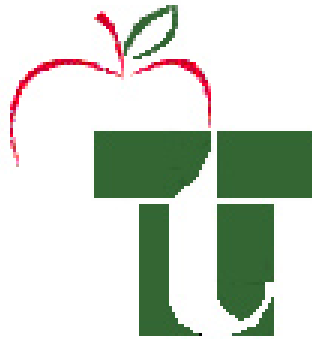
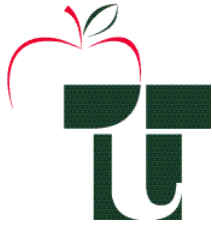


# **Tigard Tualatin School District 23j**

## **Operations Building Standards**



*Adopted: February, 2012*



February, 2012

The Mission of the Tigard-Tualatin School District is to ***Educate Every Child***. A key component of that mission is to create the environment in which students and teachers can thrive. With that focus in mind, the goal of the Tigard-Tualatin Operations Department is to maintain an environment that supports teaching and learning to the highest degree possible

In order to achieve our goals, the Operations Department has developed the Standards of Care, which is designed to specifically define the way that we want our school facilities to appear. The standards for each of the key areas of a facility are described in detail. In addition, a number of pictures are provided in each area to give the reader a visual example of what the standards are describing.

It is our expectation that the Standards of Care will be used by District staff as an example of the teaching and learning environment that we aspire to create. Furthermore, it is our hope that others may look at this document and use it as the standard of what to expect in their child's school.

Special thanks to the TTSD Custodial Leadership Team who have had a key role in establishing these standards.

Jon Anderson – Hazelbrook Middle School  
Brian Biederman – District Operations  
Blake Geilmann – Metzger Elementary School  
Tony Perez – Custodial Supervisor  
Menno Swart – Tualatin High School  
Mickey Wold – Deer Creek Elementary School

Please to not hesitate to contact us if you have questions or comments.

Sincerely,

Ernest L. Brown  
Director of Operations

Phil Wentz  
Facilities Manager

Maryann Escriva  
Custodial Manager

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# ***BUILDING EXTERIOR***

# PARKING LOTS & MAIN ENTRANCES



- Curbs, walkways, and entries, should be free of debris and weeds
- Landscaping clean & well manicured
- Grass is green, trimmed and edged
- Parking lot are clean, debris and weed free
- Awnings are clean and in good repair
- Entry windows are cleaned daily
- Mark all areas that are trips hazards or a safety concern and report uneven walkways and parking lot issues to the maintenance department
- Parking lot lighting is checked monthly to assure they are functioning and are on/off at the necessary times
- Drains are free of debris and functioning
- Fire lanes and parking spaces clearly marked
- Signage in good repair and up to date

# ROOFS AND BUILDING ENVELOPE



## ROOFS

- Roof is free of leaves, trash, and other debris
- All rubber gaskets and curbs painted silver
- Ballast rock raked to cover bare spots
- Gutters and scuppers are clean and free of debris



## BUILDING ENVELOPE

- Paint and building envelope is clean and undamaged. Graffiti removed immediately
- All attachments (ie: gutters, signs, etc.) are secure
- All building lights are in working order
- All natural areas are groomed and free of trash
- All exterior doors and windows are secure and undamaged
- Portable stairs, ramps, and decks are clean, splinter free, and are not slippery
- Flags are in good condition and lowered at the end of the day if they do not have proper lighting



# GRASS FIELDS & GROUNDS



- Fence lines are clean and trimmed
- Fencing is in good condition
- Fields are free of trash and debris
- Trees and shrubbery trimmed. Dead branches are removed
- Mowed weekly
- Fertilized Spring & Fall
- Sprinkler systems, where available, are maintained and in good repair. Watering is monitored to avoid waste
- Hazards are reported to Operations
- Banners and signs are limited to three per site (City ordinance) and comply with District standards
- Signage up to date and in good repair
- Trash receptacles are available and are emptied regularly

# PLAYGROUNDS & PLAY EQUIPMENT



- Fall zones raked as needed or a minimum of once a week
- Free of debris
- Equipment is clean, graffiti free, & checked weekly to make sure it is in good repair
- Playground chips measured yearly by the District's playground inspector. Replaced as needed according to required measurement
- Playground signage is up to date and in good repair
- Curbs are in good condition. Grass around curbing is trimmed



