. The department's role is vital to staff and student success. The success of the M&O department relies on the contributions of each and every member of the team. All work performed by staff shall be at the general acceptable quality standard that is generally accepted for the purposes intended. We, as public servants, are required to conduct ourselves in a professional and courteous manner. Staff is to treat everyone with courtesy and respect. The district has a zero tolerance policy on all forms of harassment.

*\*The purpose of this handbook is to provide all members of the team and site staff the general operating procedures of the department. This document is not intended to address every situation that may arise. Any items in this handbook may be superseded by the OUSD Collective Bargaining Agreement, Board Policy, Administrative Policy, or a State or Federal law. In the event of competing clauses, the more stringent clause will prevail.*

## **MAINTENANCE AND OPERATIONS**

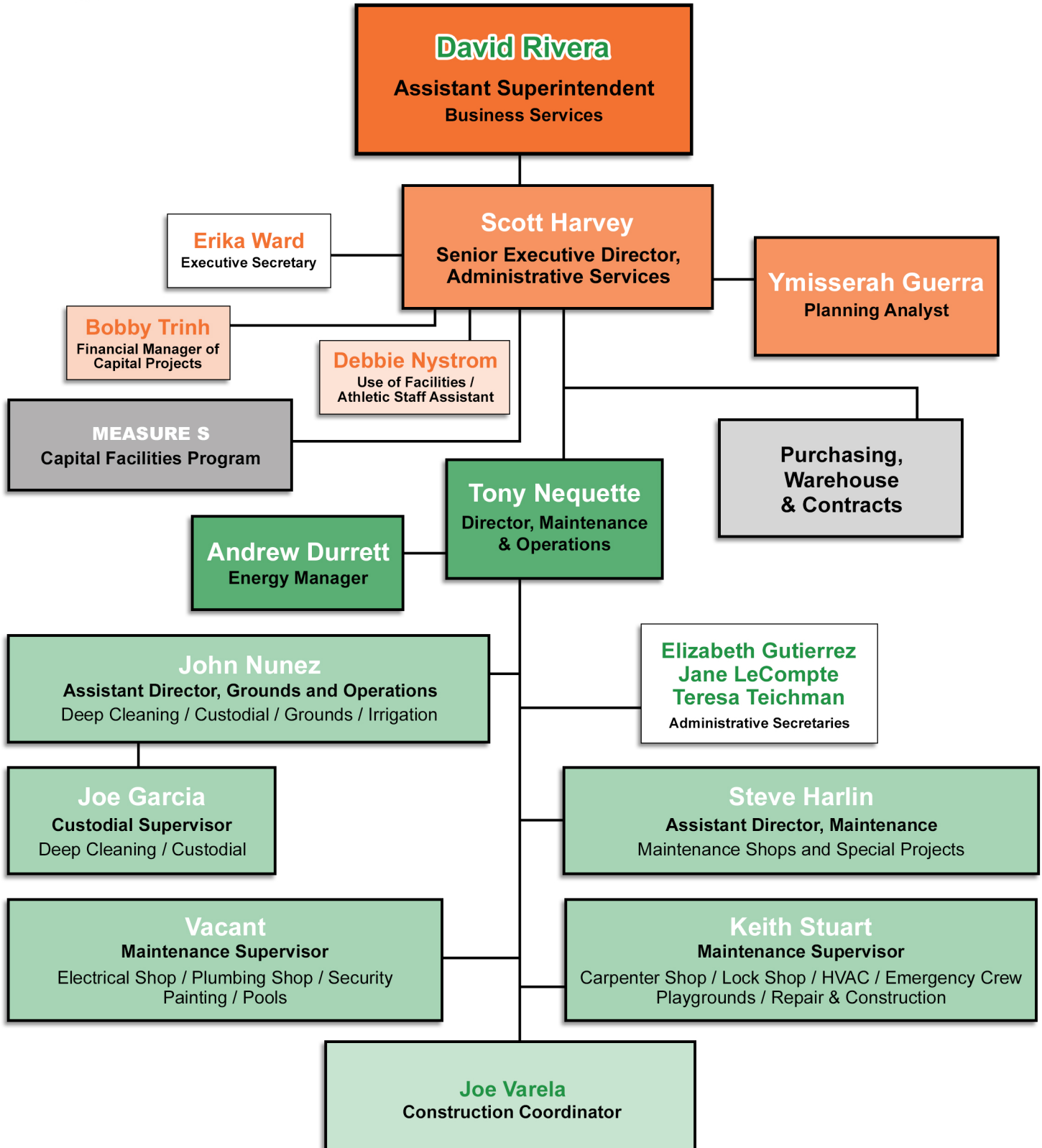




# *Department Organization Chart*



# FACILITIES, MAINTENANCE & OPERATIONS ORGANIZATIONAL CHART 2021-2022





# *Departmental Phone Listings*



	Centrex	Bldg		Centrex	Bldg
<b>SUPERINTENDENT</b> .....Gunn Marie Hansen .....	4487	B	<b>INFORMATION &amp; EDUCATION TECHNOLOGY</b>		
<b>ASSISTANT SUPERINTENDENTS:</b>			Executive Director .....Christina Lin.....	4550	I
BUSINESS SERVICES .....Dave Rivera.....	4479	D	Director .....Tam Nguyen.....	4550	I
HUMAN RESOURCES.....Ernie Gonzalez .....	5515	A	Executive Secretary I.....Liz Bader.....	4550	I
EDUCATIONAL SERVICES...Cathleen Corella.....	4466	D	<b>INDEPENDENT STUDY</b> .....	5479	PEC
<b>ACCOUNTABILITY, EQUITY &amp; ENGAGEMENT</b>			<b>INSURANCE</b> .....	5390	F
Executive Director.....Elena Rodriguez.....	5405	G	<b>LANGUAGE ASSESSMENT CENTER</b> .....	6177	G
Administrator.....Sandy Schaffer.....	4535	G	DELAC.....	6143	G
Executive Secretary .....Lori Elsasser.....	5406	G	<b>LT-O</b> .....Randy Kolset.....	4517	Handy
LCFF Sites/Title II & III .....Lupe Carrillo.....	5405	G	<b>MAIL ROOM</b> .....	4526	WAR
English Learner Services.....Amber Tatch.....	6177	G	<b>MAINTENANCE &amp; OPERATIONS</b> ...726 W Collins.....	6378	MOT
EL/Staff Dev. Elementary/GLAD.....	4514	Taft	Tony Nequette, Director, Grounds & Operations.....	6378	MOT
Laura Urquhart/Kelly Devine.....	5415	Taft	Steve Harlin, Asst. Director, Maintenance & Operations...6378	MOT	
EL/Staff Dev. Secondary...Jennifer Salas/.....			John Nunez, Asst. Director, Grounds & Operations.....	6378	MOT
Cecilia Gonzalez-Limas .....	5416	Yorba	<b>NATIVE AMERICAN</b> .....Oryden Gould.....	4419	G
Student & Family Engagement. Abril Liu.....	6143	G	<b>NUTRITION SERVICES</b> .....726 W Collins.....	6354	MOT
<b>ACCOUNTS PAYABLE</b> .....	4030	F	Director .....Jamie Sanchez.....	6354	MOT
A – E Melissa Vasquez.....	5367	F	Operation Supervisor...Secondary...Stephanie Zeringue ..	4452	MOT
F – M Shawna Hall-Galvan.....	4037	F	Operation Supervisor...Elementary...Ramon Ornelas.....	4458	MOT
N – Q Natalie Nguyen .....	5366	F	<b>ONLINE LEARNING</b> .....	4110	J
R – Z Peggy Land.....	5369	F	<b>OUEA</b> .....1224 E Katella #203.....Greg Goodlander.....	288-1288	
<b>ADULT EDUCATION PROGRAM (OUSD)</b> .....	5479	PEC	<b>PARKSIDE EDUCATION CTR/Alt Ed</b> ...Justin Stanfield...5479	PEC	
<b>ACTIVITIES/ATHLETICS</b> ...Ed Howard.....	5424	E	<b>PAYROLL</b> .....Sharon Davis.....	5353	E
<b>USE OF FACILITIES</b> .....Debbie Nystrom .....	5411	MOT	<b>CERTIFICATED</b>		
<b>AUDITING:</b>			A-K Marci Gresham.....	5357	E
Attendance.....Kathleen Franks .....	4160	F	A-L Classified Bus Drivers/Bus Aides		
Accountability & Special Programs .....	5405	G	A-Z Certificated Extra Earnings		
<b>BOARD OF EDUCATION</b> .....	4533	B	L -Z Natalie Montoya.....	5358	E
<b>BUDGET INFORMATION:</b>			M-Z Classified Bus Driver		
Budget Assistance.....Christina Choi.....	4447	F	A-Z Certificated Substitutes		
Budget Control Supervisor.....Angelica Quiroga .....	5825	E	<b>CLASSIFIED</b>		
<b>BUS GARAGE (Mechanics)</b> .....726 W Collins.....	6196	MOT	A-G Amy Glinskas.....	5363	E
<b>BUSINESS SERVICES</b> .....	4479	D	H-Q Stacy Andrade .....	5362	E
<b>CHILD CARE/PRESCHOOL</b> .....Amie Wilson Bird .....	5360	CDC	R-Z Duong Nguyen .....	5846	E
<b>CHILD DEVELOPMENT CENTER</b> .....	5570	CDC	<b>PRINT SHOP</b> .....Jessica Machuca.....	4523	WH
<b>COMMUNICATIONS OFFICE</b> .....Hana Brake.....	5515	A	<b>PSYCHOLOGICAL SERVICES</b> .....	4080	C
<b>CONSTRUCTION DEPT</b> .....	4500	MOT	<b>PURCHASING</b> .....	4440	WH
<b>CSEA</b> .....326 W Katella, Orange .....	532-3766		<b>ROP/CTE PROGRAM</b> .....	5452	D
President, Darleen Swanson .....	5563	J	<b>RISK MANAGEMENT</b> .....	5390	F
<b>CTIP/INDUCTION</b> .....Raeanne Little .....	5527	G	<b>SCIENCE CENTER</b> ...K – 6.....	5536	E
<b>CURRICULUM &amp; INSTRUCTION</b> ...Lisa Green .....	5452	D	<b>SECURITY</b> .....726 W Collins.....	6396	MOT
Admin, K12 Academic Content Design.....	5436	D	<b>SPECIAL EDUCATION/SELPA</b>		
<b>EARLY LEARNING CENTER</b> .....	5577	ROP	Chief Executive Officer.....Sue Singh .....	5550	C
<b>EDUCATIONAL SERVICES</b> .....	4466	D	Elem/ Secondary Coordinator.....	5547	
Elementary & Secondary Support....Debbie Adle.....	4463/4467	D	<b>STUDENT ACHIEVEMENT</b>		
<b>ENERGY MANAGEMENT</b> .....Andrew Durrett.....	4556	MOT	Erin Rosselli.....	5718	J
<b>ENGLISH LANGUAGE LEARNERS</b> .....	6177	G	<b>STUDENT &amp; COMMUNITY SERVICES (CWA)</b> .....	5424	J
<b>FACILITIES &amp; PLANNING</b> .....	4500	MOT	Executive Director .....Ed Howard.....	5424	J
Scott Harvey, Sr. Executive Director, Admin Services .....		COLLINS	Coordinator.....Sheldon Glass.....	5424	J
<b>FISCAL SERVICES</b> .....Meghna Bulsara .....	4479	D	SES & McKinney-Vento Act- Kristine Nelson .....	4513	
<b>GIFTED &amp; TALENTED (GATE)</b> .....	5451	D	<b>SUBFINDER</b> .....Stacie Hokenson .....	5539	E
<b>HEALTH SERVICES</b> .....	5560	C	<b>TAX SHELTER ANNUITIES</b> . Sharon Davis.....	5365	F
<b>HOME/HOSPITAL PROGRAMS</b> .....	5469	PEC	<b>TECHNOLOGY SERVICES</b> .....	4550	I
<b>HOME SCHOOLING</b> .....	5479	PEC	<b>AERIES SUPPORT</b> .....	4551	
<b>HUMAN RESOURCES</b> .....Ernie Gonzalez .....	5515	A	<b>HELPDESK</b> .....	4357	
Executive Director.....Tracy Knibb .....	5870	A	<b>QCC</b> .....	5555	
Director.....Susanna Solis.....	5783	A	<b>NETWORK TECHS</b> .....	4550	I
Executive Secretary II.....Shay Brown .....	5515	A	<b>TEXTBOOKS</b> .....	5377	D
Executive Secretary I.....Rose Mary Gallardo.....	5519	A	<b>TRANSCRIPTS</b>		
<b>CERTIFICATED</b>			Students.....	5424	J
Human Resources Supervisor.....Barbara Montelongo .....	5537	A	Teachers .....	5516	A
Certificated/Leadership/ROP/D.O./Middle & High School .....			<b>TRANSPORTATION</b> .....726 W Collins.....		MOT
.....Kimberly Lay .....	5516	A	Director Trans & Mech Svcs... Christina Celeste-Russo...6244	MOT	
Certificated Elementary.....Nichole Erickson.....	5531	A	Dispatch.....6357/6358	MOT	
Job postings & Student Teachers... Mary Palomino .....	4004		Bus Passes.....	538-8295	MOT
Substitute Placement .....	5539	A	Garage.....Mario Garcia.....	6196	MOT
<b>CLASSIFIED</b>			<b>TRASH/RECYCLING/CR&amp;R ISSUES</b> .....	4440	WAR
A-L.....Kathy Legacy .....	5529	A	<b>VIDEO/TV PRODUCTION</b> .....	5423	J
M-Z.....Lesley Duyan .....	5538	A	<b>WAREHOUSE</b> .....Rodney Harms .....	4527	WH
CL Sub Hiring, Testing, TB & Fingerprints .....			<b>WORK PERMITS</b> -To be handled by student's home school .....		
.....Natalie Montoya .....	5522	A	<b>WORKABILITY</b> .....	5573	PEC



# 2021-2022 TELEPHONE DIRECTORY EDUCATION CENTER./M.O.T./PARKSIDE

Numbers beginning with a 4 & 5 have a 628 prefix  
Numbers beginning with a 6 have a 997 prefix.



