

WAKULLA COUNTY SCHOOL BOARD

MAINTENANCE/OPERATIONS  
PROCEDURE MANUAL

COMMITTED TO SUCCESS

## **MAINTENANCE/OPERATIONS PROCEDURES MANUAL**

### **WAKULLA COUNTY SCHOOL BOARD**

This manual was established to properly assist the dedicated men and women of the Wakulla County School Board's Maintenance/Operations Department to carry out their duties and responsibilities. The goal is to provide students and staff a learning and work environment that will enhance the instructional program, and to provide for the efficient and economical operation of all the facilities owned and operated by the school district.

The intent of this manual is to supplement Florida Statutes, State Board Rules, School Board Policy and the Wakulla County School Board Personnel Handbook. Questions not covered by these documents should be referred to your supervisor. It is with this in mind that this manual has been prepared in loose-leaf form so that as responsibilities and procedures are changed, new inserts may be made and the manual kept up to date.

This manual is adopted by the Board as a part of its rules and regulations.

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## INTRODUCTION

This manual of guidelines and support information for proper maintenance and operation of educational plants is for the purpose of meeting the goals and objectives of both the Superintendent of Schools and the Department of Maintenance/Operations.

### OBJECTIVES

- (1) To assure maintenance services remain at a level that allows students and staff to learn and work in an environment that permits reinforcement of the instructional program.
- (2) To assure a safe and sanitary environment.
- (3) To provide protection of facilities and equipment for the maximum economic utilization.
- (4) To assure an appearance that will promote community pride and foster good public relations (i.e., Market the School System).

### PURPOSE

- (1) The chief purpose of the Maintenance/Operations Department shall be to provide maintenance to all buildings and grounds owned by the Wakulla County School District and to provide the students and faculty of the school district with an environment that will lend itself to the learning process.
- (2) The Maintenance/Operations Department has the responsibility of keeping all buildings, equipment and grounds in a good state of repair and sanitation for the entire school district and to keep accurate records of work performed.

## **GENERAL POLICY**

It is the intent that the Maintenance/Operations Department policies and this manual conform in every respect to all other School Board policies where applicable. In the event discrepancies are found, existing Board policy shall be followed.

## **SAFETY AND LOSS CONTROL**

The Supervisor of Maintenance and Operations Foremen have the authority and responsibility for maintaining safe and healthful working conditions, whether it be in the field, in the shop or office. The supervisor will work toward controlling injuries, collisions and liabilities. Therefore, supervisors will:

- (1) Hold employees accountable for an explanation of the preventable injuries, collisions and liabilities incurred by the employees they supervise.
- (2) Provide the leadership and positive direction needed for maintaining a firm loss prevention policy as a main consideration in all operations.
- (3) Ensure that all safety policies and procedures are in compliance by all personnel under their direction.
- (4) Conduct safety meetings to review accidents, analyze their causes, and promote free discussion of hazardous work problems and possible solutions.
- (5) Report accidents promptly, thoroughly investigate, and properly record them.
- (6) Generate corrective action wherever hazards are recognized or unsafe acts are observed.

Employees are required to exercise due care in their work to prevent injuries to themselves and to fellow workers, and to conserve materials. Therefore, each employee will:

- (1) Be responsible for keeping themselves, fellow employees, and equipment free from mishaps.
- (2) Keep work areas clean and orderly at all times.
- (3) Report all accidents and injuries immediately to their supervisor.
- (4) Understand instructions completely before starting work.
- (5) Learn to lift and handle materials properly.
- (6) Avoid engaging in any horse play and avoid distracting others.
- (7) Review safety educational material posted on bulletin boards or material distributed to work areas.

- (8) Not damage or destroy any warning or safety devices, paint over safety and instruction labels, or interfere with another employee's use of them.
- (9) Bring a doctor's release when returning to work after an injury/illness that has required doctor's care. The letter must state that the employee can perform his job description functions.
- (10) Use only prescribed equipment for the job and handle it properly and use it only in the manner for which it was designed and manufactured.
- (11) Wear required protective equipment and dress safely and sensibly. Back support belts will be worn while lifting. Eye and ear protection will be worn at all appropriate times (i.e., mowing, weedeating, sawing, etc.).
- (12) Maintain tools in proper working order and be responsible for their security.
- (13) Chairs and other inappropriate devices will not be used in place of appropriate ladders.

## **WORK ORDER PROCEDURES**

### **I. INTERNAL (1/2 sheet) or INDIVIDUAL SCHOOL SITE**

Operations foremen shall in-service all employees (teachers, non-instructional, administration) at their site on the use of the internal work order system. The Operations Foremen shall then monitor the working of this system to ensure that it is effectively implemented. All employees should be made to feel that they have easy access to maintenance/operations services and that their requests are properly attended to.