# TRACKS

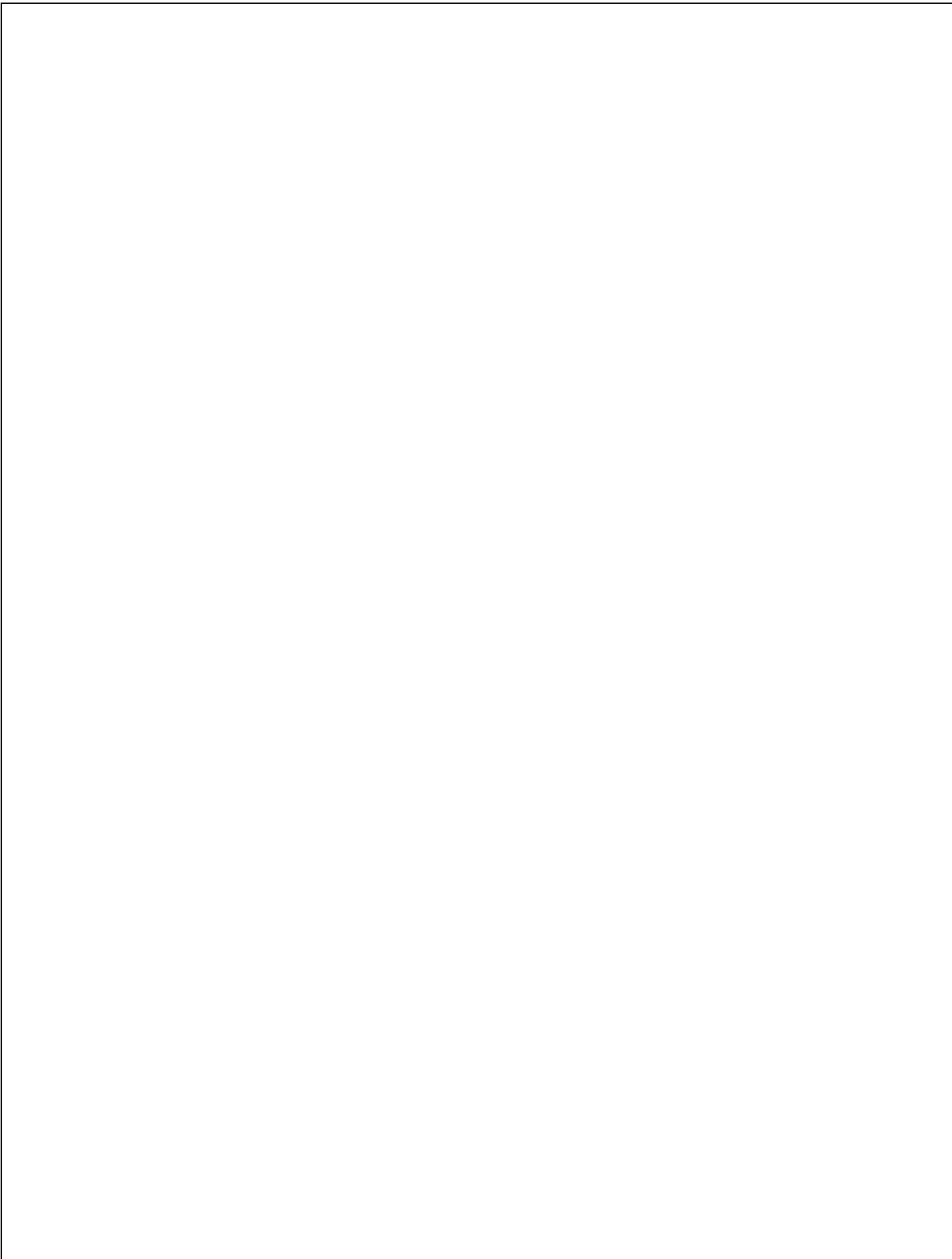


- Clean and free of debris
- Landscaping is clean, groomed, & maintained
- Drains are free of debris & grass edges trimmed to avoid overgrowth
- All damage is reported to Operations Department via the Work Order System
- Vehicles and equipment are not permitted on tracks
- Out buildings are maintained
- All signage is up to date and in good repair
- Track is blown off twice per week, or as needed.