ADLE, DEBBIE.....4463/4467  
**AERIES SUPPORT ..... 4551**  
AGUIRRE, DEANNE..... 5556  
ALVARADO, ANA.....4538  
ALVARADO, DAVID.....(Mailroom).....4526  
ANDRADE, STACY.....5362  
ANGEL, HERIBERTO..... 5715  
ARCINIEGA, KATIE..... 4440  
AVILA, ALLEY..... 6357  
AVILA, SANDY.....5377  
AYERS, KIM.....(Transportation Acct).....5307

BADER, LIZ.....4549  
BARNHILL, JACQUELYN..... 4440  
BAROLDI, CHRISTINA.....5719  
BARRAZA, EDDIE..... 4477  
BARRERA GARCIA, MARICRUZ..... 5318  
BEIDLER, JAIME..... 5402  
BENDER, JILL..... 6357  
BOWERS, ANNMARIE..... 5818  
BRAKE, HANA..... 5580  
BRELAND, SHARON..... 6358  
BROWN, SHANNON..... 5656  
BROWN, SHAY.....5515  
BULSARA, MEGHNA.....4479

CAPPELUTI, KARA..... 4584  
CARRILLO, LUPE..... 5410  
CELESTE-RUSSO, CHRISTINA.....6244  
CHAREZ, FRANCISCO.....5390  
CHAVEZ, PATRICIA.....5403  
CHO, NANCY.....4294  
CHOI, CHRISTINA.....4447  
CORELLA, CATHLEEN..... 4466

DALE, RACHELE..... 3011  
DALTON, SARAH..... 5819  
DAVIS, SHARON..... 4022  
DEIBNER, MICHELLE..... 4440  
DEIHL-PULLIN, AMY.....5561  
DENA, OMAR.....6244  
DEVINE, KELLY..... 5415  
DIAZ, IMAN.....4503  
DORF, KRISTI.....5801  
DURRETT, ANDREW..... 4556  
DUYAN, LESLEY..... 5538

ELSASSER, LORI.....5405  
ERICH, KARIN..... 4487  
ERICKSON, NICHOLE.....5531  
ERRATT, JOHN..... 4368  
ERVEN, JOE.....4463  
ESTRADA, CHERI..... 5543

FIGUEROA, ALMA.....4440  
FIGUEROA, BEN..... 5468  
FLORES, PAUL.....4202  
FRANKS, KATHLEEN..... 4160  
FRIAS, NANCY..... 4426

GAETA, DIANA.....5390  
GALLARDO, ROSE MARY.....5519  
GARCIA, JOE..... 4591  
GARCIA, MARIO..... 6196  
GARCIA, SHELLY.....5552  
GARRIDO, ROBERT.....5668  
GLASS, SHELDON..... 5424  
GLINSKAS, AMY.....5363  
GOLDSMITH, ROSEI.....5421

GONZALEZ, ERNIE.....5515  
GONZALEZ, SERGIO.....5424  
GOULD, ORYDEN.....4419  
GRANITE, ANDREW.....5548  
GREEN, LISA.....5452  
GREEN, NANCY.....5469  
GRESHAM, MARCI.....5357  
GUERRA, YMISSERAH "E".....5791  
GUTIERREZ, ELIZABETH.....4564  
GUZMAN, JOHANAN.....5667

HAASE, LINDA.....5560  
HALL-GALVAN, SHAWNA..... 4037  
HANASHIRO, JUNE.....4080  
HANSEN, GUNN MARIE.....4487  
HARLIN, STEVE.....4571  
HARMS, RODNEY.....(Warehouse).....4527  
HARVEY, SCOTT.....4500  
**HELPDESK.....4357**  
HERNANDEZ, VERONICA..... 5544  
HOKENSON, STACIE.....5539  
HOLMES, JOSHUA.....4550  
HOOD, CONNIE.....4479  
HOWARD, ED.....5424

JACQUOT, AMY.....5864  
JOHNSON, CRYSTAL.....(Bus Pass Office).....5309  
JUSTUS, ULA.....5635

KEARNS, DOREEN.....5425  
KEELER, CHRISTOPHER.....4550  
KNIBB, TRACY.....5870  
KOLSET, RANDY.....4517

LAND, PEGGY..... 5369  
LANE, DAVID..... 4550  
LARA, MARY.....5547  
LAY, KIMBERLY.....5516  
LE COMPTE, JANE.....4567  
LEGACY, KATHY.....5529  
LEMONS, JULIE.....5617  
LIN, CHRISTINA.....4550  
LITTLE, RAEANNE.....5527  
LIU, ABRIL..... 6143  
LIZARRAGA, TIFFANY.....4451  
LJUNGGREN, NANCY.....5707  
LOPEZ, MOISES.....5390

MACHUCA, JESSICA.....(Printshop).....4523  
MAKENA, KASSY.....5855  
MARQUEZ, ERIK.....6358  
MARTINEZ, CONNIE.....5772  
MATZUY, AMBAR.....5462  
MENDOZA, AMY.....5839  
MERMINGEZ, YVONNE..... 4440  
MONTELONGO, BARBIE.....5537  
MONTES DE OCA, KARIME..... 4536  
MONTOLYA, NATALIE.....5522  
MURATALLA, BRENDA.....5874

NELSON, KRISTINE.....4513  
NEQUETTE, TONY..... 4572  
**NETWORK TECHS..... 4550**  
NGUYEN, DUONG..... 5846  
NGUYEN, MARIE.....5373  
NGUYEN, NATALIE.....5366  
NGUYEN, TAM.....4550  
NORIEGA, JEWELIA.....4440  
NUNEZ, JOHN.....4518  
NYSTROM, DEBBIE.....5411

ORNELAS, RAMON.....4458  
PALOMINO, MARY.....4004  
PAZDZIOR, LOREN..... 5546  
PERALES, LUPE..... 4434  
PETERS, KATHY.....5466  
PONS, JILLIAN..... 5818

QUINTERO, ANNA..... 4586  
QUIROGA, ANGELICA.....5825  
**QCC HOTLINE.....5555**

RAMOS, ESMERALDA.....5540  
REHEIS, LINDA.....5412  
REYNOSO, LOLA.....6244  
RIVERA, DAVE.....4479  
ROBLES, JULIE.....5432  
RODRIGUEZ, CRISTINA.....5576  
RODRIGUEZ, ELENA.....5405  
ROMAN, ITA.....5390  
ROSAS, ROSA..... 4540  
RUFFRIDGE, JON..... 5716

SADLER, CATHY.....5371  
SAENZ, JANA.....5718  
SALADO, LILY.....5562  
SALAS, JENNIFER.....5416  
SANCHEZ, JAMIE.....4450  
SCHAFFER, SANDRA.....4535  
SINGH, SUE.....5550  
SOLIS, SUSANNA.....5783  
SOSA, CHERYL.....4436  
SPERAKOS, MELISSA.....5413  
STANFIELD, JUSTIN.....5479  
STUART, KEITH.....4569  
STUETZEL, MICHELE.....5428  
SULLIVAN, KEVIN.....5422

TATCH, AMBER.....4543  
TEICHMAN, TERESA.....4566  
TREAT, KATIE.....5463  
TRINH, BOBBY.....4508

URROZ, JESSICA.....4207

VARELA, JOE.....4505  
VARGAS, RACHELLE.....5569  
VASQUEZ, MELISSA.....5367  
VAZQUEZ, RACHEL.....6244  
VICENCIO, MARIA.....4466

WARD, ERIKA.....4501  
WILSON BIRD, AMIE.....5400

ZAMPINI, LISA.....4446  
ZERINGUE, STEPHANIE.....4452

Rev 8/5/21 SB



# ***AFTER HOURS***

## ***Emergency Procedures***



## ***After hours & Emergency Procedures***

The Maintenance and Operations Department is on call for Facilities Emergencies 24 hours a day, 7 days a week.

If there is a building issue or facilities emergency that needs immediate attention, please refer to the following:

Facilities Emergencies **DURING** Business Hours (7am-4pm): Contact the Maintenance and Operations Office at **(714) 997-6378**

Facilities Emergencies **AFTER** Business Hours (4pm-7am): Contact the Security Office at **(714) 997-6396**

The M&O Department has leadership available during off hours and weekends to make decisions and authorize overtime or outside vendor repairs. The on call list is a rotation of leadership personnel who are contact by Security to authorize emergency repairs or overtime.



# EMERGENCY CONTACTS



## ***Section 1 - Vehicle Operation Procedures***

All federal and state traffic laws will be followed. When you operate a District vehicle you are a rolling advertisement for the Orange Unified School District. Your actions communicate the values of this department and the entire organization. Drive courteously. As an added precaution, all District vehicles are equipped with Zonar GPS Fleet Tracking System.

It is the vehicle operator's responsibility to check and top off all fluids, check and fill tires as necessary and to clean the windows and mirrors on a weekly basis. The vehicle operator is also responsible for filling out any forms required by the garage and submitting work requests for any problems with the vehicle and to do so in a timely manner.

**Any accident, no matter how small, must be reported to your supervisor immediately.**

### **Vehicular Accident Procedure**

If involved in a vehicular accident, please follow the vehicle accident procedures as instructed in the new accident report form:

1. Stop at once
2. Call an ambulance for anyone seriously injured
3. Contact the local police authority
4. Obtain the name, address and phone numbers of all persons in the other vehicle(s)
5. Obtain name, address and phone number of all witnesses
6. Obtain the license number and state of registration of the other vehicle(s)
7. Call your supervisor if there is personal injury or extensive property damage

*Section 1 - Vehicle Operation Procedures Con't*

8. Do not discuss the accident with anyone other than the police authority, your employer or District insurance representative
9. Complete the accident report form as soon as possible and submit to the District office. *(See figure)*
10. **DO NOT ADMIT RESPONSIBILITY**

DISTRICT VEHICLE	DIAGRAM & MISCELLANEOUS (IF NECESSARY)	
<p>Driver: _____</p> <p>Driver's License Number: _____</p> <p>Vehicle Year, Make and Model: _____</p> <p>Vehicle License Plate: _____</p> <p>Area of Damage: _____</p> <p><b>Describe How Accident Occurred</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<div style="border: 1px solid black; width: 250px; height: 250px; margin: 0 auto;"></div> <p>District: _____</p> <p>Accident Date: _____ Time: _____</p> <p>Location: _____</p> <p>Police Agency Called: _____</p>	<div style="background-color: #333; color: white; padding: 10px; text-align: center;"> <h2 style="margin: 0;">ACCIDENT REPORT</h2> </div> <ul style="list-style-type: none"> <li>Stop at once</li> <li>Call an ambulance for anyone seriously injured</li> <li>Contact the local police authority</li> <li>Obtain the name, address and phone # of all persons in the other vehicle(s)</li> <li>Obtain the name, address and phone # of all witnesses</li> <li>Obtain the license number and state of registration of the other vehicle(s)</li> <li>Phone your supervisor if there is personal injury or extensive property damage</li> <li>Do not discuss the accident with anyone other than the police authority, your employer or a representative of Keenan &amp; Associates</li> <li>Complete this report as soon as possible and submit to the District office</li> <li><b>DO NOT ADMIT RESPONSIBILITY</b></li> </ul> <div style="background-color: #333; color: white; padding: 10px;"> <p><b>LIABILITY COVERAGE</b></p> <p>This vehicle is owned by a public entity and is self-insured through the membership in a joint powers insurance authority pursuant to the California Government Code, Section 18020 (b) (4). of the California Vehicle Code specifically exempts public entities from having to provide proof of financial responsibility.</p> </div>



## Section 1 - Vehicle Operation Procedures Con't

### **Vehicle Operation on School Campuses**

No vehicle is to be operated on any part of a school campus except the parking lot when students are at recess, lunch or a break. The only time a vehicle should be operated on a campus outside of the parking lot is when you have a large or heavy item to bring to the job site. If you are doing a large project that requires you to have your truck, tools and supplies with you, you will consult with the principal or their designee about this prior to the start of work.