The Operations Foremen shall ensure that all employees have easy access to the internal work order form. Those requesting service on this form shall deliver it to the Operations Foreman. The person requesting service shall keep the last (pink) copy of the form for their record. Upon receipt of an internal work order form the Operations Foreman shall first determine if the work should be completed by his staff or if a district work order should be written. If school staff is to complete the work order the Operations Foreman is to assign the task, monitor its completion and then respond to the person who made the request using the second (yellow) copy of the form. If the task can not be completed in a timely manner the Operations Foreman should respond to the requester (yellow copy) indicating the reason for delay and an expected completion time frame. Upon completion of the task the original copy should be maintained in the Operations Foreman's file.

If the Operations Foreman determines that a task should be completed by the district maintenance crew he should implement a district work order.

If at any time during the process the person making the request becomes dissatisfied they should send their pink copy with a one sentence description of the dissatisfaction directly to the Executive Director of Facilities/Maintenance (Mr. Bristol).

### **II. DISTRICT WORK ORDERS**

District work orders are primarily intended to be originated by Operations Foremen; however, administrators may certainly originate requests. District work orders are generated by an on-line work order system. Each Operations Foreman has a password for his facility. The Maintenance Foreman (Eric Damron) checks the system daily for new and existing work orders for status. At that time Mr. Damron assigns to his staff, redirects back to Operations Foremen or consults with the Facilities Director as to its disposition. The Maintenance Foreman assigns/schedules the task and monitors its completion. The district maintenance employee who completes the task shall notify the personnel who originated it as to its status as being completed or not completed and its disposition. The maintenance employee will then inform Mr. Damron as to its status and in turn update the on-line program. The district maintenance employee who completes the task shall have the work order signed as complete by the originator before returning it to the maintenance foreman. The district Maintenance Foreman shall then update the work order log and file the work order as appropriate.

### **III. EMERGENCY WORK ORDERS**



Emergencies are situations that pose an immediate endangerment to life, human safety or have a dire potential for loss of property. Emergencies may be called in to the Maintenance Foreman (Mr. Damron). The Maintenance Foreman will initiate the district work order.

Heating and air conditioning problems are not generally emergencies; however, they will continue to receive very high priority and may be called in as a priority as needed. Other situations having potential for major disruption of the educational process (i.e., entire building without water) may certainly be called in. Judgment must be exercised in this area.

### **HAZARDOUS MATERIAL**

Each employee in the Wakulla County School System has the right to know the chemical make-up of any toxic materials he may come in contact with in performing his duties. The employee is to contact the individual responsible for safety, the Executive Director of Facilities and Maintenance, in writing, with his wishes to receive a MSDS (Material Safety Data Sheet) of the particular chemical he has an interest in.

No employee shall introduce any chemical into a container not appropriately labeled for that chemical.

### **UNIFORMS**

Employees are required to wear uniforms purchased by the school board during the entire time that they are at work. Uniform type shoes are required for safety reasons. These are not purchased by the school board. Appearance should be clean and neat.

New employees will be provided five sets of uniforms. Each employee will receive one new set annually thereafter. Shorts may be worn only under the following conditions:

1. Matching uniform shorts must be purchased by the employee and at the employee's expense. These must be purchased from the uniform supply company.
2. Shorts may not be shortened and must be knee length.
3. Shorts may not be worn while operating yard/grounds equipment, saws, or other hazardous equipment.
4. Shorts may only be worn on non student days (summer school excepted).
5. Wearing shorts may not be used as grounds for refusing assigned work; ie, "I can't mow today because I wore shorts".

## **EMERGENCY PROCEDURES**

All personnel are to be familiar with the fire and tornado plans at their work site. General tornado responsibilities for Operations/Maintenance personnel including standing watch for the principal. General fire responsibilities include leading and directing emergency personnel to the fire. These duties may be further defined or altered by the facility principal.

## **ACCIDENT REPORTING**

Any employee injured on the job shall make an immediate report of that injury to the supervisor. The supervisor shall follow the established procedures for work related injuries. The Executive Director of Facilities/Maintenance (Mr. Bristol) shall be notified as soon as applicable.

## **MAINTENANCE VEHICLES**

It is the responsibility of each employee of the Maintenance Department who operates a vehicle to obey all traffic laws and regulations concerning vehicle travel and safety. The maintenance vehicles are to be used only in the carrying out of maintenance duties and responsibilities for the school district and not for personal use.

Employees operating maintenance vehicles shall have a valid Florida driver's license, and have the responsibility of driving defensively; and being courteous and considerate of all other vehicular traffic.

It is the responsibility of the employee who is assigned a vehicle, to turn the vehicle into Transportation for scheduled maintenance. Also, the employee has the responsibility to advise the Transportation Department of any malfunctions or safety deficiencies known to exist with the vehicle.

It is the responsibility of the employee assigned a vehicle to see that the vehicle is washed once monthly or sooner if needed. The interior of the vehicle is to be cleaned weekly.

Each person assigned a vehicle is responsible for filling the vehicle with fuel. It is the employee's responsibility to check the oil and water each time a vehicle is fueled.

