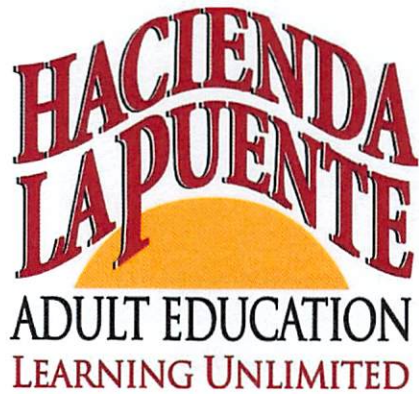


Hacienda La Puente Adult Education



Operation and Maintenance Plan School Year 2019 - 2020

ACCREDITATION

Hacienda La Puente Adult Education is accredited by the Council on Occupational Education (COE) for post-secondary training and to provide Title IV Financial Aid to qualified students as well as the Western Association of Schools and Colleges (WASC) for secondary academic programs.



Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325,
Atlanta, Georgia 30350
800-917-2081

Mission Statement

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals.

Introduction

Hacienda La Puente Adult Education (HLP AE) has effective plans in place to ensure the efficient operation and maintenance of the school site at Willow Center. Staff and students are informed of these plans and they are reviewed on a yearly basis.

Operation and Maintenance Plan

A school wide operation and maintenance plan is reviewed on a yearly basis by the school's facilities administrator, along with the Maintenance and Operations supervisor assigned to the quadrant of the district in which Willow Center is located. Changes of procedures and staff, if needed, are made. Copies of the updated plan are available to staff at the yearly orientation day, just prior to the beginning of the new school year. The operation and maintenance plans are reviewed and then held in the office of the facilities administrator.

Personnel

The custodians assigned to the site handle the day-to-day maintenance of the campus. During the summer months, when fewer classes are in session, the custodians conduct a deep clean of the campus. Tradesmen from the district Maintenance and Operations Department take on larger tasks, such as electrical, plumbing, and grounds-keeping.

The clients of IRS maintain certain portions of the campus, with respect to daily custodial work and landscaping. An MOU exists between the district and the unions to this effect.

Outside contractors handle any repairs or projects that are beyond the time allowance of the M&O tradesmen. When this becomes necessary, up to three quotes from contractors are gathered, depending on the estimated cost of the project. These are presented to the Board of Education, who awards the project, usually to the lowest bidder.

Equipment and Supplies

Equipment used for the daily maintenance of the campus is purchased by Adult Education funding. Repairs are completed by M&O, or outside vendors, depending on time and complexity of the repair. Most supplies for daily use are ordered from the district warehouse. Items that are not carried by the district warehouse are ordered from other vendors.

Relevant State Law

HLP AE abides by all applicable state laws and educational codes.

Applicable Federal Codes and Procedures

HLP AE abides by all ADA guidelines in order to make the campus accessible and welcoming to students and guests with diverse mobility levels.

HLP AE abides by all OSHA regulations in order to make the campus safe for all.

CUSTODIAN I

Class Title: CUSTODIAN I

Class Code: 0806

Salary: \$34,216.00 - \$44,761.60 Annually

• DEFINITION

Description

Under supervision, performs light custodial functions during evening or night shifts by maintaining elementary, junior, senior high schools, and Adult School facilities in a clean and orderly condition.

Essential Duties

Cleans sinks, urinals, and commodes.

Sweeps floors and vacuums rugs and carpets.

Dusts and polishes furniture and woodwork.

Empties and cleans waste receptacles.

Washes furniture, walls, and windows.

May treat mops or request cleaning supplies and materials.

Mops, seals, and waxes floors.

Polishes metal work.

Servises dispensing machines.

Sweeps, walks and picks up debris immediately adjacent to the school facility.

Cleans venetian blinds.

Cleans chalkboards and erasers.

Assists with graffiti removal.

OTHER RELATED DUTIES

Some positions may:

Clean locker rooms.

Pull weeds and water grass.

Replace light bulbs.

Make minor repairs.

All perform other related duties as directed.

Minimum Qualifications

Training and Experience: Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein.

Physical Requirement: Successfully complete a pre-employment physical examination.

Knowledge, Skills, and Abilities

Knowledge of: Cleaning materials, methods, and procedures, safe working methods and procedures.

Ability to: Perform light manual activities; Effectively and efficiently clean and maintain an area within a predetermined schedule; Receive two hours of asbestos awareness

training within the first 60 days of employment; Understand and carry out oral and written directions; Establish and maintain cooperative working relationships.