If you are on a campus out of the parking lot, you shall not exceed five (5) miles per hour. If you are driving on campus out of the parking lot and any children are present, your passenger, if you have one, will walk in front of and to the side of the vehicle to warn people until you are off the campus of in the parking lot.

At any time a district vehicle is not parked in a parking stall, cones will need to be placed at all four (4) corners of the vehicle (*see picture below*). The cones should be approximately three (3) feet from the vehicle.







*Section 1 - Vehicle Operation Procedures Con't*

Any time a district vehicle is parked against a building or wall, cones need to be placed on two (2) corners (*see picture below*).



If a district vehicle is parked in a designated parking stall and any portion of the vehicle's contents project beyond the bumper or sides of the vehicle, cones will need to be placed beyond that point (*see picture below*).







*Section 1 - Vehicle Operation Procedures Con't*

**DO NOT** leave a vehicle parked in a fire lane at any time. A vehicle or piece of equipment may be in a fire lane for a short period of time, if it does not impede traffic and the operator is present.



**DO NOT** drive or park on any landscaped area. If your work requires that equipment or vehicles be operated or parked on landscaped areas, you will coordinate with the grounds supervisor prior to arriving on the site. This includes any contractor doing work on district property.





*Section 1 - Vehicle Operation Procedures Con't*

If any portion of your vehicles contents projects one foot or more from the edge of the vehicle, the items projecting out must have a red flag attached to it (see pictures below).



Vehicles are the property of the Orange Unified School District. They cannot be taken home, used for any personal reason, or embellished. All trucks will be kept clean, orderly and professional in appearance.

You must obey all posted signs when driving in the MOT yard and enter and exit through the Batavia gate of the small eastern gate on Collins. If those gates are closed, use the main gate on Collins.

Any inventory used from stock must be charged to the appropriate work order. Items used from inventory must be restocked in a timely fashion (one to two days). Work materials are not to be carried in the truck cab. This is for your personal safety. If you are in an accident, loose items in the cab may do more harm to you than the impact of the accident.



## Section 2 - Site Access

When you arrive at a school site, please park your vehicle and check in at the office. You will sign in on the “Maintenance and Operations Sign-In Sheet.” If one is provided. Otherwise, sign in on the “Visitors” sheet. (*See Figure*)

[illegible]

If you need to park your vehicle outside of the parking lot, this is the appropriate time to discuss it. If the office is not open then proceed with your work. In either case, sign out before you leave. If the work you are there to perform is incomplete, notify the principal or their designee of the status and estimated completion date. This is required along with signing out.

When you have completed the work, you will have the requestor, or their designee, check the work or results of the work as appropriate to be certain it is what they requested and have them sign the work order.

In some emergency situations, you will not have a copy of the work order. This does not relieve you of the other requirements. If you open a gate or door to enter a site or building, close it behind you. If you unlock a door or gate to enter a site or building, lock it behind you.



## ***Section 3 - Safety Procedures***

### **Safe Work Practices**

You will follow all safe work practices that you are aware of and any safety training that has been provided to you. You will follow the safety guidelines included with any equipment and follow all the normal safety practices of your trade. Please read and understand the District's "Illness & Injury Prevention Program."

If you feel that something is unsafe and you are unable to make it safe, contact your supervisor immediately.

Do not operate equipment (i.e. tractors, bobcats, etc.) during the students' lunch or recess time or immediately before or after school. If you are using a lift of any type outdoors, cones or barricades shall be placed in such a way as to prohibit anyone from entering the area directly around the lift or under the lift. Do not operate a lift over parked cars or any other moveable object. If you are using a lift indoors and can secure the space, no cones or barricades are required. If you cannot secure the area, then follow all the procedures as if you were using a lift outdoors. Anytime you are using a lift there shall be two people present, one in the lift and one on the ground, to support the person in the lift and to watch for people attempting to enter the work area.

If you are operating any cutting tools or spinning equipment and others can enter the work area, you will use cones or other devices to limit their access to the immediate area.

All employees will wear safety glasses whenever using spinning or rotating equipment. Safety glasses and gloves shall also be worn at any other appropriate time.

If you are operating a sewer machine you will utilize gloves and safety glasses and barricade or cone the area to provide reasonable protection to others from thrown debris. If you are in a secured space, no barricades or cones are required.



### Section 3 - Safety Procedures Con't

Any outdoor project that will last longer than your next break and requires large holes or equipment shall be fenced or barricaded off.

All Maintenance employees shall wear the issued uniforms which also include jackets. The outer layer of clothing must be District issue. District issued identification badges **must** also be worn and **be visible at all times.**

If a shirt or jacket becomes unusable you will turn it in to the office and request a replacement. Do not wait until you have more than one to turn in.

*The following is **District** procedure for an employee who is injured at work...*

#### **Minor Injuries:**

1. Determine if Paramedics are needed, call 911 if necessary.
2. ***If the Paramedics are not needed***, determine if the employee should continue working. If the employee needs to obtain first-aid treatment, notify the M.O.T. office or your supervisor who will in turn call the Risk Management office for authorization. The employee will then be directed to an authorized medical facility.

#### **Serious Injuries:**

1. Call the Paramedics (911) immediately.
2. Notify the M&O office or your supervisor who will in-turn notify the Risk Management office for appropriate action.

#### **Serious Injuries**

##### ***Injuries by On-Call Employees on Weekend Shifts:***

1. If an employee is transported to the Emergency Room (regardless of the reason and regardless of how he/she was transported), notify the Supervisor or Supervisor-on-Call. The Supervisor or Supervisor-on-Call must follow up to obtain a status from the employee or family representative, within 8 hours of knowledge.





*Section 3 - Safety Procedures Con't*

2. If, within 8 hours, it is unknown if the employee will be admitted or discharged, the Supervisor shall contact CALOSHA and report the incident to meet the reporting requirement of 8 hours.
3. The following day, but within 24 hours, the Supervisor or on call-Supervisor shall follow up to confirm the status of the employee. If the employee was admitted, the Supervisor must follow up with CALOSHA to update the initial report from the previous day. If the employee was discharged the previous day, no further follow up to CALOSHA is required. If the Supervisor cannot obtain an update within 24 hours, the Supervisor must follow up with CALOSHA to advise them.

**Necessary Forms to Be Completed:**

1. The injured employee must be given a “Report of Injury or Illness Packet” immediately upon site/district knowledge of the injury, regardless of how minor the incident. The injured employee **must** complete and return the completed Packet cover page, Employee’s Report of Injury or Illness form, and Workers’ Compensation Claim form.
2. Submit all reports to the Risk Management Office as soon as possible but within 24 hours of M.O.T.’s knowledge of the incident.
3. A “Supervisor’s Report of Employee Injury” must be completed by the supervisor as soon as possible but within 24 hours. This report is a loss reduction effort that is designed to identify and correct hazards.
4. A “Return to Work” authorization form from the doctor must be submitted to the Risk Management before an employee resumes his/her regular work schedule. An employee cannot return to work without authorization from Risk Management
5. Refer all questions to the Risk Management Office, (714) 628-5390



## ***Section 4 - Emergency “Best Practices”***

### **Power Outage Procedures**

1. At all times, take the necessary steps to ensure the safety of all students, staff and community members.
2. Print out these instructions and the Edison or APU Account Numbers information keep them readily available for power outages and emergencies.
3. Maintain a LOG and Note the time and day of the power outage.
4. Wait 10 to 5 minutes before calling anyone. During this time, complete Step 5.
5. There are three possible circumstances related to power outages which must be investigated: A) Power is out to the school and the surrounding neighborhood (96% of the time). B) Sections of the school are without power (3%). C) Power is out in the school building only (<1%).

The school's Head Custodian should first check the emergency generator (if applicable). It should be running 30 seconds after the power outage began and the emergency lighting in the corridors should be on. If the generator is running it is usually an indication that the power is off to the school and surrounding neighborhood but this should be verified anyway by checking nearby homes or businesses for evidence of no power. Once the Custodian has verified that the outage has affected the surrounding area, proceed to Step 6 and report to Supervisor that power is out.

If power is out in some sections of the school but not all, it is likely that one or two legs of the three phase power supplied to the building are out. Typically, the emergency generator will not be running but some lights or items plugged into wall outlets will be





operating normally. This condition, known as a “phase loss”, can have detrimental effects on the school’s major mechanical and electrical equipment. It should be reported immediately to Edison or APU and the Custodian should turn off all large motors, pumps, fans, etc. using the appropriate circuit breaker or disconnect switch. Note battery powered emergency lights function only when power to their individual circuit is out so they are not a good indicator of the outage cause. Look for other indicators of the cause instead.

If power appears to be out to the school only, i.e., surrounding homes or business have power, the Custodian should conduct a routine check of the main electrical breaker. If the breaker has tripped, proceed to the next step and report that power is out **in the building**. The Custodian should **not reset the main breaker**. In the event the Custodian cannot determine that the main breaker has tripped, he or she should request training immediately.

Likewise, the Night Custodian and others responsible for the building should know how to make this determination. The Shops do not have enough resources available to check the main breakers at every school in the event of power problems. If the main breaker is OK, then the power is likely out **to the building** and the possibility the surrounding neighborhood. If the breaker has tripped, call the Maintenance office at (714) 997-6378 for instructions.

6. Report the following: A) time of the outage, B) the cause of the problem (power is out **to the building, phase loss** or the power is out **in the building**), and C) the status of the generator and fuel level (if applicable). Do not call the Shops to report this information. If the power is out in the building or if your generator isn’t working, the Maintenance office will issue an emergency Work Order and send out the District electricians. If you need help with the phones, call Tech Services.
7. To report a power outage or phase loss, call Edison or APU at the **Outage Hotline (800) 611-1911 (Edison) or (714) 765-3300 (APU)**. Merely follow the recorded directions. You will need the school’s main electrical account number which can be found on the separate **Edison or APU Account Numbers** document. You may also call this same phone number periodically to enquire about the estimated



duration of a power outage in your area. This is the same number that the Maintenance office calls for information. We cannot give you any better information than from this source so it's far more expedient if you call Edison or APU directly rather than calling our office for an update. **Do not call** Edison or APU if the power is out **in the building** because they cannot help you.

8. The Custodian should check the school grounds for possible **downed power lines**. Do not allow anyone to approach downed lines. **Call 911 immediately.**
9. Once the outage is determined all breakers except for a couple lighting circuits per building should be turned **OFF**. This prevents a power spike once power is restored and protects equipment from the oncoming surge.
10. The Custodian should monitor the generator fuel level periodically during the outage. If the fuel level drops to 1/4 full the custodian should call Maintenance and order more fuel immediately. After power has been restored, check the fuel level and order more if it is below 3/4 full - do not wait until the next power outage to top up the fuel supply.
11. After the power has been restored, the Custodian should turn the breakers back ON in a **phased process allowing 2 minutes per breaker**. Then check the building's mechanical systems to make sure the fans, pumps, etc. automatically returned to normal operation. Also, if a phase loss has occurred and the Custodian turned off fans and motors, he or she should make sure they are turned back on after the power is restored.
12. **IMPORTANT - Call the Maintenance office at (714) 997-6378 and report the time when the power is restored.** If the Maintenance office does not hear from you, we will assume the power is still off and may take additional action steps. It is your responsibility to follow through and let us know when your school is back to normal.