# TURF FIELDS



- Turf fields should be kept clean and free of debris
- Report all maintenance concerns & hazards to District Operations via the Work Order System
- Fencing is in good repair
- Stadiums are clean and in good repair
- Trash cans are emptied regularly. Receptacles are clean
- Pavement and surrounding areas is clean and free of debris
- Scoreboards are checked yearly for burned out bulbs
- Lighting is monitored to assure it is on only when in use
- Grooming reports sent to Operations after all Brushing, Grooming and Raking



## FIELD TURF MAINTENANCE

*The Field Turf Maintenance Guidelines Manual should always be consulted for additional details on approved activities & prohibited activities*

*Refer to manual for operation & maintenance of all turf equipment.*

Activity	Frequency	Method
Debris Removal	As needed	Litter Kat <sup>1</sup>
	As needed	Magnet
Brushing & Grooming	Every 6-8 weeks	GreensGroomer
Raking	2 times a year	Spring Tine rake
Weeds & Moss	As needed	Round Up
Stains – oil	As needed	FieldTurf Detergent
Stains – body fluids	As needed	FieldTurf Scrub Cleaner & Conditioner
Maintaining Infill	As needed – typically intensive use areas	See 2.0 in Field Turf Maintenance Manual
Snow & Ice Removal	As Needed	See 3.0 in Field Turf Maintenance Manual
Vehicle Circulation	Only as necessary	See 4.0 in Field Turf Maintenance Manual <sup>2</sup>
Footwear	Before any Use	Be sure all footwear is clean of mud and dirt

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<sup>1</sup> To be done only by *DISTRICT TRAINED STAFF*.

<sup>2</sup> It is very important that all vehicles be restricted unless absolutely necessary. All vehicles used on the turf field may only be driven by *DISTRICT TRAINED STAFF*.

# ATRIUMS



- Clean, neat, and well maintained
- Plants are trimmed and dead matter removed
- Windows are clean and streak free inside and out
- Window frames are clean, painted, and in good condition



# ***INSTRUCTIONAL SPACES***

# CLASSROOMS & TEACHING SPACES



- Classrooms are clean and uncluttered
- Ceilings are clean and free of hanging items
- Furniture is clean and in good repair – broken items are discarded immediately
- Whiteboards and chalkboards are cleaned weekly
- Flooring is clean and free of debris
  - Carpet cleaned yearly & spot cleaned when necessary.
  - VCT floors are waxed yearly and buffed as needed
- Garbage is emptied daily. Receptacles are clean
- Sinks and counters are cleaned weekly & free of clutter
- Walls
  - Painted when necessary with standardized school paint colors
  - Staples are removed from tack board
  - Painted walls-items are properly adhered by using mounting putty or blue tape.
- Adequate lighting
- Clocks are working and time is accurate
- End of the day-Chairs on desks, large debris picked up, waste baskets by the door
- Furniture and rugs are only district issued and approved
- Only District approved chemicals are used
- Vents are clean and in good repair

# GYMS



- Floors are dust mopped and tacked daily
- Entries, thresholds, and entry matting kept is clean and debris free. Entry matting is in place at each entry
- Floors are scrubbed 2-3 times a week, especially during high use seasons
- Clean and burnish a minimum of 3-4 times a year for elementary, quarterly for middle and high school
- Walls-marks are removed regularly, touch up paint when needed. (minimum of once a year)
- Bleachers are clean and in working order
- Back boards are clean
- Wall pads are clean and in good condition
- Floor finish applied every other year at the high schools and middle schools, every 2-3 years for grade schools
- Backboards are clean. Those that have moving parts should be greased and inspected yearly
- Vents clean and in good repair
- Light fixtures are clean, burned out bulbs replaced, and off when not in use
- Climbing walls clean, in good repair, and covered when not in use.
- Exit signs operating

## WEIGHT ROOMS



- Surfaces are clean and maintained
- Equipment/matting is sanitized after every use
- Equipment is well maintained and in good working order
- Lighting clean, burned out bulbs replaced, and in good repair

