



## PASADENA UNIFIED SCHOOL DISTRICT

### School Support Services Division

*Prepared by Eric Sahakian, based on 6/10/19 meeting with Dr. Brian McDonald, PPD Chief Perez, and PPD Commander Clawson.*

Proposed Three Phases of Emergency Management Preparation with PPD	
<b>Planning</b> Preventing future emergencies or minimizing their effects: Summer 2019	<ul style="list-style-type: none"><li>• PUSD's Executive Leadership Cabinet meeting with Pasadena PD- Chief Perez and Commander Clawson.</li><li>• Establish meeting to define roles and responsibilities for district/central office safety managers (group of 8-10).</li></ul>
<b>Preparedness</b> Preparing Table Top Activities: Fall 2019	<ul style="list-style-type: none"><li>• Includes staff development on emergency preparedness/active shooter for August 7<sup>th</sup>- All-district PD.</li><li>• Includes a Table Top activity with all PUSD central office safety managers in conjunction with PUSD staff and Law Enforcement agencies</li></ul>
<b>Response</b> Responding to an active shooter emergency scenario: Spring 2020	<ul style="list-style-type: none"><li>• Putting response preparedness plans into action at a designated PUSD school site.</li><li>• Seeking full participation by school site staff, volunteer students, PTA, Law Enforcement Agency, and PUSD Emergency Response Team.</li><li>• Response activities reviewed and "best practices" shared out to the PUSD community.</li></ul>

As requested:

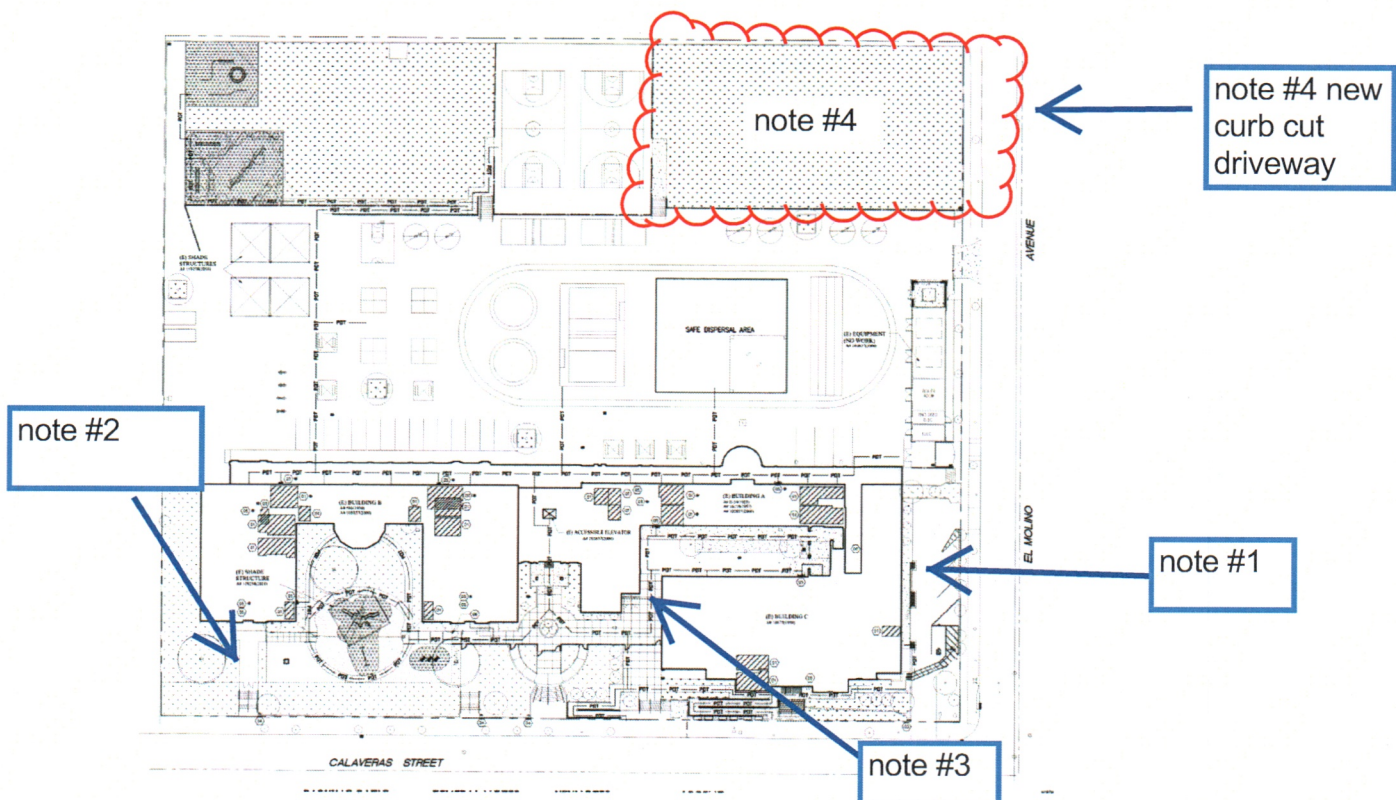
## Altadena ES, Longfellow ES, and Madison ES Access Report

### Altadena ES

Altadena ES buildings were renovated during the last 20 years under DSA A#'s 103837, 113581, & 112958. There are no major additional ADA access requirements for this site at this time.

#### Building Exit & Access notes:

1. 2<sup>nd</sup> floor emergency exit staircase hand rail and guard rails to existing parking doesn't comply with requirements.
2. The double exit gate at far west of the school main entry needs to have PHWR. The existing HWR doesn't comply with ADA and building emergency exit regulations.
3. The double gate entry and PHWR at east of the main entry is damaged. To maintain the emergency exit function, district needs to replace the existing HWR & repair the gate properly.
4. The only issue with Altadena ES is the lack of adequate parking for staff and/or visitors. As you know, this school has only three (3) standard and one (1) ADA access parking. We might want to use some of the unused upper school yard and create additional parking.





### Longfellow ES

Longfellow ES is a combination of three (3) buildings; buildings A, B, and preschool building.

**Building A** houses school administration offices, school auditorium, and classrooms. This building was partially remodeled under DSA A#03-103919.