Working Conditions
PHYSICAL DEMANDS

Employees in this classification stand, walk, lift and carry up to 25 lbs. (some positions lift up to 50 lbs.), carry, push, pull, stoop/bend, repeatedly bend or twist and/or apply pressure with wrists or hands, simultaneously use both hands and/or legs, hear normal voice conversations, have depth perception, and see small details.

WORK ENVIRONMENT

Employees in this classification work alone, inside and outside, with hands in water, and in the absence of immediate supervision.

Salary Range: B-15

• **BENEFITS**

Paid Holidays

Up to 16 holidays per year depending on months worked for all classified employees.

Paid Vacation

Vacation is prorated for all classified employees, based on the hours and months worked per year. Below is the vacation schedule for classified supervisors and classified staff.

Classified Employee Vacation Chart

1-5 years of service

- One day of vacation will be earned per month worked.

6-10 years of service

- One and one-quarter ($1 \frac{1}{4}$) days of vacation will be earned per month worked.

11-15 years of service

- One and one-half ($1 \frac{1}{2}$) days of vacation will be earned per month worked.

16-20 years of service

- One and three-fourths ($1 \frac{3}{4}$) days of vacation will be earned per month worked.

21 + years of service

- Two (2) days of vacation will be earned per month worked.

Health Benefits

For positions 35 hours or more per week the District contributes \$11,900 (subject to change) toward annual premium for medical, dental, vision and life insurance coverage. Partially paid benefits are available for part-time (20-34) hour employees. The District participates in the Public Employees' Retirement System (PERS). Lifetime retirement benefits provided for eligible retirees.

District Benefit Providers:

The following benefit providers are available for enrollment for eligible employees.

***Medical:** Kaiser, United Health Care PPO/HMO

***Dental:** Delta Dental (PPO) or DeltaCare USA (HMO)

***Vision:** Vision Service Plan (VSP)

*Out of pocket costs are dependent on which provider is selected. Each provider has a different annual premium.

Retirement: PERS for positions 20 hours or more per week. Click on the link below to view the retirement formula that would apply to you:

- [PERS members that began prior to January 1, 2013:](#)
- [PERS members that begin after December 31, 2012:](#)

Paid Sick Leave

Every regular classified employee, probationary or permanent, can earn paid sick leave credit(s) based on one day for each month in which such employees are in a paid status with the District. Earned, but unused sick leave can accumulate without limit. Full-time classified employees (those who work 8 hours per day, 5 days per week and 12 months per year) will normally earn twelve (12) days of sick leave credit(s) during each fiscal year.

Source:

<https://www.governmentjobs.com/careers/hlpusd/classspecs/825323?page=4&pagetype=classSpecifications>

CUSTODIAN II

Class Title: CUSTODIAN II

Class Code: 0808

Salary : \$37,772.80 - \$49,441.60 Annually

- **DEFINITION**

Description

Under general supervision, maintains school buildings during the day shift, or during night or evening shifts at high schools, adult school, Valley Vocational Center, district headquarters, and district annex, in a clean, orderly and secure manner.

Essential Duties

Cleans rest rooms.

Washes windows and walls.

Empties and cleans waste receptacles.

Pick up papers and other debris on school grounds and perform routine groundsman duties to include watering, trimming, and hoeing, in areas adjacent to buildings.

As assigned, may scrub, disinfect, mop, wax, seal, and polish floors.

Sweeps floors and vacuums rugs and carpets.

Moves and arranges furniture and equipment in preparing auditorium or classroom for special events or meetings.

Dusts and polishes furniture and woodwork.

Cleans chalkboards.

May perform minor maintenance duties including sprinkler repair.

Cleans Venetian blinds.

Replaces lights.

Uses vacuum cleaners.

Checks for security of facilities.

May set intrusion alarms.

OTHER RELATED DUTIES

Polishes metal work.

May assist with graffiti removal.

May operate steam cleaners in cleaning trash cans.

Operates motorized carts and sweepers or pick-up trucks.

Assignment may include care of a swimming pool and its equipment.

Performs other related duties as directed.

Minimum Qualifications

Training and Experience:

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein.

License and Automobile Requirement: Possession of a valid California Class C Driver License.

Insurance Requirement: Evidence of adequate insurance for a motor vehicle, which meets or exceeds the California legal liability insurance requirement and continue to maintain insurability.