## LOCKER ROOMS



- Cleaned and sanitized daily
- Walls, floors, and surfaces maintained and in good repair
- Lighting clean, burned out bulbs replaced, and in good repair
- Dispensers filled
- Restroom area clean and sanitized daily
- Lockers in good repair and cleaned out yearly
- Benches in good repair



# GYM ENTRIES



- Adequate matting to keep dirt and debris from entering the gym & school.
- Clean and uncluttered
- Windows kept clean
- Display cases dust free & glass is clean.
- Vending machines clean, in good repair, and energy efficient
- Light fixtures are clean, burned out bulbs replaced, and off when not in use.
- Exit signs operating
- Trash & recycle receptacles in place, in good condition, clean.



# AUDITORIUMS, LIBRARIES, & OTHER SPACES



## Auditoriums

- Clean and well maintained entry
- Walls and surfaces clean and maintained
- Windows are clean and free of streaks
- Entry matting in place and kept free of debris
- Display cases clean & contents are updated



## Libraries

- Lighting clean and maintained
- Furniture clean and maintained
- Flooring clean & in good condition



## Staffrooms

- Clean
- Energy efficient appliances
- Clutter free
- Bulletin boards updated regularly

## Work Rooms



- Clean, organized , clutter free
- Equipment in good repair

## Lecture Halls



- Flooring clean and in good repair
- Seating clean and in good repair
- Walls, ceilings, and other surfaces maintained.
- Lighting clean, burned out bulb replaced, and in good repair

# ***COMMUNITY SPACES***

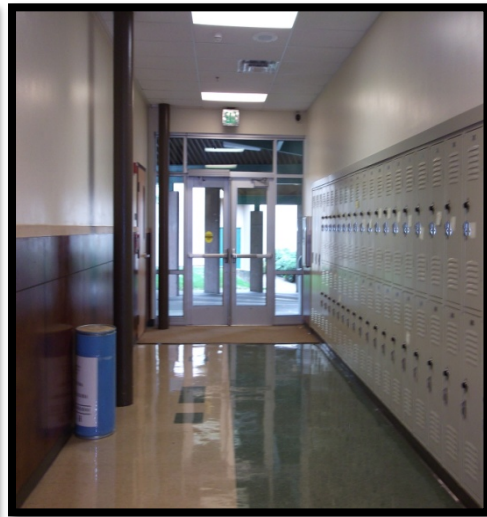
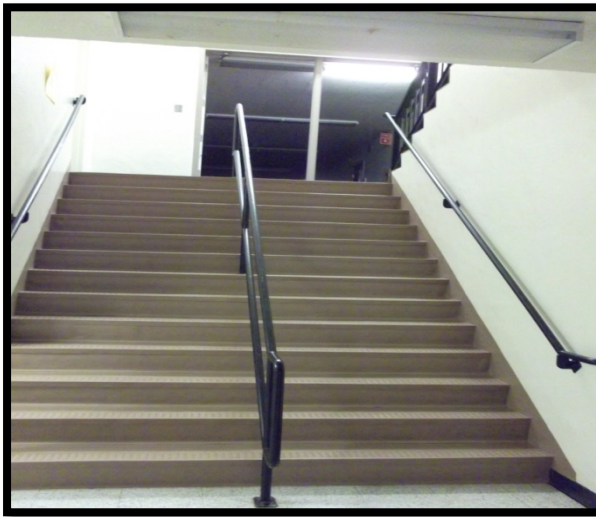
# INTERIOR ENTRANCES & OFFICES



- Clean and free of debris
- Glass is clean and streak free
- Matting is clean and free of debris
- Thresholds are clean and free of debris
- Floors are cleaned and maintained. Corners and cove base is clean and free of debris
- Walls are painted and in good repair.
- Doors are clean, painted, and good repair
- Display cases are dusted and glass is clean
- Water fountains are clean
- Light fixtures are clean and burned out bulbs have been replaced
- Furniture clean and in good repair
- Exit signs operating
- Free of trip hazards
- Clocks functioning



