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OPERATION AND MAINTENANCE OF PLANT

The Board of Education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The Superintendent shall develop and enforce detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the ~~board~~Board, and explained to all staff annually at the beginning of each school year and when any changes are made.

The Superintendent and School Business Administrator/Board Secretary shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually.

The district shall ensure barrier free access for all students, staff and visitors to school facilities.

Work Order System

The school district shall have an automated work order system ~~by July 1, 2010~~ for prioritizing, performing and recording all maintenance and repair request for all district buildings and grounds.

- A. The Superintendent or designee shall establish in the standard operating procedures for business functions the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
- B. The work order system shall include the following information for a request for work before work begins, except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff:
  1. The name of the person making the request;
  2. The date of the request;
  3. The appropriate approval(s) as established by Standard Operating Procedures (SOP);
  4. The date of approval(s);

OPERATION AND MAINTENANCE OF PLANT (continued)

- 5.. The location of work requested;
  6. The priority level (for example, urgent, high, average, low);
  7. The scheduled date(s) of service;
  8. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
  9. A description of the work requested;
  10. A projection of the materials and supplies needed for the work;
  11. The estimated ~~man~~-hours needed to complete task;
  12. The name of the work order assigner; and
  13. The name of the employee(s) working on the order.
- C. The work order system shall include the following close-out information for each request for work:
1. The actual hours worked by date for each assigned staff member;
  2. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
  3. The aggregate cost of labor by regular, over-time and total;
  4. The actual materials and supplies needed to complete the work order;
  5. Actual cost of materials and supplies; and
  6. The name of the employee responsible for attesting that the job was completed satisfactorily.
- D. Except where prohibited by collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
- E. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of the collective bargaining agreement for maintenance workers and/or custodians.
- F. The Business Administrator/Board Secretary in consultation with the Director of Facilities

OPERATION AND MAINTENANCE OF PLANT (continued)

responsible for this work shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Indoor Air Quality Standards

The Board of Education will provide air quality for school employees in school buildings that meet the standards established by the New Jersey Department of Labor pursuant to N.J.A.C. 12:100-13.

The Board will designate the Director of Facilities and Operations as the individual, who is responsible to assure compliance with New Jersey Department of Labor standards. The designated person will assure that preventative maintenance programs for heating, ventilating and air conditioning (HVAC) systems are implemented and documented and that general local exhaust ventilation is used for employees working with equipment or products that could reasonably be expected to result in hazardous chemicals or particulate exposure. The designated person shall check to make sure HVAC systems are working properly when the building temperatures are outside of the range of 68 to 79 degrees Fahrenheit and make sure buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational. The designated person will also promptly investigate all employee complaints of signs or symptoms that may be associated with building-related illnesses.

The Board will make sure air quality will be maintained at acceptable standards during renovation and remodeling that results in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health. The designated person will notify employees at least twenty-four hours in advance, or promptly in emergency situations of work to be performed on the building that may induce air contaminants into their work area.

The designated person will respond to a complaint received by the Department of Labor within fifteen working days of receipt of the complaint.

Safe Drinking Water

The Board of Education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq., N.J.A.C. 6A:26-6, and N.J.A.C. 7:10 et seq.). In accordance with law and board policy 3516 Safety, the board shall test all drinking water outlets, make the results publicly available and notify parents/guardians and the New Jersey Department of Education

The Board of Education directs the Superintendent to ensure the development of lead sampling plan with sample collection is consistent with the district's Quality Assurance Project Plan (QAPP) and to ensure that QAPP is signed by the laboratory certified to sample the district's water, the individual responsible for conducting the sampling and is presented to the board for signature.

Within 24-hours after the Board has reviewed and verified the final laboratory results of the sampling, the Board shall ensure that test results are publicly available at the school facility and

OPERATION AND MAINTENANCE OF PLANT (continued)

on the board's website. If any laboratory results exceed the permissible lead action level, the board shall provide written notification to the parents/guardians of all students attending that facility as well as to the Department of Education. The notice must include measures taken to curtail immediately the use of any drinking water outlet where lead levels exceed the permissible action level, measures taken to ensure that alternate drinking water is available to all students and staff, and information regarding the health effects of lead.

Within six years of the adoption of this policy, and within each six-year period thereafter, the Board must test all drinking water outlets; sampling shall be prioritized in facilities previously identified with excessive lead results or identified as high risk in the sampling plan.

Annually, the Board must submit to the Department of Education, a statement of assurance that lead testing was completed in accordance with existing Department of Education regulations and that where required, alternate drinking water is available to students and staff.

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the local Board of Education and the Superintendent of Schools, shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. The Sayreville Public School District shall develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The ~~Sayreville school~~ IPM plan is a blueprint of how the Sayreville Public School District will manage pests through IPM methods. The ~~district school~~ IPM plan states the ~~district's school's~~ goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at each school. The ~~District IPM Coordinator, School IPM Coordinators and the Food Service Coordinator~~ Superintendent, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for each school.

District IPM Coordinator

The Superintendent of Schools shall designate an Integrated Pest Management (IPM)

OPERATION AND MAINTENANCE OF PLANT (continued)

Coordinator, who is responsible for the implementation of the school Integrated Pest Management policy.

~~School IPM Coordinator and Food Service Coordinator~~

~~The Superintendent of Schools shall designate Integrated Pest Management (IPM) School Coordinators and an Integrated Pest Management (IPM) Food Service Coordinator who will be instrumental in the implementation of the IPM Policy in their building/department.~~

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The ~~District, School, Food Service~~ IPM Coordinators, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program. ~~The IPM policy will be posted on the district's website and intranet.~~

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the Board of Education.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The ~~District IPM Coordinator and School Coordinators are~~ Superintendent is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The District IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the district IPM Policy.

Evaluation

OPERATION AND MAINTENANCE OF PLANT (continued)

Annually, ~~for public schools,~~ the Superintendent and/or District IPM Coordinator will report to the Board of Education on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The Board of Education directs the Superintendent to develop regulations and/or procedures for the implementation of this policy.

OPERATION AND MAINTENANCE OF PLANT (continued)

Possible

<u>Cross References:</u>	1410	Local units
	2240	Research, evaluation and planning
	3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	R3510	Integrated Pest Management Plan
	3516	Safety
	5141	Health
	7110	Long-range facilities planning
	9130	Committees

Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

Date Adopted: 08/23/2005

Date Revised: 06/27/2006, 02/16/2010, 07/17/2012, 12/18/2012

*Rationale: Added a requirement for barrier free access. Modified "man" hours to be gender neutral. Added section on safe drinking water. Scaled back requirements for appointment of multiple pest coordinators. Removed requirement for posting of information regarding pest management policies on the district website. Added section regarding indoor air quality standards.*