ADA access and code deficiencies:

1. Steps at main entry of school from Washington Blvd are missing handrails.
2. Three (3) exterior emergency exit staircases from 1<sup>st</sup> & 2<sup>nd</sup> floors to ground level are missing guard rails and installed hand rails do not comply with regulations.
3. Auditorium stage exterior emergency exit stairs railing doesn't comply with regulations.
4. Needs major maintenance and HWR adjustment for all exterior exit doors.
5. There are two (2) auditorium occupancy signs one states, "**maximum occupancy 312 persons**" and the 2<sup>nd</sup> one shows "**443 persons for assembly**". Need to clarify which occupancy sign is accurate and remove the incorrect sign.
6. The installed handmade wooden fire hose cabinets do not comply with NFPA requirements and elevations of the cabinets do not comply with code.
7. Most of the installed fire extinguishers elevations do not comply with regulations. In most of the classrooms fire extinguishers are not installed within five (5) feet of door/exit, and in some rooms, they are hidden behind furniture's and not visible as you walk in.
8. Classroom 108 double doors swing into the classroom. Fire exit regulation states that classroom doors must swing out and double doors may need panic HWR.
9. Only one of the cafeteria double exit doors have panic HWR and the 2<sup>nd</sup> swing doesn't have any HWR.
10. North exterior exit doors from building to lower school yard do not have minimum of 36in landing as required by code.
11. West stairs railing from lower play yard to upper yard doesn't comply with access regulations.
12. For safety of maintenance crew, the staircase going down to basement mechanical room needs proper handrail.

**Building B** is a relatively new construction built under DSA A#03-103919 and complies with year 2000 code requirements.

Maintenance deficiencies:

1. Room 100 exterior emergency exit door is not functioning and needs maintenance.
2. Upper level east deck waterproofing is damaged, and rainwater/moisture is leaking into the electrical room below. This has damaged the fire rating assembly of the ceiling drywall.
3. Electrical room fire damper installation is missing the angle supports and needs immediate correction.

**The preschool building** was renovated and complies with requirements of year 2000 code.

Maintenance deficiencies:

1. The main entry door HWR may need adjustment or replacement.
2. The yard gate HWR needs maintenance or replacement and new door closure.
3. Room #2 ceiling partially separated, and the light fixture cover is hanging.

### **Madison ES**

Madison ES site is a combination of four (4) buildings

**Building A** is a two (2) story building, and it holds administration offices, elementary classrooms, kindergarten classrooms, and auditorium.

The original 1930's two (2) story building was remodeled under A#03-103861 based on 2000 code. As a result of the construction, the building restrooms are in compliance with ADA regulations, the 2<sup>nd</sup> floor access is provided by elevator, the wheelchair lift is providing access to auditorium stage, and all classrooms have ADA sinks with combination of drinking fountain.

Building "A" Deficiencies:

1. There is no ADA access to school main entry & auditorium building from school address side *E. Ashtabula St.*
2. One of the two auditorium exits to *E. Ashtabula St.* is closed off therefore the emergency exit to street based on occupancy load of the auditorium doesn't exist anymore.
3. South 1/3<sup>rd</sup> of auditorium interior floor near exit doors to *E. Ashtabula St.* has been raised 6 inches by a wooden platform, therefore exit access is blocked. Recommendation is to remove wooden platform and open the blocked entry door to have the original required exits to street.
4. The hand railings of the east and west interior stairs to 2<sup>nd</sup> floor do not comply with regulations.
5. The 2<sup>nd</sup> floor east and west exterior emergency exit staircase railings do not comply with regulations.
6. We recommend adding ADA automatic door operators at the main double-door building entry from yard.
7. Noticed that the 1<sup>st</sup> floor hallway none-rated double doors which separate kindergarten section of the building from elementary, is held in open position by a chair at all times. In case of an emergency, this will create a hazardous condition. Remove the double doors if this separation is not needed or address the school staff to remove the chair from path of exit/travel.
8. 1<sup>st</sup> floor kindergarten hallway has one direct exit to exterior school yard refuge area, and this exit doesn't have wheelchairs access.
9. Kindergarten room #129 has two (2) doors opening to hallway and one is blocked off. This room also has three (3) emergency exits to yard and none of the exits have wheelchair access.
10. For safety of maintenance crew, the staircase going down to basement mechanical room needs proper handrail.

**Building B:** Kitchen and cafeteria lunchroom with small lunch shelter canopy structure located at south of the building.

Lunchroom has five (5) entry/exit doors, and three (3) of them do not comply with code and/or access regulations. The other two (2) exits may need improvement such as safety railing at exterior landing.



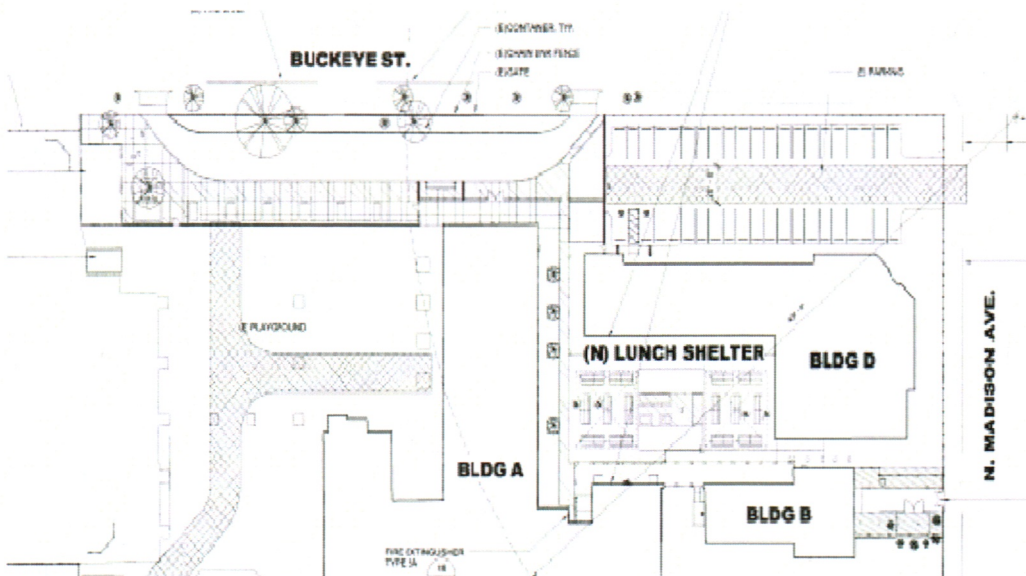
**Building C:** Preschool Childcare Center A#03-113534 certified on 01/06/2015 was a recently built new structure and compiles with ADA requirement of 2010. No action is required at this time.