In case an employee is involved in a vehicular accident, he is to notify the Transportation Department immediately. The employee is to also notify the Executive Director of Facilities/Maintenance. If the employee that is involved in the accident with a School Board vehicle is found to be at fault by the officer investigating the accident, it is the employee's responsibility to pay all fines levied against him. The Transportation Department will initiate disciplinary action against employees that are at fault in vehicular accidents. In addition, all traffic violations that involve a fine will be the responsibility of the employee to pay.

## **PROPERTY CONTROL AND ACCOUNTING**

Each employee of the Maintenance Department has the responsibility of notifying his supervisor and completing the proper transfer forms before disposing of or moving School Board property.

Employees do not have the authority to dispose of equipment belonging to the school district other than in the manner described in the Wakulla School Board Policies.

## **GENERAL POLICIES**

### **WORK HOURS:**

It is each employee's responsibility to be in their assigned area ready to go to work at the time assigned by their supervisor.

Employees are not to leave until the end of the work day.

Employees who develop a pattern of late arrival and early departure will be subject to disciplinary action.

District maintenance employees who return to the shop with unfinished assigned tasks prior to 15 minutes before the end of the work day will be subject to disciplinary action.

Your supervisor will instruct you on how and where to sign/clock in/out. These procedures will conform to Board Policy and be consistent with those used at the work site. If you leave for personal reasons during the day and you plan to return you must notify your supervisor, fill out a leave form; sign/punch in/out.

It is unacceptable for one person to punch another person's card or sign them in/out. Any employee found guilty of misrepresenting time sheets/punch cards will be subject to termination from his/her job.

### **BREAK TIME:**

Each full time employee shall have a fifteen (15) minute break in the morning, a thirty (30) minute lunch, and a fifteen (15) minute break in the afternoon.

The intent of the breaks is to give the employee time off (rest) from the task they are performing. Breaks shall not be taken when first reporting to work or just prior to leaving your work site at the end of the workday. Breaks may not be combined to form a single, longer, break. Travel time involved in breaks and lunch periods is figured into the time an employee is allocated. District maintenance employees are not to return to the maintenance office for lunch unless they are assigned to Crawfordville Administration office.

At all other schools the employee is to take lunch at the school or a nearby restaurant or eating place. In all cases, travel time is a part of the 30 minutes allowed for lunch.

Employees are not to use break time/lunch time in a manner (such as conversation) that interferes with another board employee who is not on break/lunch.

Indiscretion during break time can cause serious public relation problems. Employees must consider this reality as they plan where and how they take their breaks. It is unwise for an employee to project a "goofing off" image during breaks. Supervisors are encouraged to assign specific break times to employees.

### **TELEPHONE USAGE:**

All Wakulla County School Board phones are for business use and personal use is to be minimized. Personal long distance calls are prohibited in all circumstances.

Cell Phone or other personal electronic device usage is determined by Board Policy 6.32.

### **PHONE USAGE**

#### **6.32 POLICY:**

##### **1. Cellular Phones:**

A. Personal Cellular Phones. Employees who bring personal cellular phones to work must limit use of such devices to before or after work, break times, and lunch times. Employees may use a personal cell phone at work for personal use in a clearly urgent emergency situation. Such use should be infrequent and brief. Employees may use personal cellular phones to conduct official School Board business only upon the recommendation of their immediate supervisor and approval of the Superintendent.

B. Other Personal Electronic Devices. It is recognized that wide ranges of cellular-based and personal electronic devices are available. This policy applies to any type of personal electronic device that may be utilized to make or receive phone calls, surf the Internet, send or receive e-mail, text message, or download or play music or videos. Such uses are included with the definition of "call" and are not permitted while performing activities related to your employment.

### **LEAVE:**

The employee is responsible for receiving permission from their supervisor prior to leaving their department or work site and is also responsible for complying with Board leave policies

and procedures as described in the Personnel Handbook. You are to arrange leave personally with your supervisor and not have someone else call in unless you are gravely ill and unable to use the phone. During the week of pre/post-planning, leave will not be granted except for documented cases of illness or extreme emergency.

**PHONE NUMBER RESPONSIBILITY:**

Because of the Maintenance Department's responsibility to provide functional facilities for educational programs, all maintenance/operations employees shall provide a current phone number to their supervisor. It is the employees' responsibility to notify their supervisor of any changes in phone numbers.

**FLORIDA'S CLEAN AIR LAW:**

In accordance with the most current School Board Policy 2.90, all use of tobacco products in any form are prohibited in any District owned facility, vehicle and property.

All warehouse facilities are non-smoking areas. All vehicles are non-smoking areas.

Employees are not permitted to smoke any tobacco products in any school building in the school district and additional breaks are not afforded to tobacco users.

**WEAPONS ON SCHOOL PROPERTY:**

Board policy 3.43 prohibits employees from possessing weapons on their person or in their vehicle while on school grounds or at any school sponsored activity.

**NON DISCRIMINATION STATEMENT**

The following policy applies to students, applicants for admission, employees, and applicants for employment:

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society). This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation in advance.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is **Angie Walker**, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; [angela.walker@wcsb.us](mailto:angela.walker@wcsb.us).