Physical Requirement: Successfully complete a pre-employment physical examination.

Knowledge, Skills, and Abilities

Knowledge of: Basic cleaning methods; The use and care of cleaning equipment and materials.

Ability to:

Perform heavy manual labor;

Use cleaning materials and equipment efficiently;

Receive two hours of asbestos awareness training within the first 60 days of employment;

Understand and carry out work schedule and instructions;

Work cooperatively with those contacted in the course of work;

Perform minor non-technical repairs.

Working Conditions

PHYSICAL DEMANDS

Employees in this classification stand, walk, lift and carry up to 50 lbs. (some positions may occasionally lift up to 100 lbs., with assistance), carry, push, pull, stoop, bend repeatedly, repetitively use fingers, use wrists or hands in applying pressure or in a twisting motion, simultaneously use both hands and/or both legs, have rapid mental/muscular coordination, speak clearly, hear well, have depth perception, see long distances.

WORK ENVIRONMENT

Employees in this classification work both inside and outside, with dangerous machinery*, loud noises**, sharp objects ***, fumes, gases, chemicals, toxic materials, odors ^^, machinery with moving parts ^^^, in direct contact with students.

* Weed eater, gas hedge trimmer

** Weed eater, blowers, gas hedge clippers

*** Razorblade scrapers, nails, broken glass, gas hedge clippers, saws

^ One or more of the following: cleaners, solvents, acid, chlorine, paint, gasoline, ammonia; gasoline, bug spray, weed killer

^^ Restroom, trash, vomit, solvents, acid, chlorine, gasoline, bleach

^^^ Weed eater, hedge trimmer, pruner, vacuum cleaner, scrubber/buffer

Salary Range: B-19

- **BENEFITS**

Paid Holidays

Up to 16 holidays per year depending on months worked for all classified employees.

Paid Vacation

Vacation is prorated for all classified employees, based on the hours and months worked per year. Below is the vacation schedule for classified supervisors and classified staff.

Classified Employee Vacation Chart

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- One day of vacation will be earned per month worked.

6-10 years of service

- One and one-quarter (1 ¼) days of vacation will be earned per month worked.

11-15 years of service

- One and one-half (1 ½) days of vacation will be earned per month worked.

16-20 years of service

- One and three-fourths (1 ¾) days of vacation will be earned per month worked.

21 + years of service

- Two (2) days of vacation will be earned per month worked.

Health Benefits

For positions 35 hours or more per week the District contributes \$11,900 (subject to change) toward annual premium for medical, dental, vision and life insurance coverage. Partially paid benefits are available for part-time (20-34) hour employees. The District participates in the Public Employees' Retirement System (PERS). Lifetime retirement benefits provided for eligible retirees.