**Building D:** classroom building A#03-103861 certified on 09/15/2009 is a relatively new structure and compiles with year 2000 ADA requirements. No action is required at this time.

**Comments:**

In August of 2011, DSA issued permit A#03-113778 for bus drop off at *Buckeye St.* and two (2) large lunch shelter canopy construction in courtyard between the cafeteria building and D building. This permit was not constructed and was canceled/voided on May of 2016.

With additional students transferring to Madison ES and possibly additional busing, the district may need to think about re-activating the above mentioned permit to have bus access to the existing single car drop off zone and to have lunch shelter for added students.



**For Reference: Site Plan of A#03-113778**

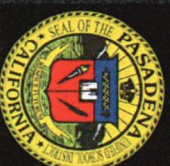




PUSD CAC

Monday October 28th, 2019

JAMES MADISON ELEMENTARY ACCESSIBILITY UPGRADES



pjhm  
architects



# DSA ACCESSIBILITY

## • ADDRESS SCHOOL ACCESSIBILITY (ADA) UPGRADES

- It is the intent of the California Legislature that the building standards published in the California Building Standards Code (Title 24) relating to accessibility by people with disabilities shall be used as minimum requirements to ensure that buildings, structures, and related facilities are accessible to, and functional for, every member of the public, so as to provide equal opportunity to access public accommodations. Access is to be provided to, through, and within the buildings, without loss of function, space, or facility where the general public is concerned.
- The Division of the State Architect (DSA) promulgates California Building Code (CBC) provisions to address accessibility for persons with disabilities. These provisions are applicable to State and local government buildings and facilities, privately owned public accommodations and commercial facilities, and public housing.



# DSA ACCESSIBILITY

## • ADDRESS SCHOOL ACCESSIBILITY (ADA) UPGRADES

### Site Access:

- There is no ADA access to school main entry & auditorium building from school address side E. Ashtabula St. Recommend providing new stair/ramp access with gathering space afront auditorium and main entry.
- ADA Path of Travel: The site currently has grade differentials or physical steps at most exterior door locations, specifically at Bldg's A + B. The interior courtyard also has a raised step from the concrete walkway down to the interior courtyard that would require an accessible ramp or sloped sidewalk to make an ADA compliant access point. Recommend constructing new stair and/or ramp combinations for ADA access at all exterior doors.
- Paving at path-of-travel within the campus (A/C & concrete) have been patched repaired with various modernization/maintenance upgrades work and is inconsistent in slope and appearance. Recommend to replace with complaint slopes.



# DSA ACCESSIBILITY

## • ADDRESS SCHOOL ACCESSIBILITY (ADA) UPGRADES

### Building A:

- One of the two auditorium exits to E. Ashtabula St. is closed off therefore the emergency exit to street based on occupancy load of the auditorium doesn't exist anymore.
- South 1/3 of auditorium interior floor near exit doors to E. Ashtabula St. has been raised 6 inches by a wooden platform, therefore exit access is blocked. Recommendation is to remove wooden platform and open the blocked entry door to have the original required exits to street.
- The hand railings of the east and west interior stairs, interior maintenance stairs and exterior emergency exit stairs to 2nd floor do not comply with regulations.
- Recommend adding ADA automatic door operators at the main double-door building entry from yard and building C main double door entry to courtyard.
- Recommend to remove double doors between kindergarten corridor and Building A main corridor.
- Provide accessible access to exterior directly from Kindergarten exits.



# DSA ACCESSIBILITY

## • ADDRESS SCHOOL ACCESSIBILITY (ADA) UPGRADES

### Building B:

- Kitchen and cafeteria lunchroom with small lunch shelter canopy structure located at south of the building. Lunchroom has five (5) entry/exit doors, and three (3) of them do not comply with code and/or access regulations. The other two (2) exits may need improvement such as safety railing at exterior landing.

### Building C:

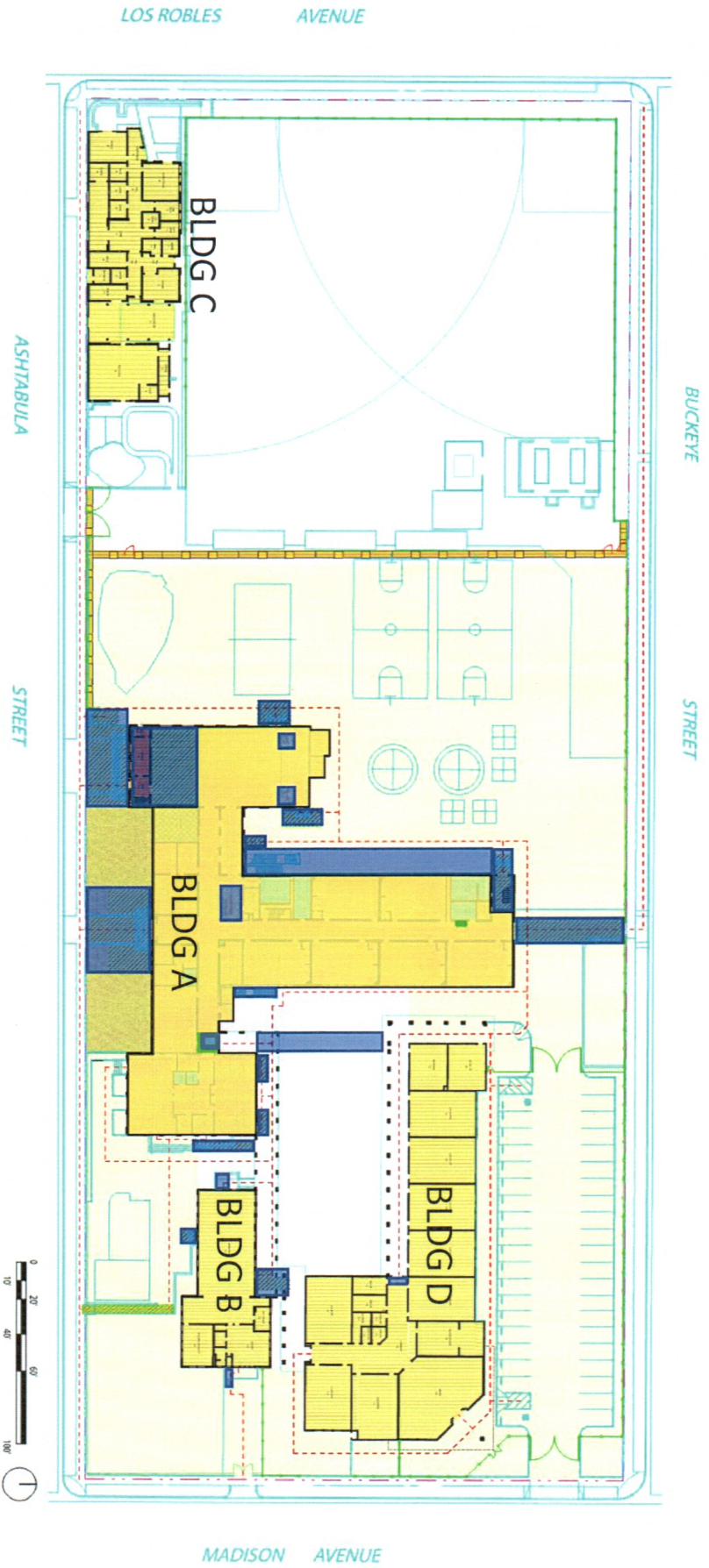
- Preschool Childcare Center A#03-113534 certified on 01/06/2015 was a recently built new structure and complies with ADA requirement of 2010. No action is required at this time.