## **Terrorism/Kidnapping/Hostages**

*An act of terrorism is most often perpetrated by an individual or group who use deliberate violence against a government or other authorities to achieve certain goals. Terrorism methods include taking hostages, kidnapping and the use of bombs, explosives or biological warfare.*

### **Upon information of a terrorist incident:**

- Stay calm and determine what you are dealing with.
- Gather as much information as possible.
- Notify the appropriate site administrator.

### **Upon information of a kidnapping incident:**

- Staff should immediately notify principal or site administrator
- Site administrator will notify emergency agencies and Student Community Services.
- Site administrator will ensure you are not dealing with a custody issues and contact students' parent/guardian.
- Site administrator will obtain a photo of the kidnapped individual(s); locate friends or possible witnesses while emergency personnel are in route.

### **Upon information of a hostage incident:**

- Staff should immediately notify the site administrator.
- Site administrator will notify emergency agencies and Student & Community Services. Be prepared to provide the location of the hostage(s), number of assailants & hostages, a description of the assailants, any weapons or demands made, if known.



- Site administrator should activate a lockdown, if appropriate. Do not evacuate until given instruction by law enforcement.
- Site administrator, Student and Community Services and law enforcement will coordinate and decide upon a course of action.

## **Flooding**

*During any weather emergency, keep radio on for information, updates and travel advisories.*

- Quickly assess the location and size of the flood
- Notify your principals or site administrators, who will notify emergency agencies and Student & Community Services
- Site administrator will initiate evacuation or offsite evacuation
- Once in an assembly area, the site administrator will take attendance and report any missing students or staff.

## **Shootings**

When a shooting occurs:

- Try to get inside or behind a building and stay down. Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Many objects of cover may conceal you from sight, **“but may not be bulletproof”**.
- When you reach a place of relative safe place, stay down and do not move. Do not peek or raise your head in an effort to see what is happening.
- When it is safe to do so call **911**. Identify your school site or workplace and your exact location. Remain calm and answer the police operator’s questions. They are trained to obtain the necessary and required information for a proper emergency response.



- Notify the principal or site administrator and they will contact Student & Community Services.
- If you can do so safely, lock all doors and windows, including interior doors and windows that connect to other rooms. Also, close all window coverings to prevent someone outside from seeing inside.
- Instruct students to drop to the ground immediately, lie face down and as flat as possible. Individuals within 15-20 feet of a safe place which provides cover or concealment, should duck and run to that location.
- Everyone should remain away from doors and windows.
- Wait for directions from principal or site administrator, law enforcement or Student & Community Services.

### **Suicide-Self Harm**

#### **Suicide threat-students:**

- Staff should not leave student alone.
- Staff should keep the student away from potentially dangerous objects.
- Staff should notify principal or site administrator. The administrator should notify Student & Community Services and law enforcement **(911)**.
- The principal or site administrator should notify the student's parent or guardian to respond to the school.



Suicide threat-employee:

- Staff should not leave the individual alone. The principal or site administrator should consider contacting the employee's designated contact.
- The principal or site administrator should notify Student & Community Services, law enforcement and Human Resources.
- The principal or site administrator should follow the remaining procedures outlined above for students.

Suicide – student or employee:

- The Principal or site administrator should notify Student & Community Services and law enforcement. They will make appropriate family, district and public notifications.
- The principal or site administrator should call Human Resources
- **The principal or site administrator should assure the body of the deceased is not disturbed until law enforcement arrives. Isolate and contain any witnesses for law enforcement. Clear the immediate area of unnecessary individuals, especially students.**
- The Public Information Officer and Student & Community Services, in conjunction with the principal, will work together in drafting a public response to the event.
- The principal or site administrator should advise staff to be observant for additional trauma or concerns from friends of the deceased, provide a room where the students and staff can receive immediate counseling regarding the loss and request assistance from the District's Crisis Response Team Support.



## **Airplane Crash**

### **If you have warning:**

- Crawl under a sturdy table or desk.
- Close your eyes, clasp your hands behind your neck, and cover your head and ears with your forearms.

### **Once the crash has occurred, dial **911** and be prepared to:**

- State the nature of the emergency.
- State your name and phone number at your location.
- State the location of the crash in relation to your building address.

### **If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for safety.**

- Evacuate uphill or upwind of any smoke. The smoke could be toxic.
- Assist handicapped persons and anyone with manageable injuries.
- **DO NOT** attempt to move anyone who is severely injured. Help will be available.
- **DO NOT** run, use elevators or close doors behind you.
- **DO NOT** smoke, light matches or activate any equipment or electrical switches.
- **STAY AWAY** from any structures, debris or utility lines.
- Designated personnel will take attendance in the assembly area.
- Report attendance and injuries to command personnel.





- Do not attempt to reenter the building until it has been officially declared safe.
- Protect individuals from exposure to the crash site.
- **Be aware of additional explosion that could occur after the crash.**

## **Lockdowns**

*A lockdown is the act of confining students and personnel in a secured location until an emergency or threat is over. You may be required to lockdown your room or facility when a dangerous person or situation is present on or near your site.*

### **Activating a Lockdown:**

- A lockdown may be ordered by a principal or site administrator, law enforcement or Student & Community Services (SCS).
- Staff should direct students inside to the nearest room. Do a verbal and visual sweep as you lockdown to get everyone inside.
- If possible, report your attendance include any extra people in your room.
- Staff should lock all doors and windows leading to your room. Close all window coverings.
- All students and staff should remain away from doors and windows. If you hear gunfire or someone trying to enter your room, instruct all students and staff to “Drop, Cove and Hold” under desks.
- Under no circumstances will students or staff open a door or window once it had been secured until the lockdown is officially over. When the lockdown is over, the “All Clear” signal will sound.



### Deactivating a Lockdown:

- A lockdown will be deactivated by the site administrator, law enforcement or student community Services with an “All Clear” signal (which may be an announcement, bell signal, etc..., to be determined by the site administrator).
- All students and staff should return to their assigned rooms or workstations. Staff should account for all students and notify the principal or site administrator if anybody is missing.
- The site administrator will assign staff to walk the campus or workplace to ensure that everyone is aware of the deactivation.

### Injury & Illness Emergencies

*Stay calm and disperse the crowd, if necessary. Remain with the injured person to provide comfort and reassurance. If a criminal act has caused injuries, identify and detain witnesses. Secure the scene.*

#### If the injury is serious or life threatening:

- Notify principal or site administrator, they will contact Student & Community Services and emergency services (911).
- Be prepared to:
  - ✓ State your name and phone number at your location.
  - ✓ State the building address and room number or area of building.
  - ✓ Remain on the phone until told to hang up.
  - ✓ Ask someone to meet emergency officials at the street.
- If the injured is a student, notify a parent or other adult noted on the student’s emergency information card. If no parent/guardian is available have a staff member accompany the student to the hospital until parent/guardian arrives



- If the injured person is a staff member, notify the emergency contact of any decision to transport for medical care.

If the injury is not serious of life threatening:

- Notify principal or site administrator, they will contact Student & Community Services and emergency services, as appropriate.
- Locate a CPR or First Aid certified person (school nurse, health clerk, etc...)
- Administer first aid, if necessary.
- Avoid handling bodily fluids or clothing stained by them.
- If simple first aid is not enough, emergency services will decide the course of action needed.
- Notify emergency contacts.

**Evacuation**

*Evacuation of the building or work area may seem necessary to protect individuals from unknown or suspected danger, potential injury or toxic exposure. Evacuation should not be automatic. You may be safer where you are. Heed the instructions of emergency officials or command and evacuation personnel.*

If instructed to do so, or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly areas for your site.

- Take your purse or wallet with you. Do not take time to collect belongings or to shut down computers.
- Assist handicapped persons and anyone with manageable injuries.
- **DO NOT** attempt to move anyone who is severely injured. Help will be available.



- **DO NOT** run, use elevators or close doors behind you.
- **DO NOT** smoke, light matches or activate any equipment or electrical switches.
- **STAY AWAY** from any structures, debris or utility lines.
- Designated personnel will take attendance sheets with them and take attendance in the assembly area.
- Designated personnel will take the first aid kit and deliver them to the command group area.
- Report attendance and injuries to command personnel.
- **DO NOT** attempt to re-enter the building until it has been officially declared safe.
- **DO NOT** leave the site unless instructed to do so.

If officials are not present, assess the situation to determine whether the danger is outside or inside. If evacuation is chosen, identify and/or clear a safe route; then proceed to a safe area at a distance from the building. **Call 911 and Student & Community Services.**

### **Utility Emergencies**

*A utility emergency is an accident involving power, water, gas telephone or sewage.*

#### **Electrical power outage: Do not touch fallen electrical lines!**

- The principal or site administrator should verify that all students and staff are safe and unhurt.
- The principal or site administrator should notify Student & Community Services, they will contact the proper utility companies.



If emergency requires, site administrators should call Emergency – **911**.

- Staff should render first aid as needed and alert the principal or site administration or any injuries.
- If conditions do not facilitate learning, the principal or site administrator should activate specific components of the site's emergency plan as appropriate. This could include moving to a safe, location. Staff should advise Student & Community Services of any change of location.
- If emergency personnel are required, the principal or site administrator should coordinate with Student & Community Services and emergency personnel and decide upon a course of action.

Gas leaks/Water or sewage line breaks and leaks:

- **The principal or site administrator should verify that all students and staff are safe and unhurt.**
- The principal or site administrator should notify Student & Community Services, plant manager and if necessary police and fire **(911)**.
- Staff should render first aid as needed and alert the principal or site administrator or any injuries.
- Staff should evacuate according to the site emergency plan. Evacuate to an area away and upwind from the break or leak.
- **DO NOT TURN LIGHTS ON OR OFF AND EXTINGUISH ALL FLAMES.**
- The principal or site administrator should supervise the evacuation and direct staff to ensure all rooms and unsafe areas are evacuated. Account for all staff and students. Maintain control of evacuees at the site assembly area until the situation is under control.
- If emergency personnel are required, the principal or site administrator should coordinate with Student & Community Services and emergency personnel and decide upon a course of action.



### Telephone outage:

- The principal or site administrator should notify Student & Community Services using a cell phone or the emergency radio.
- The staff should continue with normal business as much as possible and the principal or site administrator should monitor the emergency radio.
- When the system is restored, the school administration should notify Student & Community Services.

### **Shelter-in-Place**

*Shelter-in-place generally occurs when evacuating the site is more dangerous than taking cover inside a building. This is generally done during natural disasters, severe weather conditions or health hazards.*

### Activating Shelter-in-Place:

- A shelter in place may be ordered by a principal, site administrator or emergency personnel. If so ordered, notify Student & Community Services of your status.
- Staff should quickly direct students inside to the nearest room. Do a verbal and visual sweep as you shelter-in-place to get everyone inside.
- Staff should lock all doors and windows leading into the room, including any interior doors that connect with other rooms. Avoid opening doors without principal or site administrator approval. Doors may be opened for late arrivals if the exterior environment is safe to do so.
- Staff should immediately take student attendance and report missing students to the main office by either telephone or email. Document any personnel in your room that is not a student on your roster.
- For environmental emergencies, if directed, seal air vents and gaps under the doors and around the windows with plastic sheeting, duct



- tape or any other material that may prevent air from entering the room. All ventilation is to be turned off.
- Staff and students should remain in shelter until your principal, site administrator or emergency personnel directs you to resume normal activity.
  - Principal or site administrators may use e-mails to staff to provide important updates and information. Staff should check email regularly.

#### Deactivating a Shelter-in-Place:

- Principal or site administrator, Student & Community Services and all emergency agencies on site will together determine when to deactivate a shelter-in-place.
- Principal or site administrator will communicate an “All Clear” signal.
- All students and staff should return to their assigned rooms or workstations. Account for all students and staff. Any missing students should be reported to the main office.
- The administration will assign some staff to walk the campus to ensure that everyone is aware of the deactivation.

### **Earthquake & Structural Failure**

#### **Staff:**

##### If you are inside:

- Give the command to “Drop, Cover and Hold”. Get down on the ground-find cover under a desk or table. If not possible, stand in a corner or against a solid wall. Close eyes, clasp both hands behind neck and cover ears and head with forearms.
- Move away from windows and large objects that may fall and cause personal injury.