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Report ID: FIN-INV-0003

Hacienda-La Puente Unified School District - Inventory Warehouse

Run Date: 08/12/2019

Real Time Stock Status Report

Run Time: 3:13:10 PM

Warehouse: WH73445

2019 NEW

Warehouse: WH73445

Stock Item	Stock Item Suffix	Stock Item Description	Stock Item Extended Description	On Hand Qty	Available Quantity
14111610	043	Paper, Const., 18" X 24", Assorted Colors, 50 Shts/Pkg, #00s	Paper, Const., 18" X 24", Assorted Colors, 50 Shts/Pkg, #00s Tru Ray or Equivalent	98.00	98.00
14111610	044	Paper, Const., 18" X 24", Black, 50 Shts/Pkg	Paper, Const., 18" X 24", Black, 50 Shts/Pkg	54.00	54.00
14111610	045	Paper, Const., 18" X 24", Blue, 50 Shts/Pkg, #33sc Tru Ray o	Paper, Const., 18" X 24", Blue, 50 Shts/Pkg, #33sc Tru Ray or Equivalent	153.00	153.00
14111610	046	Paper, Const., 18" X 24", Brown, 50 Shts/Pkg, #50sc Tru Ray	Paper, Const., 18" X 24", Brown, 50 Shts/Pkg, #50sc Tru Ray or Equivalent	11.00	11.00
14111610	047	Paper, Const., 18" X 24", Dark Green, #31sc, 50 Shts/Pkg	Paper, Const., 18" X 24", Dark Green, #31sc, 50 Shts/Pkg	10.00	10.00
14111610	048	Paper, Const., 18" X 24", Festive Green, #7sc, 50 Shts/Pkg,	Paper, Const., 18" X 24", Festive Green, #7sc, 50 Shts/Pkg, Tru-Ray	48.00	48.00
14111610	049	Paper, Const., 18" X 24", Lavender #24sc 50 Shts/Pkg Tru-Ray	Paper, Const., 18" X 24", Lavender #24sc 50 Shts/Pkg Tru-Ray	32.00	32.00
14111610	050	Paper, Const., 18" X 24", Orange #3sc 50 Shts/Pkg Tru-Ray	Paper, Const., 18" X 24", Orange #3sc 50 Shts/Pkg Tru-Ray	9.00	9.00
14111610	051	Paper, Const., 18" X 24", Pink, 50 Shts/Pkg, #14s Tru Ray or	Paper, Const., 18" X 24", Pink, 50 Shts/Pkg, #14s Tru Ray or Equivalent	16.00	16.00
14111610	052	Paper, Const., 18" X 24", Red #59sc, 50 Shts/Pkg, Tru-Ray	Paper, Const., 18" X 24", Red #59sc, 50 Shts/Pkg, Tru-Ray	11.00	11.00
14111610	053	Paper, Const., 18" X 24", Yellow, 50 Shts/Pkg, Tru-Ray or Eq	Paper, Const., 18" X 24", Yellow, 50 Shts/Pkg, Tru-Ray or Equivalent	13.00	13.00
14111610	054	Paper, Const., 24" X 36", Assorted Colors, 50 Shts/Pkg, #00s	Paper, Const., 24" X 36", Assorted Colors, 50 Shts/Pkg, #00sc Tru Ray or Equivalent	0.00	0.00
14111610	055	Paper, Const., 24" X 36", Black, 50 Shts/Pkg #57sc Tru Ray o	Paper, Const., 24" X 36", Black, 50 Shts/Pkg #57sc Tru Ray or Equivalent	4.00	4.00
14111610	056	Paper, Const., 24" X 36", White, 50 Shts/Pkg, Tru Ray or Equ	Paper, Const., 24" X 36", White, 50 Shts/Pkg, Tru Ray or Equivalent	31.00	31.00
14111610	139	Paper, Constr., 12" x 18", White, 50 Shts/Pkg, Tru Ray or Eq	Paper, Constr., 12" x 18", White, 50 Shts/Pkg, Tru Ray or Equivalent	84.00	84.00
14111610	140	Paper, Const., 18" x 24, Holiday Red, 50 Shts/Pkg, Tru Ray o	Paper, Const., 18" x 24, Holiday Red, 50 Shts/Pkg, Tru Ray or Equivalent	44.00	44.00
14111701	109	Tissue, Facial, Soft, White, approx. 8" X 8", 100 sheets/bo	Tissue, Facial, Soft, White, approx. 8" X 8", 100 sheets/box, Kimberly Clark Surpass #21340 or Equivalent	5,947.00	5,926.00

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Hacienda-La Puente Unified School District - Inventory Warehouse