### Building D:

- Classroom building A#03-103861 certified on 09/15/2009 is a relatively new structure and complies with year 2000 ADA requirements. No action is required at this time.



JAMES MADISON ELEMENTARY SCHOOL  
FACILITIES ASSESSMENT REPORT



KEY PLAN



EXISTING SITE PLAN  
SITE PLAN REFLECTS MAJOR PRIORITY ITEMS,  
AND IS NOT A GUARANTEE OF THE  
PRIORITY SCOPE OF ALL DISCIPLINES

ADA ACCESSIBILITY UPGRADES

PRIORITY 1 (0-5 YEARS)

JAMES MADISON ELEMENTARY ACCESSIBILITY UPGRADES



pjhm  
architects

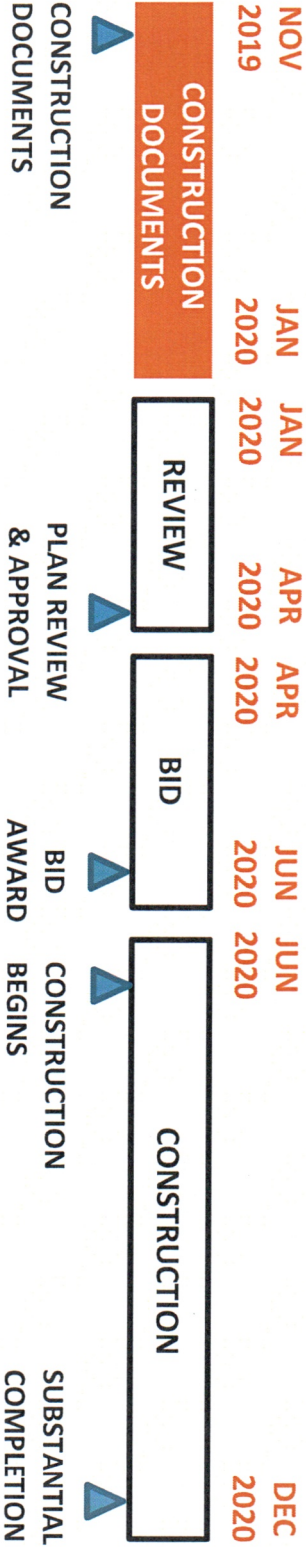


# TIMELINE

## PLANNING PROCESS

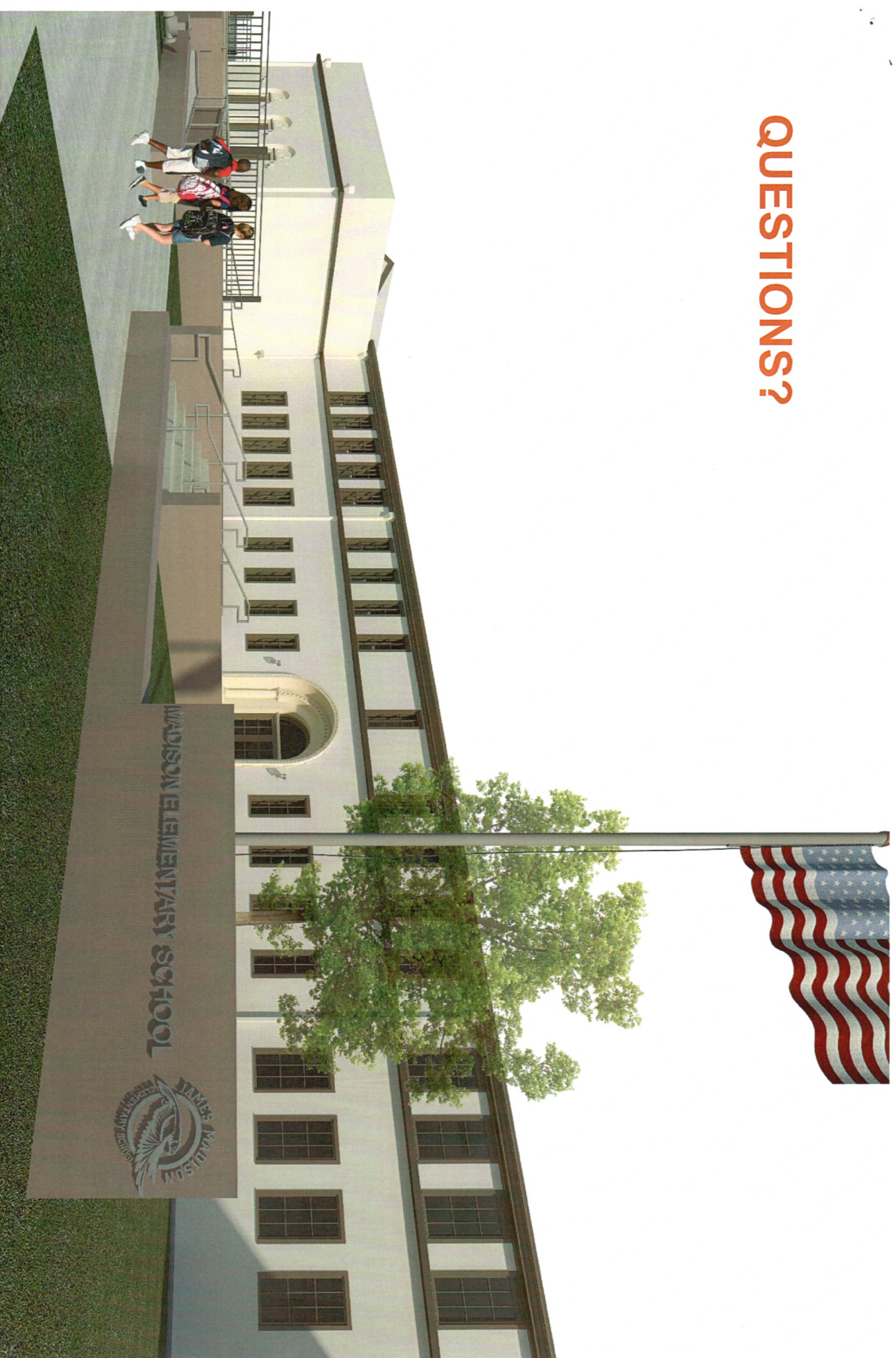


## PROJECT DESIGN/CONSTRUCTION PROCESS





# QUESTIONS?



JAMES MADISON ELEMENTARY ACCESSIBILITY UPGRADES



**pjhm**  
architects



No.	WOID	Description	Priority	Status	Craft	Assigned To	Location	Building	Area Desc	Area Number	Custom Category	Days Aged	Request Date	Target Completion Date	Actual Completion Date	Created Date	Labour Hours	Total Costs	Action Taken	Requester Name	Purpose	Budget
1	315065	Conference Room table, No mosquitos	Safety	Closed Work Orders	Carpentry	Seely, Leonard	<Blank>		Conference Room	A-Bldg 2nd 206	<Blank>	2	12/10/2018		12/12/2018	12/10/2018	2	\$73.64	1. removed the bag that flooded off AE 11.3 treated all shrubs, bushes and plants on exterior of A & B bldgs. South side of building. 11.3 Note: Thick mulch and shrubs not needed (done work order)	ARTHUR ANDERSON Maria Luna-Fernandez	SAFETY	<Blank>
2	314036	Still have mosquitos parents are upset and will keep students from school if this is not taken care of	Safety	Closed Work Orders	Pest Control				Classroom	Building A and B	<Blank>	2	11/11/2018		11/12/2018	11/11/2018		\$0.00				<Blank>
3	313363	Disable the Gym, upstairs	Safety	Closed Work Orders	Fire Alarm System	Drohan, Michael	Blair HS		Gym		<Blank>	15	10/8/2018		10/24/2018	10/8/2018		\$0.00		Michael Drohan	SAFETY	<Blank>
4	313365	Annual Fire Extinguisher	Safety	Closed Work Orders	Utilities	Green, Ray	Blair HS		Gym	Gymnasium & Locker Rooms	<Blank>	1	10/8/2018		10/10/2018	10/8/2018		\$0.00	Inspection completed	Rachael Zawal	SAFETY	<Blank>
5	317420	Please check for possible mold in server room. Needs to be out and replaced	Safety	Closed Work Orders	Carpentry	Taproot, Jeremy	Burbank Elementary		Office	115	<Blank>	41	3/17/2019		4/11/2019	3/17/2019	4.5	\$160.22	Replaced and painted	Natasha Zendejas	SAFETY	<Blank>
6	315422	Replace the 3 district detectors on	Safety	Closed Work Orders	Grounds	Martinez, Erik	Burbank Elementary			Front of Stratford School	<Blank>	0	4/10/2019		4/10/2019	4/10/2019	1	\$23.56	Cut up and dispose of large branch in front of entrance	Carmen Garcia	SAFETY	<Blank>
7	316698	Replace the 3 district detectors on	Safety	Closed Work Orders	Fire Alarm System	Ulloa, Jaime	Burbank Elementary				<Blank>	0	4/18/2019		4/18/2019	4/18/2019	15	\$3,372.15	Replaced 3 district detectors	Paul Sembardeth	SAFETY	<Blank>
8	319127	Fire Panel in server room	Safety	Closed Work Orders	Electrical	Drohan, Michael	Burbank Elementary			Stafford School	<Blank>	2	5/6/2019		5/6/2019	5/6/2019	2	\$76.84	Replaced and repaired	Judy Burbank	SAFETY	<Blank>
9	321268	Fire Panel in server room	Safety	Closed Work Orders	Fire Alarm System	Drohan, Michael	Burbank Elementary			Stafford Academy	<Blank>	0	7/26/2019		7/26/2019	7/26/2019	2	\$76.84	Replaced and repaired	Shirley Barnett	SAFETY	<Blank>
10	317737	Electrical Work. Lights are out. Very dark, unsafe	Safety	Closed Work Orders	Electrical	Ulloa, Jaime	Cleveland Elementary		Electrical Room		<Blank>	0	3/12/2019		3/12/2019	3/12/2019	8	\$307.36	Replaced and repaired	Paul Sembardeth	SAFETY	<Blank>
11	314638	Electrical Work. Lights are out. Very dark, unsafe	Safety	Closed Work Orders	Electrical	Martinez, Hugo	Cleveland Elementary		Hallway/Corridor	A-Bldg Main Hallway	<Blank>	0	11/28/2018		11/29/2018	11/29/2018	10	\$384.20	Replaced and repaired	Curtis Barnett	SAFETY	<Blank>