- After first aftershock (or after three minutes), listen for the evacuation signal (fire alarm). If your usual path is blocked, plan a redirected path and move to the assembly area. Remain clear of possible falling debris.
- Lacking an evacuation signal, should you observe signs of damage to your room, self-directed evacuation would be appropriate.
- Assist handicapped persons and anyone with manageable injuries.
- Do not attempt to move anyone who is severely injured.
- Take your purse or wallet. Do not take time to collect any other items.
- **Do not** smoke, light matches or activate any equipment or electrical switches.
- **STAY AWAY** from any structures, debris or utility lines.
- Designated personnel will take the roll of sheets and first aid kits to the assembly area.
- Once gathered in the assembly area, account for students, staff and visitors. Notify of any missing person (s) to search and rescue.
- Report attendance and injuries to command personnel.
- Assemble with your division in the designated area and remain there until instructed otherwise.
- **Do not** attempt to reenter the building until it has been officially declared safe.
- Be prepared for aftershocks.



If you are outside:

- Move away from buildings/areas subject to falling debris, glass, electrical wires, poles or trees.
- *The safest place in the open. Take cover in a doorway or archway if you cannot get to a clear area.*
- Stay low, close your eyes, and cover ears and head with forearms.
- Do not enter buildings until they have been officially declared safe.
- Be prepared for aftershocks.
- Keep a radio on for information and updates.

**Fires**

If you smell smoke or see flames, notify principal or site administrator immediately. They will assess the situation and take appropriate action. They will also contact Student & Community Services and emergency agencies. If the situation is already out of hand and assistance is not available, dial **911** and be prepared to:

- State nature of the emergency.
- State your name and phone number at your location.
- State the building address and room number or area of the fire.
- Remain on the phone until told to hang up.
- Ask someone to meet emergency officials at the street.
- If personal safety permits, use the fire extinguisher nearest you.

Move students to the nearest designated evacuation route and assembly area unless otherwise instructed.



- If smoke is present stay close to the floor.
- Cover your mouth and nose with a wet cloth.
- Do not open hot doors. Before opening any doors, touch it near the top to see if it is warm. Close doors behind you as you exit. Do not use elevators.
- Hold handrails, if no broken glass, remove high heels to avoid tripping.
- Designated personnel will take attendance sheets and first aid kits to the assembly area.
- Once in the assembly area report attendance, report any missing students, and any injuries to the command personnel.
- Do not return to the building until you are instructed to do so.
- Keep building entrances and access roads clear for emergency personnel and vehicles.

If evacuation is not possible:

- Close doors between yourself and the smoke and heat.
- Stay close to the floor.
- Cover your mouth and nose with a wet cloth.
- Seal cracks around windows and doors.

If you are in wild land fire areas:

- Be aware of the environment which contributes to wild land fires, dense foliage, heat, dry conditions and wind.
- Learn alternate evacuation routes and be prepared to evacuate quickly.



- Heed official warnings and instruction from radio and television announcements, the National Weather Service and law enforcement or fire personnel.

## **Bombs & Explosions**

*All threats must be treated as if there are real.*

### **Upon receipt of a bomb threat:**

- Remain calm & courteous. Keep the caller talking. Listen carefully for characteristics such as age, sex, accent and background noise.
- Ask questions such as:
  - ✓ What is the exact location of the explosive?
  - ✓ When is it going to detonate?
  - ✓ What type of explosive is it?
  - ✓ What will make the explosive detonate?
  - ✓ Why was the explosive placed at the chosen location?
  - ✓ What is the intended target?
- As soon as possible, dial **911** and notify principal or site administrator and Student & Community Services.
- Prohibit any radio frequency transmissions and use of cell phones, PDA's, etc.
- Evacuate any suspected area and alert other staff.
- Advise all individuals not to change any equipment or electrical switches.
- All action regarding disposal or handling of the bomb or device will be handled by the local police agency or fire department.

### **If a Written Threat is received:**



- **DO NOT** handle the note after opening. Immediately notify principal or site administrator. They will contact emergency agencies **(911)** and Student & Community Services.

Suspicious package or device found:

- **Do not touch or disturb the suspected device.**
- Immediately notify principal or site administrator. They will contact emergency agencies, **(911)** and Student & Community Services.
- Principal or site administrator should activate your site evacuation plan. All people should be a minimum of 500 feet away from suspected device.

When an explosion occurs:

- Immediately “Drop, Cover and Hold” under or next to furniture and try to remain calm.
- Notify principal or site administrator. They will contact emergency agencies **(911)** and Student & Community Services.
- If you are instructed to evacuate, follow your site emergency plan; otherwise shelter-in-place and remain under cover.

## **Environmental & Biological Emergencies**

*A biological emergency is an incident involving the release of, exposure to, toxins that are capable of causing bodily harm or death. A biological agent can come in the form of a solid, powder, liquid or gaseous state. Environmental emergencies may include release of airborne chemicals, radiation or pollution.*

Chemical spills and gas leaks:

- Notify the principal or site administrator. If directed, assess the location and conditions of the spill or leak to determine an appropriate



action (e.g. shelter-in-place or evacuation). If evacuating, move students away and upwind from the hazard.

- If safely possible, the principal or site administrator should direct staff to secure the affected area and do not allow anyone to re-enter.
- The principal or site administrator should contact Student & Community Services, the plant manager and if deemed necessary contact emergency agencies **(911)**.
- Upon arrival of emergency personnel, the principal or site administrator and Student & Community Services should coordinate and decide upon course of action.

#### Radiological Incident:

- Notify your principal or site administrator. If directed, assess the location and conditions of the radiological incident to determine as appropriate action (e.g. shelter-in-place or evacuation). If evacuating, move students away and upwind from the hazard.
- The principal or site administrator should contact Student & Community Services, the plant manager and if deemed necessary contact emergency agencies **(911)**.
- If you or someone else becomes exposed, you may need to remove contaminated clothing. Place the clothing in a sealed plastic bag; shower body with copious amounts of soap and water, put on clean clothing and follow-up with medical personnel.
- Upon arrival of emergency personnel, the principal or site administrator and Student & Community Services should coordinate and decide upon course of action.

#### Biological Incident:

- Notify your principal or site administrator. If directed, assess the location and conditions of the biological incident to determine as appropriate action (e.g. shelter-in-place or evacuation). *If evacuating,*





***move students away and upwind from the hazard. If the threat is a letter or package, leave it alone and leave the area immediately.***

- The principal or site administrator should contact Student & Community Services, the plant manager and if deemed necessary contact emergency agencies **(911)**.
- Upon arrival of emergency personnel, the principal or site administrator and Student & Community Services should coordinate and decide upon course of action.

**Student & Community Services**  
**(714) 628-5424**



## ***Section 5 - Additional Information***

### **Collective Bargaining Agreement**

Most recent Collective Bargaining Agreement can be found on the District's website or paper copy is available in the Human Resources Department.

### **Required Trainings**

District may require staff to attend mandatory trainings throughout the year. Trainings will be provided by the Risk Management Department. Most trainings can be completed on-line. Computers will be made available to employees as necessary.

### **Required Paperwork**

Each employee with an assigned vehicle will keep a copy of the following:

- ✓ Auto Insurance Card (*see figured*)
- ✓ M&O Reference Guidebook
- ✓ SDS sheets for all products stocked on that vehicle
- ✓ Accident Report Forms
- ✓ Any other reports as required, on that vehicle

If you do not have an assigned vehicle, this handbook and all other reports and paperwork shall be kept accessible in your shop area.

CALIFORNIA FLEET AUTO INSURANCE IDENTIFICATION CARD	
COMPANY NUMBER	COMPANY NAME AND ADDRESS Southern California ReLIEF
POLICY NUMBER SCR 01000-21	
EFFECTIVE DATE 7/1/2016	EXPIRATION DATE 7/1/2017
THIS POLICY MEETS THE REQUIREMENTS OF § 16056 OR § 16500.5 OF THE CALIFORNIA VEHICLE CODE AND IS A COMMERCIAL OR FLEET POLICY	
YEAR Per schedule on file.	VEHICLE IDENTIFICATION NUMBER
AGENCY/COMPANY ISSUING CARD Keenan & Associates 901 Calle Amanecer, #200 San Clemente CA 92573 949-940-1760	
INSURED Orange Unified School District 1401 North Handy Street P.O. Box 11022 Orange, CA 92867	
SEE IMPORTANT NOTICE ON REVERSE SIDE	
FOR CLAIMS ASSISTANCE PLEASE CALL 1-800-654-8192	



# *APPENDICES*



# ***Custodian Handbook***

## **OVERVIEW**

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WORK SAFELY

## **ORANGE UNIFIED SCHOOL DISTRICT**

- A. As a custodian in the school district you will often work alone. Students or friends may offer to help or ask to go into classrooms with you. There should be NO person with you who is not assigned by your supervisor to help you. This means that NO students or friends should be in any classroom or on any worksite with you.
- B. Custodians in the schools are always meeting and dealing with teachers, students, parents, PTA leaders, and the general public. It is important that they be aware of their attitude, appearance, when talking with those they meet. Discourtesy or careless talking may cause ill-will towards the school district. All custodians must realize the importance of these contacts as a part of their daily work.
- C. Personal neatness and cleanliness must always be kept in mind. A worker who uses good judgment regarding clothing and appearance usually gains the respect of other workers and contributes to the pride of the entire organization. Desirable standards of personal appearance may be attained by following these suggestions:
  - 1. Wear the type of clothing that can easily be kept clean and neat.
  - 2. Wear shoes with closed toes (scandals are not allowed).
  - 3. Be as clean and well groomed as possible.
- D. A friendly attitude, good manners, and respect of other workers, the public and students must always be maintained. Small talk with teachers, students and other school personnel is to be avoided. Swearing, the use of alcoholic beverages, narcotics or other controlled substances, etc., on school premises is NOT tolerated. All employees must maintain high moral standards. No custodian should ever touch a student, except as a possible step in preventing an accident or some similar extreme situation requiring immediate on-the-spot action. These instances should be reported to the principal at once.
- E. The work schedule for each custodian has been checked to be sure an average person can carry out the assignment within the allotted hours. Any change in work schedules must have prior approval from the principal and head custodian.
- F. Working as a custodian will require a knowledge of methods, materials, and operations. Many helpful points will be demonstrated to the custodian during custodial training program.



- G. Any custodian who discovers that the building has been damaged, entered or burglarized should immediately report this to the principal and custodian supervisor, and also the school Security Department. In the case of vandalism or burglary nothing should be touched until you are authorized to do so by the school Security Department or site principal.
- H. Lost articles, which may be found by any custodian, are to be turned in to the office as soon as possible. Articles found at night should be returned with a note giving the location where the item was found, the date, the time and the name of the finder.
- I. All custodians are to carry building keys securely fastened to their clothing with Keyback provided by the district. Custodians are never permitted to lend keys to students or non-employees.
- J. Head custodians and custodial Supervisors should have posted in their custodial office a map showing locations of all fire extinguishers, gas, water and electric shut-offs, fire alarm switches and first-aide cabinets.
- K. If you complete all assigned tasks in less time than scheduled you are expected to do other work until your shift is completed, but first make sure your assigned tasks are done properly.
- L. There are two 15 minute breaks and a one-half hour lunch break on District time for all custodians working the 3 to 11 shift. All day time custodians are entitled to two 15 minutes coffee breaks on District time and a half-hour or one hour lunch break on their own time.
- M. Absences – Must be called in to the school site as well as to the Security Department.

### **SAFETY – ACCIDENT PREVENTION – FIRST AID**

#### **School Plant Protection**

- A. Care of keys --- Protection of the school plant and of school property depends upon the careful use of keys.
  - Carry keys attached to belt with a Keyback.
  - Do not loan keys to unauthorized persons.
  - All night custodians must leave their keys at the school every night.
- B. Security of doors and windows is a major responsibility of all custodians.
  - Custodian's schedules designate all custodians are responsible for the locking of doors and windows in their assigned work areas the last part of their shift.
  - Broken windows are to be reported to the principal, head custodian or school Security Department.
  - Broken locks must receive immediate attention. Call the school Security Department.
- C. Fire equipment should be used correctly and promptly.
  - Custodians must know the location and use of fire alarm boxes. The boxes in school buildings are not connected to the Fire Station

System. They serve only as a warning to building occupants when an alarm is sounded.