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Warehouse: WH73445

Warehouse: WH73445

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14111702	133	Toilet Seat Tissue Cover, White, 250/pkg, 20 pkgs/case, 1/	Toilet Seat Tissue Cover, White, 250/pkg, 20 pkgs/case, 1/2 Fold, Rochester Midland 50RA or equivalent	66.00	62.00
14111703	110	Towels, White, Soft, Super-Absorbent, 3-ply, Retains strengt	Towels, White, Soft, Super-Absorbent, 3-ply, Retains strength wet or dry, 13" X 19", 500/ Ctn. Equiv to Crosstex #10643	6.00	6.00
14111703	112	Towels, Paper, Flat, Brown, 9" X 10 1/4", 250/pkg, 12 pkg/cs.	Towels, Paper, Flat, Brown, 9" X 10 1/4", 250/ pkg, 12 pkg/cs, GP Envision #23504 (use with 10-0605 Dispenser) NO SUB	327.00	297.00
14111703	129	Towel, Paper, White, 600'/roll, (Universal Roll), 12 rolls p	Towel, Paper, White, 600'/roll, (Universal Roli), 12 rolls per case (Fits stk item #10-0640)	256.00	214.00
14111704	111	Tissue, Toilet, White, 1ply, 4" X 4 1/2", 1500 shts/roll, 48	Tissue, Toilet, White, 1ply, 4" X 4 1/2", 1500 shts/roll, 48 rolls/cs, G. Pacific RollMastr, #851030-020 (No Sub)	366.00	336.00
14111705	002	Napkins, Sanitary, #8, 13/16" X 3-3/16" X 8" box, 250/Case	Napkins, Sanitary, #8, 13/16" X 3-3/16" X 8" box, 250/Case Maxithin #8 Waxie #820120	9.00	9.00
14121701	001	Film, Laminating, Seal, 1.5 mil, .0015, 25" X 500', 1" Core,	Film, Laminating, Seal, 1.5 mil, .0015, 25" X 500', 1" Core, GBC NapLam I or Equivalent	111.00	111.00
14121811	075	Paper, Copy, Blue, 20#, 8 1/2 X 11, Domestic Brand Only	Paper, Copy, Blue, 20#, 8 1/2 X 11, Domestic Brand Only	55.00	53.00
14121811	076	Paper, Copy, Canary, 20#, 8 1/2 X 11, Domestic Brand Only	Paper, Copy, Canary, 20#, 8 1/2 X 11, Domestic Brand Only	99.00	97.00
14121811	077	Paper, Copy, Goldenrod, 20#, 8 1/2 X 11, Domestic Brand Only	Paper, Copy, Goldenrod, 20#, 8 1/2 X 11, Domestic Brand Only	75.00	71.00
14121811	078	Paper, Copy, Green, 20#, 8 1/2 X 11, Domestic Brand Only	Paper, Copy, Green, 20#, 8 1/2 X 11, Domestic Brand Only	0.00	0.00
14121811	079	Paper, Copy, Pink, 20#, 8 1/2 X 11, Domestic Brand Only	Paper, Copy, Pink, 20#, 8 1/2 X 11, Domestic Brand Only	86.00	84.00
14121811	116	Paper, Copy, Colored, Bright, Astrobrights/ Terra Green (Light)	Paper, Copy, Colored, Bright, Astrobrights/ Terra Green (Light) or Equivalent, 24/60# Text, 8 1/2" X 11", Domestic Brand Only	57.00	54.00
14121811	117	Paper, Copy, Colored, Bright, Astrobrights/ Gamma Green or Eq	Paper, Copy, Colored, Bright, Astrobrights/ Gamma Green or Equivalent, 24/60# Text, 8 1/2" X 11", Domestic Brand Only	14.00	14.00
14121811	118	Paper, Copy, Colored, Bright, Astrobrights/ Rocket Red 24/60#	Paper, Copy, Colored, Bright, Astrobrights/ Rocket Red (Light) or Equivalent, 24/60# Text, 8 1/2" X 11", Domestic Brand Only	4.00	3.00

Hacienda La Puente Adult Education

Name/Department _____ **Date** _____
Vendor _____ **Quotation** _____
Street _____ **City** _____ **State** _____
Phone _____

Draft Buy Out Requisition Request

Quantity	Unit	Description of Item(s)	Unit Cost	Amount

SACS CD _____ **Sales Tax** _____ **Total** _____

Law and Regulations



OSHA's mission is to ensure that employees work in a safe and healthful environment by setting and enforcing standards, and by providing training, outreach, education and assistance. **Employers must comply with all applicable OSHA standards.** They must also comply with the General Duty Clause of the OSH Act, which requires employers to keep their workplace free of serious recognized hazards.

Standards

- [Search Standards](#)
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Resources

- [Safety & Health Topics A-Z](#)
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- [Frequently Cited Standards](#)
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Rulemaking

- [Regulatory Agenda](#)
 - [Current Actions](#)
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- [Open for Public Comment](#)
- [Small Business Input \(SBREFA\)](#)
- [OSHA Rulemaking Process](#)

Have more questions about standards?

- U.S. Department of Labor - OSHA National Office
1-800-321-OSHA (6742)
- Directorate of Standards & Guidance
202-693-1950
- Directorate of Construction
202-693-2020
- [Ask a question by email](#)

Frequently Asked Questions

- [What is a standard/regulation?](#)
- [What is the federal register?](#)
- [How are regulations created?](#)
- [How are regulations enforced?](#)

UNITED STATES
DEPARTMENT OF LABOR

Occupational Safety & Health Administration

200 Constitution Ave NW

Washington, DC 20210

☎ 800-321-6742 (OSHA)

TTY

www.OSHA.gov

FEDERAL GOVERNMENT

White House

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Disaster Recovery Assistance

DisasterAssistance.gov

USA.gov

No Fear Act Data

U.S. Office of Special Counsel

**OCCUPATIONAL SAFETY
& HEALTH**

Frequently Asked
Questions

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