12	313217	Please adjust the flow for the outside lights	Safety	Closed Work Orders	Electrical	Ulloa, Jaime	District Service Center			Outside around Facilities offices	<Blank>	43	10/3/2018		11/15/2018	10/3/2018	1	\$38.42	Replaced and repaired	Alvaro Gutierrez	SAFETY	<Blank>
13	320105	As soon as it is possible, please	Safety	Closed Work Orders	Grounds	Villegas, Juan	District Service Center				<Blank>	3	6/7/2019		6/10/2019	6/7/2019	4	\$107.20	Replaced and repaired	Gary Turner	SAFETY	<Blank>
14	324171	Remove back of upper hatch	Safety	Closed Work Orders	Carpentry		Don Benito		Classroom	Room 29	<Blank>	0	10/7/2019		10/7/2019	10/7/2019		\$0.00	Replaced and repaired	Ray Green	SAFETY	<Blank>
15	318888	Vehicle 307	Safety	Closed Work Orders	Vehicle Maintenance	Anderson, Glenford	DSC Garage				<Blank>	16	4/29/2019		5/15/2019	4/29/2019	3	\$286.46	Replaced and repaired	Kevin Corrao	SAFETY	<Blank>
16	318946	Vehicle 566	Safety	Closed Work Orders	Vehicle Maintenance	Anderson, Glenford	DSC Garage				<Blank>	3	4/30/2019		5/3/2019	4/30/2019	2	\$68.04	Replaced and repaired	Pascual	SAFETY	<Blank>
17	319732	There is a small area adjacent to the A new	Safety	Closed Work Orders	Construction	Luna, Sam	Edison Elementary			Bungalow C Upper Playground	<Blank>	0	5/23/2019		5/23/2019	5/23/2019	4	\$121.90	Replaced and repaired	Michael Ball	SAFETY	<Blank>
18	318400	Room is dirty	Safety	Closed Work Orders	Electrical	Martinez, Hugo	Edison Elementary			C 4	<Blank>	1	4/10/2019		4/11/2019	4/10/2019	6	\$509.56	Replaced and repaired	Mike Mendula	SAFETY	<Blank>
19	317600	Cast iron plate	Safety	Closed Work Orders	Plumbing	Ulloa, Jaime	Edison Elementary		Grounds		<Blank>	33	3/7/2019		4/9/2019	3/7/2019	4	\$145.36	Replaced and repaired	Mike Mendula	SAFETY	<Blank>
20	314047	Women's RR	Safety	Closed Work Orders	Plumbing	Jones, Charles	Edison Elementary		Restroom (Staff)	Main Bldg Mens & Women's Restrooms	<Blank>	0	11/2/2018		11/2/2018	11/2/2018	2	\$78.84	Replaced and repaired	Mike Mendula	SAFETY	<Blank>
21	314111	One of the outlets in one of	Safety	Closed Work Orders	Electrical	McKernan, Larry	Edison Elementary			Area Fronts Room	<Blank>	1	11/6/2018		11/6/2018	11/6/2018	2	\$63.19	Replaced and repaired	Rachael Zawal	SAFETY	<Blank>
22	313438	AC unit. Pipe is leaking water on to the porch.	Safety	Closed Work Orders	Heating/Ventilation /Air Conditioning	Hernandez, Nicolas	Edison Elementary			Office & C3	<Blank>	0	10/11/2018		10/11/2018	10/11/2018	3	\$115.26	Replaced and repaired	Mike Mendula	SAFETY	<Blank>
23	312471	Need to have the so. air park	Safety	Closed Work Orders	Electrical	Sembardeth, Paul	Education Center		Parking Lot	South Parking Lot	<Blank>	1	9/11/2018		9/11/2018	9/11/2018	1	\$42.35	Replaced and repaired	Michael Drohan	SAFETY	<Blank>
24	320634	Smoke Detector Trouble	Safety	Closed Work Orders	Fire Alarm System	Drohan, Michael	Education Center			A 153	<Blank>	1	6/26/2019		6/26/2019	6/26/2019	5	\$284.75	Replaced and repaired	Michael Drohan	SAFETY	<Blank>
25	321241	Fire Alarm sounding in the room.	Safety	Closed Work Orders	Fire Alarm System	Drohan, Michael	Elmer Middle				<Blank>	0	7/26/2019		7/26/2019	7/26/2019	2	\$78.84	Replaced and repaired	Michael Drohan	SAFETY	<Blank>
26	320598	Rubber burning smelled in that room.	Safety	Closed Work Orders	Heating/Ventilation /Air Conditioning	Isarra, Sabas	Frida Elementary		Faculty Lounge	Conference Room	<Blank>	2	6/25/2019		6/27/2019	6/25/2019	8	\$796.18	Replaced and repaired	Card Ko	SAFETY	<Blank>
27	316427	Fire Extinguisher	Safety	Closed Work Orders	Construction	Luna, Sam	Franklin Elementary		Cafeteria		<Blank>	5	4/10/2019		4/15/2019	4/10/2019	4	\$121.90	Replaced and repaired	Ruben Medina	SAFETY	<Blank>