## HALLS & STAIRWELLS



- Floors are clean, free of trip hazards, and maintained. Corners free of debris
- Walls are free of marks, staples, tape, and in good repair
- Stairwells are clean and in good repair
- Railings in stairwells are secure, smooth, clean, in good repair and painted
- Ceilings, walls, and fixtures are free of dust/debris
- Lighting is adequate, bulbs replaced, fixtures clean
- Lockers are clean and in good repair
- Trash cans are emptied regularly and clean
- Windows and ledges are clean
- High areas such as ceilings or window ledges are dust free
- Walk off matting clean
- Roll up doors clean and in good repair



# CAFETERIAS & COMMONS



- Floors are clean and waxed
- Walls are clean and in good repair
- Windows are clean
- Trash is emptied daily
- Trash receptacles are clean
- Roll up windows and other surfaces are clean
- Tables & chairs clean and well maintained.
- Light fixtures are clean and maintained.
- Stages are clean & curtains are in good repair
- Drinking fountains clean and in working condition
- Folding walls clean and in good repair.

# RESTROOMS & HEALTHROOMS



- Clean and sanitary
- No debris build up around faucets and handles
- Free of odors
- Floors and grout are clean
- Walls, cabinets, and ceilings are clean and in good repair.
- Mirrors are clean and streak free
- Dispensers clean, in good repair and properly stocked
- Partitions are in good condition, clean, graffiti free, and secured
- Drains free of debris and odors
- Lighting clean, burned out bulbs replaced, and in good repair

# ***OPERATIONAL SPACES***

# KITCHENS

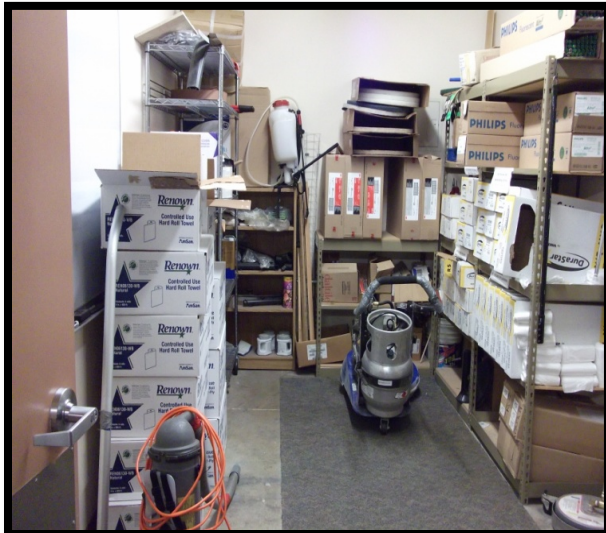


**Daily cleaning during school days is expected for health & sanitation.**

- Sweep and mop daily during school days or after use
- Drains clean & free of debris
- Floors are waxed 1-2 times a year
- Tile and grout clean and in good repair
- Paint is touched up yearly. Painted every 3 years or as necessary
- Trash is emptied daily. Receptacles are clean
- Storerooms are organized & swept weekly. No open food containers
- Refrigerators and freezers swept weekly and cleaned during Summer and Winter break or as needed
- Racks in refrigerators cleaned thoroughly each summer
- Soap and towels are filled daily
- Hoods cleaned during summer months
- Fire systems serviced yearly
- Mats clean and in good repair
- Roll up doors clean and in working order
- Plumbing in good repair, faucets clean and in working order.



# STOREROOMS, MECHANICAL ROOMS, & CUSTODIAL OFFICES



## **Storerooms**

- Clean and organized
- Shelves should be secured & no heavy items are placed on the upper shelves
- Supplies should be ordered only when necessary. No large supplies of back stock

## **Mechanical/Boiler Rooms**

- Mechanical rooms should be clean and should not be used for storage
- No debris on floors or placed on buffers or scrubbers
- Accessibility to the front of electrical panels to have a minimum of three feet of clearance and a minimum width to be the width of the equipment or 2.5 feet, whichever is greater
- Tools and equipment should be organized and well cared for.



# MDF/IDF CLOSETS



- Floors are clean and free of debris
- Area is not being used for storage of school material
- Door is always locked
- 3' clearance in front of equipment rack
- Cooling system is functioning properly