- The telephone must be used to call the fire department in case of fire.
- The different types of extinguishers used in the Orange Unified School District are:
  - A. A-type extinguisher is used for wood and paper.
  - B. CO2 extinguisher is used for electrical fires.
  - C. A, B, C Dry Chemical extinguisher can be used for any type of fire.
  - D. Fire blanket is used if a persons clothing is on fire.
  - E. Fire hose is used for common fires.

#### Accident Prevention

- A. Custodians are responsible for eliminating or preventing hazards in buildings and/or on grounds. Some of the most common hazards which the custodian must report are:
  - 1. Broken or splintered playground benches
  - 2. Broken sidewalks.
  - 3. Holes in blacktop.
  - 4. Sand Boxes not properly maintained.
  - 5. Blocked or obstructed exits.
  - 6. Broken furniture.
  - 7. Slippery floors.
  - 8. Gas leaks.
  - 9. Broken glass.
- B. The proper method of lifting and carrying heavy objects must be understood and practiced by all custodians. The following guide is for your personal protection:
  - 1. Size up the load.
  - 2. Face the load squarely with firm footing feet 10" to 12" apart.
  - 3. Bend your knees and take a firm hold on the load to be lifted.
  - 4. Lift slowly and evenly by straightening your legs.
  - 5. Keep the load close to your body.
- C. Improper use of ladders.
  - 1. Ladder accidents are caused by use of unsafe ladders or unsafe use of ladders.
  - 2. Extreme care should be taken when using ladders.
  - 3. Select the right ladder. Use wood ladder when working with electricity, or fiber glass OSHA approved.
  - 4. Check the condition of the ladder.
  - 5. Place the ladder with care.
  - 6. Only one person at a time on a ladder.
  - 7. Put the ladder away when not in use.
  - 8. A good policy to keep in mind in using an extension ladder is 1 in 4 ratio. Example: If you are using an extension ladder that is 16' the base of the ladder should be 4' away from the building.

9. Remember never stand on the very top of a ladder, your body should not be more than 2/3's above the top of the ladder. Example: if you are 6' tall the top portion of your body should not be over 4' from the top of the ladder.

D. Good Housekeeping

1. Keep heater room clear of combustible materials
2. Remove waste material from all buildings daily.
3. Store flammable liquids in approved containers only.
4. Keep storage closets clean and in an orderly condition.
5. Treated cloths and dust mops are to be kept in covered metal containers.

E. Electrical Safety Instructions

1. Replace burned-out lamps with proper size lamp.
2. Keep fuse panels locked. Do not tamper with wires, connections, or equipment behind the exterior panel.
3. When removing the base of a broken lamp be sure the electric current is turned off.
4. Never assume current is off.

First Aid

A. Using good judgment, the following basic first aid rules may be followed.

1. Serious bleeding – apply pressure directly over the wound with clean cloth or bandage material. Take victim to hospital emergency room.
2. Shock – keep the victim warm with a blanket, coat, or other available warm material. Call for help.
3. Broken Bones – while medical help is being called, keep the victim still and warm. Do not handle injured parts of the body. Do not attempt to move the victim.
4. Electric Shock – If victim is unconscious, call Fire Department and Paramedics Immediately, begin mouth to mouth resuscitation at once. Don't give up until the Fire Dept. and Paramedics arrive.
5. Fainting – keep victim's head low: keep victim warm, open windows or doors for fresh air.

MSDS Sheets

- A. A copy of the Material Safety Data Sheets should be in all custodian rooms.

Injury

- A. Any injury on the job must be reported to your immediate supervisor. Night Custodians need to notify the Security Department.

## SUGGESTIONS FOR EMERGENCY LOCKING OF DOORS, ADJUSTING DOOR CLOSERS AND PANIC BARS

If a key is stuck in the cylinder and cannot be pulled out, put a finger against the plug that holds the key while you are pulling the key out.

If a door will not latch, look for small pebbles between the door and door jam. If this is not the cause, close the door and raise it by lifting at the door knob. The door may have sagged due to loose hinge screws, preventing it from closing.

On the doors that do not have knobs on the lock, it will prevent the key from breaking if you push against the door near the lock as you turn the key.

Lock cylinders should be lubricated with a small amount of graphite powder and the striking mechanism should be lubricated as needed with WD 40. Do not put oil in the cylinders at any time.

Door hinges should be kept well oiled with WD 40, especially rest room and heater room doors or any door without knobs.

Before reporting panic bars that will not lock due to the strike not coming out of the lock, make certain someone has not locked it open. Some panic bars are locked open with the door key and some with an allen wrench.

### Custodial Cart

In order to conserve time and unnecessary trip to the storeroom, you should carry, on your cart, all the necessary supplies you will need to do a good job of cleaning. All custodial carts should be equipped with at least the following tools and supplies:

- |  |                            |
|--|----------------------------|
| 1. Parlor Broom                        | 13. Scouring powder        |
| 2. Push Broom                          | 14. Mop bucket and wringer |
| 3. Dust mop 24" or 36"                 | 15. Sponges                |
| 4. Wet Mop                             | 16. Paper towels           |
| 5. Counter Brush                       | 17. Toilet tissue          |
| 6. Dust Pan                            | 18. Hand soap              |
| 7. Dust cloth                          | 19. Putty knife            |
| 8. Hand duster                         | 20. Screw driver           |
| 9. Glass cleaner in spray bottle       | 21. Pliers                 |
| 10. Neutral cleaner in spray bottle    | 22. Razor blade and holder |
| 11. Dust mop treatment in spray bottle | 23. Water key              |
| 12. Disinfectant cleaner               | 24. Water pail             |

## CLASSROOM AND OFFICE CLEANING

1. Empty and clean wastebaskets (daily) replace liners if needed.
2. Dust all furniture and counters (daily)
3. Clean sinks (daily)
4. Clean and polish chrome (daily – use chrome cleaner only when needed)
5. Keep inside of windows clean at all times.
6. Spot clean doors, walls and woodwork (daily)
7. Sweep floors (daily)
8. Clean top of classroom tables (daily)
9. Clean up crayon from floors (daily)
10. Empty pencil sharpeners (daily)
11. Clean counter tops (daily)
12. Keep custodial carts clean and well supplies (daily)
13. Dust and clean office telephone (daily)
14. Dust and clean office intercom (daily)
15. Clean heel marks from office floor (daily)
16. Clean office furniture (daily)
17. Keep all office desks polished (daily)
18. Check all doors, windows and gates (daily)
19. Clean dirt out of threshold so door will close (daily)
20. Clean dirt off door jamb (daily)
21. Dust top edge of door (daily)
22. Wash fingerprints off glass in door (daily)
23. Wash fingerprints off windows (daily)
24. Dust high window sills and cabinets (weekly)
25. Clean classroom light shades (when needed)
26. Mop offices with waxed floors.

### Method for Cleaning Offices

1. Check your custodial cart to be certain you have the necessary tools and supplies to do the job. Leave the cart just inside the entrance to the office.
2. Pick up first waste basket, empty other waste baskets (if you have room) into the first waste basket. Empty all pencil sharpeners into waste basket and empty into trash container. Check all paper dispensers. If any need filling leave open, keep moving back to cart.
3. Pick up paper that is needed for dispensers. Start cleaning the room, moving around the room to the left or right, cleaning all counters, sinks, chrome and restrooms. Spot clean walls and windows and dust everything within reach. Paper dispensers should be filled and windows locked as you come to them. When arriving back at your custodial cart everything should be done, but the floors.
4. Dust mop floors and straighten all furniture.

5. Mop restroom floors and spot mop office floors where needed. On Fridays mop complete office – put just enough clean water in your bucket to damp mop the office and add one quart of wax (no cleaner). Damp mop the entire floor.
6. Dusting: Use two dust cloths, one for desk tops, telephones and furniture only. Dust entire office. Clean telephone as needed. Out of reach dusting and Venetian blinds should be done weekly.
7. Keep all inside windows clean.
8. Check and lock all doors. Leave the lighting on as directed by your supervisor.

Please note these important items:

1. Do not throw away any papers or empty boxes even though you may find them on the floor. Dispose only what is in the waste baskets.
2. Do not attempt to re-arrange papers or materials you find on the desk tops. Put them down as you find them or dust around them.
3. Do not snoop or read letters or papers which have been left on the desks.

Method for Cleaning Classrooms

1. Check your cart to be certain you have the necessary tools and supplies to do the job. Leave the cart just outside the door of the classroom.
2. Spot clean outside of door. Open and relck door, so door will be locked when shut. Spot clean inside of door and window. Empty wastebasket nearest to door into trash barrel, clean inside of wastebasket, replace liner if needed.  
Start cleaning classroom moving around the room from left or right. Dust, spot clean windows, walls, window sills, sinks, chrome, cabinets, lunch box shelves and teacher's desk. As you clean, check and lock windows, check dispensers and leave open if they need refilling. When back to your cart everything should be cleaned except floor and table tops. When bringing in your dust mop for floor, also bring in the refills for your dispensers.
3. Dust mop the floors or vacuum if they are carpeted rooms. A pattern should be established when cleaning the floors. These patterns will vary because of the type of furniture or because of the way the teacher has the furniture arranged. However, you should start at the front of the room, opposite the door and sweep around the wall and back to the door, then work from the back of the room to the front, always ending up at the door. Pick up the dirt and deposit into the trash container. DO NOT sweep the dirt out on the walk or lawn.
4. While dust mopping the floors or vacuuming, the following should be done:
  - a. Straighten out the furniture as you go.
  - b. Check sliding doors to be certain they are closed and locked.
  - c. Fill soap and towel dispensers.
5. Remove the chairs from the table tops and set into place NEATLY. Spot clean tables while removing chairs.
6. The floor should be spot cleaned where needed.



7. Dusting (anything that can be reached from the floor) should be done daily. Telephone should be wiped daily and cleaned as needed.
8. Dusting in out of reach areas should be done as needed and scheduled.
9. Double check and lock all doors and windows.

#### Method for Cleaning Restrooms

1. Check your cart to be sure you have the necessary tools, supplies and cleaners to properly clean restrooms.
2. Clean doors of restrooms inside and outside.
3. Pick up papers and trash from floors, check soap, towels, and toilet paper dispensers. Empty trash and leave trash container outside.
4. Fill-up soap paper dispensers.
5. Sweep floor using a nylon push broom or parlor corn broom.
6. Start cleaning from left or right, going around the room cleaning everything as you work.
7. Clean sinks, using a small amount of disinfectant. A sponge should be used for this purpose. Chrome fixtures and soap dispensers should be included in the washing. In extreme cases of obstinate stains, use a little powered cleaner. Rinse thoroughly, wipe chrome fixtures with cloth or paper towels.
8. Toilet bowls – Flush the toilet before starting to clean. Using the disinfectant cleaner, wash the outside of the toilet including the back, clean toilet seat (remember the underside), chrome flush valve and stop valve and the partition walls. Dry these areas and the toilet seat and leave the seat in the upright position. With the sponge lower the water level inside of bowl by pushing water down trap and wash the inside using the disinfectant cleaner. Special attention should be placed on cleaning under the rim of the toilet bowl, using scouring powder or bowl cleaner. Do not use the same sponges that you use on toilets and urinals for cleaning wall tile, sinks, etc.
9. Clean urinals using the same procedure as used on toilets. Leave the cleaning solution in the drain of urinals until the floors are mopped.
10. Mop floors using disinfectant cleaner – read label on the amount you add to your water. Flush urinals as you mop the floor.
11. Clean all mirrors, spot clean walls and dust those areas which can be reached.
12. Put trash container back in restroom. Check the windows, make sure all are locked. Lock the door.

#### HAND SOAP & LIQUID

Hand soap is used in all restrooms. Keep dispensers full and in working condition. Dispensers should be flushed with hot water when clogged. If they are in need of other repair, notify your supervisor.

One problem with hand soaps is that custodians do not dilute these soaps properly. Read label directions and follow them exactly.