28	310752	Need portable inspected for safety issues. Floor lifting at scene	Safety	Closed Work Orders	Carpentry	Trapani, Jeremy	Hamilton Elementary	Portables	B-1	<Blank>	4	7/27/2018		7/31/2018	7/27/2018	4	\$89.27	Inform staff not to use Bungee. Sent to Lead B-1 Foundation is rotting away. The building is starting to lean to the	Arthur Zaragoza	SAFETY	<Blank>	
29	311183	Have a wasp nest next to, above door, very close to door.	Safety	Closed Work Orders	Pest Control		Hamilton Elementary	Classroom	room 106/exit door	<Blank>	0	8/13/2018		8/13/2018	8/13/2018		\$0.00	Job completed by Armand Exterminators. Terminators.	Arthur Zaragoza	SAFETY	<Blank>	
30	313576	Have mold in ceiling, need to be removed. Incident of mold	Safety	Closed Work Orders	Carpentry	Trapani, Jeremy	Hamilton Elementary	Restroom (Boys)	D building/1st flr	<Blank>	21	10/17/2018		11/7/2018	10/17/2018	4	\$136.48	11/6/18 Processing proposal. Clark Self Investigation and	Arthur Zaragoza	SAFETY	<Blank>	
31	313422	Need a new set of access keys for the first stall	Safety	Closed Work Orders	Key and Lock	Dunning, Michael	Jackson Elementary			<Blank>	183	10/10/2018		4/11/2019	10/10/2018	2	\$64.74	Found out that wrong box was installed. For replacement	Nadia Zambrana	SAFETY	<Blank>	
32	318086	The first stall for the first stall	Safety	Closed Work Orders	Carpentry	Trapani, Jeremy	Jackson Elementary	Restroom (Girls)	girls restroom closest to Cafeteria	<Blank>	7	3/28/2019		4/4/2019	3/28/2019	1.5	\$31.85	Adjusted state and door	Jessica Nava	SAFETY	<Blank>	
33	317168	We conducted a safety making noise (sounds like a helicopter) causing vibration in all the vents and exposed above	Safety	Closed Work Orders	Electrical	Dochan, Michael	Jackson Elementary	Classroom	Room 3	<Blank>	3	2/22/2019		2/25/2019	2/22/2019	2	\$76.84	trouble shoot roof top damage unit - found a defect indoor	Maria Romero	SAFETY	<Blank>	
34	315953	HVAC system making noise (sounds like a helicopter) causing vibration in all the vents and exposed above	Safety	Closed Work Orders	Heating/Ventilation /Air Conditioning	Ibarra, Sabas	Jackson Elementary	Classroom	Room 3	<Blank>	5	1/10/2019		1/15/2019	1/10/2019	7	\$637.62	blower motor and blower wheel removed from blower motor and blower pick-up assembly	Ara Caras	SAFETY	<Blank>	
35	316750	Locksmith Mat reported. GAS	Safety	Closed Work Orders	Pumbing	Lutten, Stephen	Longfellow Childrens Center			<Blank>	0	2/12/2019		2/12/2019	2/12/2019	1	\$38.42	Installed the unit. The unit was not working	Matthew Westad	SAFETY	<Blank>	
36	319501	The vacuum breaker leaky on	Safety	Closed Work Orders	Pumbing	Lutten, Stephen	Longfellow Elementary	Restroom (Boys)	Main Bldg Upstairs Across Rm 209	<Blank>	18	5/16/2019		6/3/2019	5/16/2019	1	\$98.37	Replaced leaky vacuum breaker on	Wesley Johnson	SAFETY	<Blank>	
37	319486	Handicap stall on ball looking	Safety	Closed Work Orders	Pumbing	Lutten, Stephen	Longfellow Elementary	Restroom (Boys)	Main Building	<Blank>	20	5/16/2019		6/5/2019	5/16/2019	1.5	\$69.62	Had to replace parts and had toilet to fix	Wesley Johnson	SAFETY	<Blank>	
38	319487	Handicap stall on ball looking	Safety	Closed Work Orders	Pumbing	Lutten, Stephen	Longfellow Elementary	Restroom (Girls)	Main Building	<Blank>	20	5/16/2019		6/5/2019	5/16/2019	1	\$50.41	Replaced toilet	Wesley Johnson	SAFETY	<Blank>	
39	319488	Brass faucet stem leaks and exposed above	Safety	Closed Work Orders	Pumbing	Stratits, Mark	Longfellow Elementary		Main Bldg Basement Room 111	<Blank>	22	5/16/2019		6/7/2019	5/16/2019	2	\$84.70	Replaced stem on faucet and cleared sink. Above sink	Wesley Johnson	SAFETY	<Blank>	
40	310453	Check in with Seal	Safety	Closed Work Orders	Electrical	Ujola, James	Longfellow Elementary	Athletic Field		<Blank>	46	7/17/2018		8/31/2018	7/17/2018	16	\$607.20	went to check outlets could not get inside outlets /needs to see who it belong to city	salvador Flores	SAFETY	<Blank>	