### Methods for Cleaning the Cafetorium Building

1. Check your cart to make sure you have the necessary supplies to properly clean the cafetorium.
2. Remove trash containers from the cafetorium and kitchen to outside trash area.
3. Tables and benches should be put back into the wall. If only one side or a portion of the tables are used for eating, these may be moved as you clean. Special classes, night activities or Head Custodian's request will dictate whether tables are to be put away or left down. For those schools that have chairs in place of benches, the chairs should be folded and put gently on the tables.
4. Sweep floor of caftorium and stage area.
5. Mop the floor of the cafetorium using one ounce of disinfectant cleaner to each gallon of warm water (don't use water that is too hot, it may soften the wax). Do not use a dry or damp mop in the eating areas or kitchen areas, use a wet mop in these areas. In extremely dirty or sticky areas, let the mop water set several minutes before mopping. Bear down when you mop and if necessary use a 3-M pad under one foot or attached to a mop head to remove stubborn stains. Rinse mop well and wring dry, mop floor as dry as possible. Cafetorium floors must be mopped every day. If the floor becomes dirty and unsightly you may have to strip and re-wax. This can be done by doing a fourth of the floor each day until the floor is completed. All wet mops must be rinsed in clean water and hung upside down to dry (daily).
6. Clean and mop the kitchen area using the same procedure as used in the cafetorium.
7. Dust – anything within reach.
8. Spot clean wood work, doors, walls, etc. as needed.
9. Clean windows as needed.
10. Clean cafetorium restrooms per instructions for cleaning restrooms.
11. Clean trash containers – clean up trash area.
12. Check windows, lock all doors.

Because of food preparation and the pupils carelessly dropping food on the floor, special attention and effort is needed to keep the cafetorium and kitchen clean and sanitary.

Special attention needs to be given to the crevices of tables and chairs for the accumulation of foot and dirt. Also, do not overlook the recessed areas where the tables and benches fit into the wall as this is another area where food and dirt accumulates.

Handle the folding tables and chairs with care. Lower them gently and do not slam them into the walls when putting them away. Be careful at all times.

### Cleaning of Other Rooms

All adjoining rooms, such as libraries, teachers' lounges, etc. clean per instructions for cleaning classrooms.

Note:

\*When using any materials read and follow the directions on the label. Do not use more than is recommended. If a good daily cleaning routine is established and followed, you will have very little need for strong cleaners.

## **CLEANING INSTRUCTIONS**

### WINDOW CLEANING

This is one of the many jobs that is never completely done. The lower windows especially are in constant need of cleaning. Frustrating as it may be, it must be done to keep your school looking good. A few hours spent on this each week keeps a good portion of the lower windows and sills clean and dusted.

There are many materials used for cleaning glass windows. Water with about ½ cup of ammonia to each gallon is probably the best and most used.

Materials and tools needed:

Cloth or counter brush to remove dust

Bucket (for solution)

Sponge – squeegee

Clean rags to dry edges

For small areas a spray bottle with the above solution is quicker and easier.

Step ladder, when needed.

Inside of windows should be done as often as possible. The night custodian should do a good portion of this.

### CLEANING WALLS

During the school year, walls and woodwork should be spot cleaned daily or as needed. One heel mark or word invites more. The sooner they are removed the less the problem becomes. This applies to restrooms and outside walls as well as to classrooms.

### DUSTING

Of all the classroom cleaning jobs, dusting is the easiest of them all, yet in inspecting schools we find that dusting is the most improperly done. Some of the reasons for this are as follows:

1. Dusting with a hand duster instead of a dust cloth: a hand duster should be used only for high dusting such as high window sills and high cabinets. A dust cloth should be used for all other dusting.

2. Spot dusting: Instead of starting at one corner of the room and dusting everything that is flat, workers spot dust, missing half the items in the room. The best way to dust is to use a dust cloth and start at the corner of the room by the door and go around the room dusting anything that is flat or needs dusting, using one hand to pick up items and dusting under them with the other.
3. Not using dust cloth properly: Shake out the dust cloth and fold it in squares. After dusting several times, unfold the cloth to a clean fold and keep doing this until the entire room is dusted. Then shake out the cloth and fold it again so it's ready for the next room.

#### Stripping Floors

1. Clean room of all furniture or stack furniture on one side of classroom.
2. Sweep area to be stripped with a dust mop so that there is no debris on floor.
3. Use warm water only. Mix stripper solution properly, read label on container for proper dilution ratio.
4. Wet down entire area to be stripped.
5. Use Stripper Solution on the floor. Use Wet Vacuum to pick up excess water, after floor has been stripped.
6. After floor has been Wet Vacuumed, mop floor with clean rinse water. This may have to be done several times so that there is no stripper solution left on the floor. Keep rinse water clean at all times.
7. Make sure floor is completely dry before waxing.

#### Procedures Used in Shampooing Carpets Properly

1. Move furniture to one side of classroom.
2. Vacuum carpet completely, using an upright vacuum cleaner.
3. Spot clean all soiled stains on carpet before it is shampooed.
4. Carpet is now ready to be shampooed. Mix your shampoo solution properly by reading the dilution ratio on the label, add more if carpet is heavily soiled. Use warm water only.
5. Do not overly saturate carpet with solution while shampooing, be consistent in applying the right amount of solution.
6. Vacuum carpet to uplift the nap of the carpet.
7. Make sure that carpet is completely dry before putting furniture in place. If you put furniture on carpet before it dries completely, rust marks from the metal glides will be made.
8. Make sure that shampoo machine is cleaned after each time it is used.

Some Safety Hazards to watch for

1. Make sure hands are dry at all time when using your Scrub machine.
2. Keep cord away from 3M stripping pad at all times.
3. Make sure you have good footing at all times. It is very easy to slip since you are standing in solution at all times.
4. Clean Scrub machine and Wet Vac after using each day.
5. Make sure there are no bare wires exposed on the electric cords and ends of the cords on the scrubbing equipment you use.



*Grounds  
Maintenance  
“Best Practices”*  
*INSERT 2017-18*

# GROUNDS “BEST PRACTICES”





# OUSD GROUNDS

## Equipment Procedures

Before leaving the shop EVERY WORK DAY, each Equipment Operator must do the following to prepare:

### MOWERS

*Jacobsen 311T*



*Jacobsen TurfCat*

- **Check tire pressure** on mower tires to make sure they are to manufacturer specifications. See mower's owner's manual for the recommended tire pressure.
- **Check oil and gas levels** on mower they are within operating limits. Each mower should have a full tank of gas and oil should be below the max and above the min level on the dipstick. See mower's owner's manual for additional information.
- **Visually inspect all belts and pulleys** on mower to make sure they are adjusted to manufacturer specifications. See mower's owner's manual for additional information.
- **Inspect battery and cables** on mower to make sure the electrical system is in good working condition. Check owner's manual for more information.
- **Check all moving parts that require lubrication** and add machine lubrication as needed on the mower. Check owner's manual for a layout of the applicable areas that require constant lubrication. Machine grease is available in the Grounds garage.

## **MOWERS (Cont.)**

- **Check air filter** to make sure there are no obstructions in the flow of air to the mower engine
- **Check blades for proper sharpening and alignment** on mower to make sure the cutting mechanism is ready. Check owner's manual for more information.
- **Clean the mower decks**. Make sure mower lower and upper decks are free of grass and debris before mowing or transporting the equipment.



## **TRAILERS**

- **Check tire pressure** on trailer tires to make sure they are to manufacturer specifications. See owner's manual or Maintenance Department for the recommended tire pressure
- **Check hitch and receiver for proper operation**. Check both the hitch on the trailer and the truck's receiver. Make sure all safety chains are in good working order and attached correctly. See your Maintenance Supervisor if you have any questions on the proper connection procedures.

## **TRAILERS (Cont.)**

- **Check all signals and lights on the trailer.** Make sure the trailer brake and signal lights are operating correctly and that the electrical connections are working on the truck's hauling adapter.
- **Inspect all tie downs and straps/chains for proper operation.** All ties downs/straps should be double inspected to ensure the mowers/equipment is safely secured and does not move during transportation. All stop blocks and tools must also be secured to avoid movement during transportation.
- **Inspect trailer for any damage or safety issues.** It is important that any damage to the trailer be reported to your supervisor immediately and an incident report filled out if an accident has occurred. See your Maintenance Supervisor and report any incidents or damage immediately.



## **WORK TRUCK**

- **Check tire pressure** on truck tires to make sure they are to manufacturer specifications. See owner's manual or Maintenance Department for the recommended tire pressure
- **Check engine oil and gas.** Make sure the truck has sufficient oil/gas and is running normally.

## **WORK TRUCK (Cont.)**

- **Check brakes.** Make sure the truck is breaking normally. If the truck brakes are not working well, please contact Transportation or your immediate supervisor to set up service.
- **Check wipers, signals and lights.** Make sure the windshield wipers are working correctly, check turn signals and hazard lights/siren lights for proper operations. If any of these systems are not working correctly, please contact Transportation or your immediate supervisor to set up service.

# OUSD GROUNDS

## Best Practices

### Senior Crew Members:

1. *Always check in with the office* and sign in on the visitor sign in sheet.
2. *Ask questions* about the grounds services and inquire if anything special is needed during your visit. If there is not sufficient time to complete the requested task, schedule a later date and ask the school staff to enter a work order for the request
3. *The school custodian is not the main point of contact!* It is ok to check in with the custodian to get information, but do not limit the communication ONLY to the custodian. Checking in with the office staff is required.

### PLANTERS

- Planter areas must be free of major debris including leaves, weeds, trash, glass and other items.
- Remove dead plants and shrubs as needed.
- All weeds should be removed by a hula hoe or other weeding tools.
- Planters should be left clean with rake lines visible after maintenance.

**HULA HOE**



**RAKE LINES**

- All debris should be picked up by the use of a trash can or leaf catcher.
- Planters should NEVER be left untouched or without weeding.

# OUSD GROUNDS

## Best Practices (Cont.)

### HEDGE TRIMMING

- Prior to trimming shrubs or hedges, check the trimmer for proper working condition.
  - Trimmer should run on a 2-cycle oil/gasoline mix at a dilution rate of 4oz per gallon.
  - Trimmer's teeth should not be bent or broken off
- Hedge/shrub trimming should be done 1-2 times per month depending on the condition of the leaves.
- Make sure to keep hands away from the moving teeth while trimming.
- Gloves and goggles/face shield should be worn at all times while trimming.
- Hedge/shrub should be trimmed in a consistent shape. Make sure not to overexpose underneath branches.
- All leaves and debris must be raked up at the time of trimming. Do not leave any piles of debris at the school site.



## EDGING

- Prior to edging, check the edger for proper working condition.
  - Edger should run on a 2-cycle oil/gasoline mix at a dilution rate of 4oz per gallon.
  - Edger's blade should not be bent or broken
- Edging of grass areas should be done during every visit.



- Make sure to keep hands and feet away from the moving blade(s) while cutting.
- Gloves and goggles/face shield should be worn at all times while trimming.
- Edging should be done as to leave clean and straight lines in grass areas adjacent to sidewalks and other pedestrian assessable areas.
- **Caution!** Watch for vehicles, windows and other items that could be damaged from debris the flies from the edger. Only work on areas in parking lots when cars are not present if possible.

## TREE TRIMMING

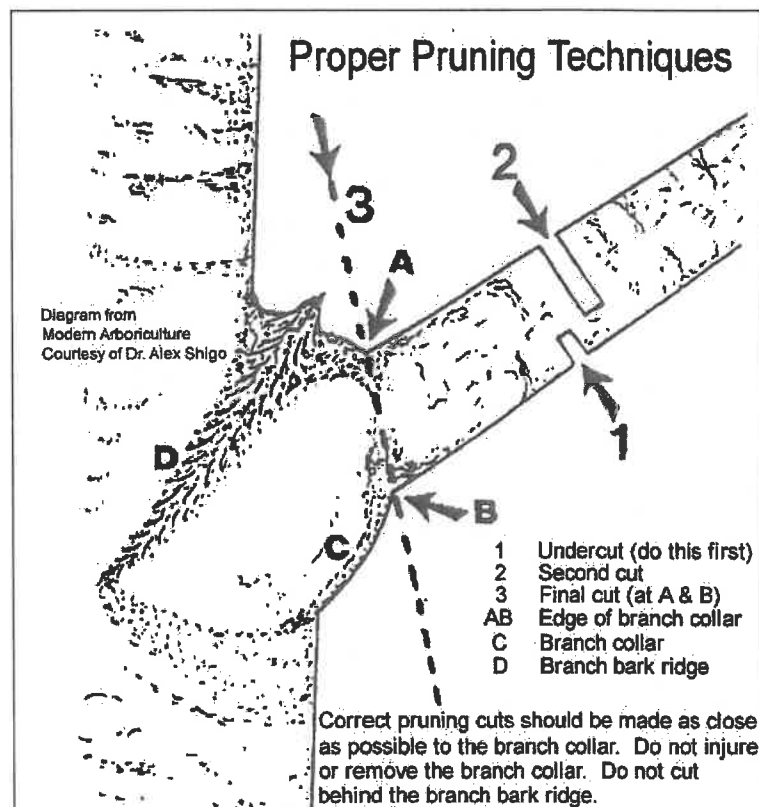
- Prior to trimming low laying branches or tree limbs, check the chain saw for proper working condition.
  - Chain saw should run on a 2-cycle oil/gasoline mix at a dilution rate of 4oz per gallon.
  - Chain should not be bent or broken in any way





## TREE TRIMMING (Cont.)

- Trees can be trimmed using the standard size chain saw for low laying branches or a longer pole chain saw.
  - **ONLY** trim high tree branches/limbs that can be reached by a pole saw at 20 feet or lower.
  - Larger trees and hard to reach areas will be contracted out to a tree service as necessary.
- When trimming trees, wear safety goggles, hard hat and other available personal protective equipment (PPE).
- Cut branches down to 6-8" prior to placing in a school sites dumpster, or remove all material in a District dump truck.
- During tree removal, all stumps should be removed by grinding method or removed by a tractor. Contact District Repair and Construction staff for help as needed.