41	312654	There is a broken cement outlet behind the	Safety	Closed Work Orders	Construction	Loma, Sam	Longfellow Elementary		main building/entrance	<Blank>	7	9/18/2018		9/25/2018	9/18/2018	7	\$231.91	patch face of stop, no structural damage	Yvette Montoya	SAFETY	<Blank>	
42	313215	Urgent due to health safety for students! Please come to repair	Safety	Closed Work Orders	Pest Control		Madison Elementary	Classroom	A205	<Blank>	21	10/3/2018		10/24/2018	10/3/2018		\$0.00	set trap type of A 205 no athletic - and/or looked at the	Emily Perez	SAFETY	<Blank>	
43	312555	Urgent, Please come to repair	Safety	Closed Work Orders	Carpentry	Seely, Leonard	Madison Elementary	Restroom (Boys)	D building	<Blank>	181	8/13/2018		3/13/2019	8/13/2018	2	\$83.18	looked at the partition, located	Emily Perez	SAFETY	<Blank>	
44	317705	Missing bottom 2 screws on one of the screws, during structure exposing bolts.	Safety	Closed Work Orders	Construction		Madison Elementary	Playground	Tk - Kinder Play structure	<Blank>	22	3/12/2019		4/3/2019	3/12/2019	4	\$116.02	replace ceiling tile on playground	Emily Perez	SAFETY	<Blank>	
45	320722	Missing piece on one of the screws, during structure exposing bolts.	Safety	Closed Work Orders	Construction		Madison Elementary	Playground	Kinder Play Structure	<Blank>	0	7/20/2019		7/20/2019	7/20/2019		\$0.00	various found a part at the shop took it to school site and	Armand Exterminators	SAFETY	<Blank>	
46	322755	Live Active WASH Net. URGENT	Safety	Closed Work Orders	Pest Control		Marshall Fundamental Secondary		A-Bldg Underneath the Bridge	<Blank>	0	8/28/2019		8/28/2019	8/28/2019		\$0.00	Armed Exterminators found and removed	Audrey Green	SAFETY	<Blank>	
47	318417	Need tree. The floor at the door	Safety	Closed Work Orders	Carpentry	Trapani, Jeremy	Marshall Fundamental Secondary	Classroom	A216	<Blank>	51	4/10/2019		5/31/2019	4/10/2019	9	\$207.43	Made and installed and finished oak	Valerie Wilson	SAFETY	<Blank>	
48	318028	Fence damaged. City tree fell on to school property.	Safety	Closed Work Orders	Construction	Green, Ray	McKinley		On Oak Knoll Side	<Blank>	1	1/22/2019		7/23/2019	1/22/2019	28	\$1,028.55	branches from field after removing fence straighten post and install new top rail	Juan Villegas	SAFETY	<Blank>	
49	318598	10 ft. branch broke off and is over FENCE.	Safety	Closed Work Orders	Grounds	Villegas, Juan	McKinley			<Blank>	0	4/16/2019		4/16/2019	4/16/2019	3	\$79.89	removed 10ft branch from tree.	Antonio Pareda	SAFETY	<Blank>	
50	311881	Pipe sticking thru FENCE.	Safety	Closed Work Orders	Construction	Green, Ray	McKinley		Fence	<Blank>	2	8/27/2018		8/28/2018	8/27/2018	2	\$69.53	Students moved baseline marker for baseline and fence moved marker. Shovel to note baseline. Tag to note baseline.				<Blank>
		Safety Hazard																re-set control	Gabriel Flores	SAFETY	<Blank>	
51	320186	PEF students in the library are	Safety	Closed Work Orders	Heating/Ventilation /Air Conditioning	Hernandez, Nicolas	McKinley	Library		<Blank>	1	6/10/2019		6/11/2019	6/10/2019	2	\$98.64	Shocking students in the library	Gabriel Flores	SAFETY	<Blank>	
52	320727	Access keys for the first stall	Safety	Closed Work Orders	Fire Alarm System	Dochan, Michael	McKinley			<Blank>	0	8/7/2019		6/7/2019	8/7/2019	2	\$76.84	Shocking students in the library	Michael Dothan	SAFETY	<Blank>	
53	312291	Safety issue for students who daily work over the school	Safety	Closed Work Orders	Construction	Jones, Charles	McKinley		Burn 6225 & the Carlsen	<Blank>	39	9/7/2018		10/6/2018	9/7/2018	6	\$254.68	Shocking students in the library	Michael Dothan	SAFETY	<Blank>	
54	313404	Access keys for the first stall	Safety	Closed Work Orders	Construction	Green, Ray	McKinley	Athletic Field	Football Field	<Blank>	0	10/10/2018		10/10/2018	10/10/2018	12	\$370.47	Repair top rail and install new top rail	Rogelio Marais	SAFETY	<Blank>	
55	315983	Faucet located	Safety	Closed Work Orders	Pumbing	Stratits, Mark	McKinley	Cafeteria	Kitchen	<Blank>	0	1/17/2019		1/17/2019	1/17/2019	0.5	\$21.18	Repaired faucet	Marcela Zamorano	SAFETY	<Blank>	