## **MOWING**

- Make sure you begin mowing with a sharp blade
- Blades can be sharpened as needed. An automatic blade sharpener is available for your use in the Grounds shop.
- Blades should be sharpened after 15 mowings depending on conditions - this is about 6 to 8 times per year for our turf conditions.
- Check for balance and straightness of cutting while mowing
  - Occasionally, a blade or spindle can become warped or bent. This may be the result of hitting an object with the blade or running into something that affects the level of the blade or mower deck.
- Alternate your lawn mowing pattern: this will reduce soil compaction and turf wear from the wheels of the mower. Areas like median strips and tree rings are prone to show a wear pattern because it is difficult to change the direction of cut.

## **BLOWING OFF**

- Check equipment regularly for proper operation
- Use leaf blowing equipment at the lowest possible speed/throttle to accomplish the task.
- Use the full nozzle extension so that the air stream can work close to the ground.
- Do not use blower to move large mounds of debris from one location to another.

## **BLOWING OFF (Cont.)**

- You may not blow debris onto adjacent property, the street, catch basins, gutters, vehicles, people or pets.
- Use ear and eye protection as well as face masks.
- Be considerate of students, staff, pedestrians and others nearby. Some may have respiratory illness or allergies that could be triggered by flying dust and debris.
- Do not blow toward open windows or doors. If possible, do not use within 10 feet of windows or doors.



# **OUSD GROUNDS**

## **Suggested Equipment List**

**Each Grounds Crew truck should have the following equipment stocked at all times:**

### **Hand Tools**

- (3) leaf rakes
- (2) hard rakes
- (2) round end shovels (spades)
- (2) flat head shovels
- (1) cultivator
- (2) hula hoes
- (3) loppers (branch trimmers)
- (2) pruners (shears)
- (2) leaf catchers
- (1) file (for sharpening)
- (1) hack saw
- (1) tool kit (screwdrivers, wrenches, etc.)
- (1) socket set

### **Power Tools**

- (2) backpack blowers
- (3) weed eaters
- (1) edger
- (2) hedge trimmers
- (1) pole chain saw
- (1) small chain saw
- (1) standard size chain saw
- (1) pole hedge trimmer

### **Supplies**

- String for weed eaters
- Gasoline
- 2-cycle oil
- Chain saw oil
- Extra chains (for each type of saw)
- Ear plugs
- Air filters
- Spark plugs
- Dust masks



## School District Map

### Elementary schools:

1. Anaheim Hills
2. California
3. Cambridge
4. Canyon Rim
5. Chapman Hills
6. Crescent
7. Esplanade
8. Fairhaven
9. Fletcher
10. Handy
11. Imperial
12. Jordan
13. La Veta
14. Lampson
15. Linda Vista
16. McPherson Magnet
17. Nohl Canyon
18. Olive
19. Palmyra
20. Panorama
21. Prospect
22. Running Springs
23. Serrano
24. Sycamore
25. Taft
26. Villa Park Elementary
27. West Orange

### Middle schools:

28. Cerro Villa
29. El Rancho
30. Portola
31. Sanilago
32. Verba

### High schools:

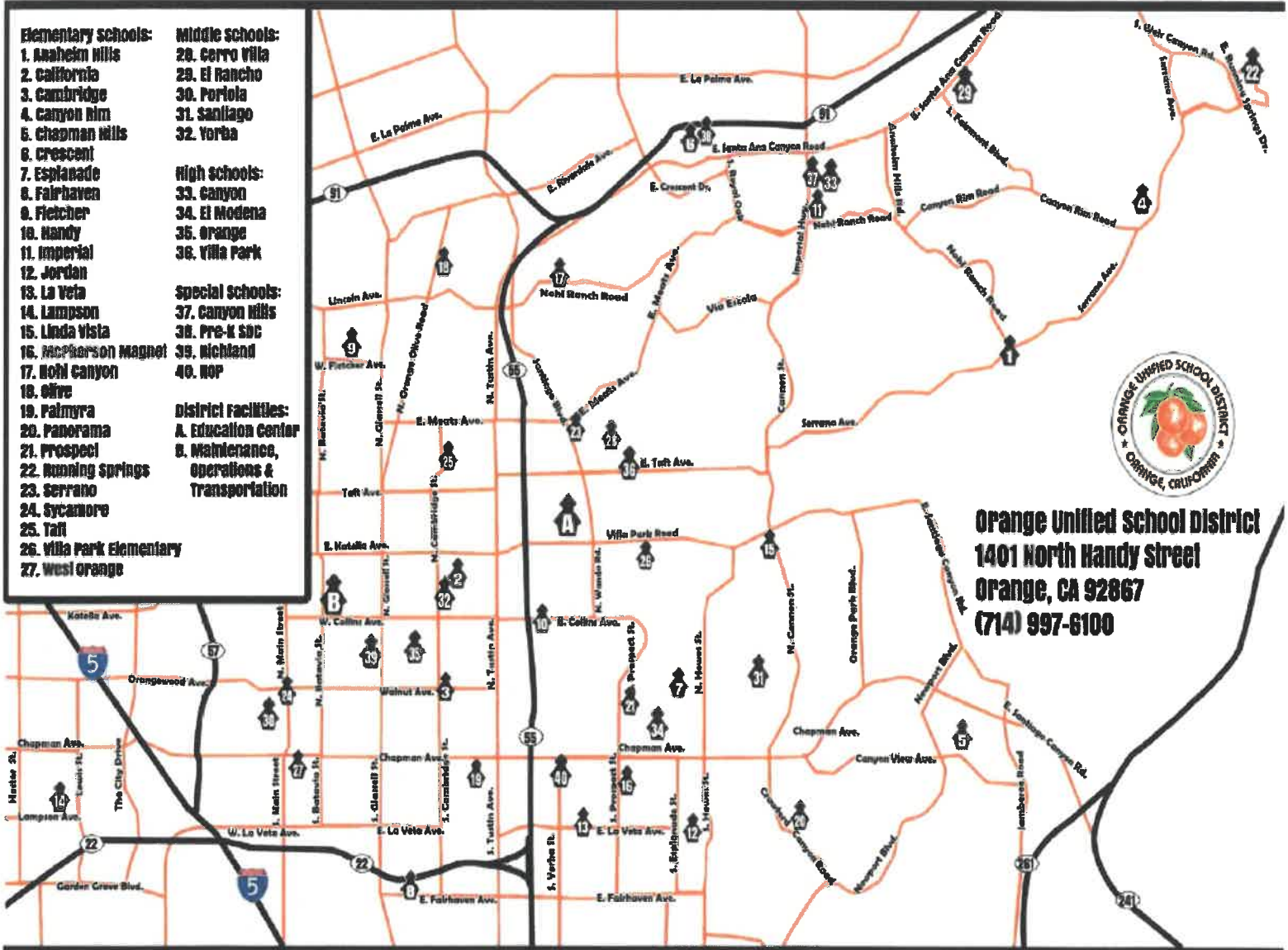
33. Canyon
34. El Modena
35. Orange
36. Villa Park

### Special schools:

37. Canyon Hills
38. Pre-K SDC
39. Richland
40. NOR

### District facilities:

- A. Education Center
- B. Maintenance, operations & Transportation



**Orange Unified School District**  
**1401 North Handy Street**  
**Orange, CA 92667**  
**(714) 997-6100**



# **DISTRICT SITE DIRECTORY**

## **Elementary Schools**

Anaheim Hills Elementary 6450 E. Serrano Ave. Anaheim, CA 92807 (714) 997-6169	California Elementary School 1080 N. California St. Orange, CA 92867 (714) 997-6104	Cambridge Elementary 425 N. Cambridge St. Orange, CA 92866 (714) 997-6103	Canyon Rim Elementary 1090 S. The Highlands Dr, Anaheim, CA 92808 (714) 532-7027
Chapman Hills Elementary 170 N. Aspen St. Orange, CA 92869 (714) 532-8043	Crescent Elementary 5001 E. Gerda Dr. Anaheim, CA 92807 (714) 997-6371	Esplanade Elementary 381 N. Esplanade St. Orange, CA 92869 (714) 997-6157	Fairhaven Elementary 1415 Fairhaven Ave. Santa Ana, CA 92705 (714) 997-6178
Fletcher Elementary 515 W. Fletcher St. Orange, CA 92865 (714) 997-6181	Handy Elementary School, 860 N. Handy St. Orange, CA 92867 (714) 997-6183	Imperial Elementary 400 S. Imperial Hwy. Anaheim, CA 92807 (714) 997-6282	Jordan Elementary 4319 E. Jordan Ave. Orange, CA 92869 (714) 997-6187
La Veta Elementary 2800 E. La Veta Ave. Orange, CA 92869 (714) 997-6155	Lampson Elementary 13321 Lampson Ave. Garden Grove, CA 92840 (714) 997-6153	Linda Vista Elementary 1200 N. Cannon St. Orange, CA 92869 (714) 997-6201	McPherson Magnet School 333 S. Prospect St. Orange, CA 92869 (714) 997-6384
Nohl Canyon Elementary 4100 E. Nohl Ranch Rd. Anaheim, CA 92807 (714) 997-6203	Olive Elementary 3038 Magnolia Ave. Orange, CA 92865 (714) 637-8218	Palmyra Elementary 1325 E. Palmyra Ave. Orange, CA 92866 (714) 997-6207	Panorama Elementary 10512 Crawford Cyn Rd. Santa Ana, CA 92705 (714) 997-6265
Prospect Elementary School, 379 N. Virage St., Orange, CA 92869 (714) 997-6271	Running Springs Elementary 8670 E. Running Springs Dr., Anaheim, CA 92808 (714) 281-4512	Serrano Elementary 17741 Serrano Ave. Villa Park, CA 92861 (714) 997-6275	Sycamore Elementary School, 340 N. Main St. Orange, CA 92868 (714) 997-6277
Taft Elementary 1829 N. Cambridge St. Orange, CA 92865 (714) 997-6254	Villa Park Elementary 10551 Center Dr. Villa Park, CA 92861 (714) 997-6281	West Orange Elementary 243 Bush St. Orange, CA 92868 (714) 997-6283	



## **Intermediate Schools**

Cerro Villa Middle School, 17852 Serrano Ave., Villa Park, CA 92861 (714) 997-6251	El Rancho Charter School, 181 S. Del Giorgio Dr., Anaheim, CA 92808 (714) 997-6238	McPherson Magnet, 333 S. Prospect St., Orange, CA 92869 (714) 997-6384	Portola Middle School 270 N. Palm Dr., Orange, CA 92868 (714) 997-6361
Santiago Charter 515 N. Rancho Santiago Blvd. Orange, CA 92869 (714) 997-6366	Yorba Academy of the Arts 935 N. Cambridge St. Orange, CA 92867 (714) 997-6161		

## **High Schools**

Canyon High School 220 S. Imperial Hwy., Anaheim, CA 92807 (714) 532-8000	El Modena High School 3920 Spring St., Orange, CA 92869 (714) 997-6331	Orange High School 525 N. Shaffer St., Orange, CA 92867 (714) 997-6211	Richland Cont. High School 615 N. Lemon St. Orange, CA 92867 (714) 997-6167
Villa Park High School, 18042 Taft Ave. Villa Park, CA 92861 (714) 532-8020			