56	314370	Kitchen door is broken	Safety	Closed Work Orders	Carpentry	Trapani, Jeremy	Muir High			K-Bldg 6803	<Blank>	1	11/16/2018	11/15/2018	11/15/2018	3	\$63.69	checked door fixed	Rogelio Macias	SAFETY	<Blank>
57	313945	Irrigation Meter box, concrete lid is broken	Safety	Closed Work Orders	Irrigation	Campbell, Albert	Muir High			Outside of the C225, across from	<Blank>	1	10/16/2018	10/16/2018	10/16/2018	2	\$63.22	dig up grass around concrete box, and installed new	Rogelio Macias	SAFETY	<Blank>
58	314132	Water in the Women's	Safety	Closed Work Orders	Plumbing	Strids, Mark	Muir High				<Blank>	0	11/17/2018	11/17/2018	11/17/2018		\$0.00	checked water heater and hot water change dipstick on flush valve/chuck	Marcela Zamorano	SAFETY	<Blank>
59	317178	The Women's facility restroom	Safety	Closed Work Orders	Plumbing	Faber, Robert	Muir High			PCC building D 1st floor	<Blank>	23	3/13/2019	3/13/2019	3/13/2019	3	\$100.36	flush valve/chuck	Nadia Zendejas	SAFETY	<Blank>
60	319689	Leadpipe to the fire alarm went off.	Safety	Closed Work Orders	Fire Alarm System	Dorian, Mical	Pasadena High				<Blank>	0	4/19/2019	4/19/2019	4/19/2019	1	\$38.42	flush air vent, contractor did put in new alarm as per program as C.O. completed...	Paul Senebuth	SAFETY	<Blank>
61	310725	Safety	Safety	Closed Work Orders	Carpentry	Seely, Leonard	Rose City High			Grounds	<Blank>	0	7/27/2018	7/27/2018	7/27/2018	2	\$66.22	arturo anderson	arturo anderson	SAFETY	<Blank>
62	314851	We need a beam lower for the	Safety	Closed Work Orders	Plumbing	Lullen, Stephen	San Rafael Elementary			1st Floor	<Blank>	1	12/6/2018	12/6/2018	12/6/2018	2	\$71.79	Cover pipes with insulation	Erika Eom	SAFETY	<Blank>
63	314852	Leaky faucet covers from	Safety	Closed Work Orders	Plumbing	Lullen, Stephen	San Rafael Elementary			1st Floor	<Blank>	1	12/6/2018	12/6/2018	12/6/2018	2	\$81.60	Cover steam pipes with insulation	Erika Eom	SAFETY	<Blank>
64	317115	outlet cover needs replaced - exposed outlet	Safety	Closed Work Orders	Electrical	Martinez, Hugo	San Rafael Elementary			Classroom	<Blank>	1	2/20/2019	2/20/2019	2/20/2019	2	\$79.02	with insulation inspected / install a new coverplate also	Juaniter Delgado	SAFETY	<Blank>
65	319809	Lower level playground tree branch limb falling off.	Safety	Closed Work Orders	Grounds	Villagan, Juan	San Rafael Elementary			Lower Level	<Blank>	1	5/28/2019	5/28/2019	5/28/2019	7.5	\$199.73	Cut up and removed large branch from playground 4	Juaniter Delgado	SAFETY	<Blank>
66	323737	Principal's office window has the entire A and B buildings treated for spiders on an A-Monday.	Safety	Closed Work Orders	Pest Control		Sierra Madre Lower			Hallway/Corridor	<Blank>	14	9/24/2019	10/6/2019	9/24/2019		\$0.00	Armed Exterminators treated health office, Rm 78, hallways in A&B Bldgs for spiders	Georgina Tury	SAFETY	<Blank>
67	311679	The bottom of 7" Gap in railing by ramp.	Safety	Closed Work Orders	Carpentry	Trapani, Jeremy	Sierra Madre Upper			Main Entrance	<Blank>	0	8/22/2018	8/22/2018	8/22/2018	0.1	\$2.12	Pesticide posting	Tiaoy Maybank	SAFETY	<Blank>
68	310049		Safety	Closed Work Orders	Construction	Green, Ray	Washington Accelerated			Kinder Area	<Blank>	0	7/12/2018	7/12/2018	7/12/2018	6	\$207.65	Fixed bottom of door. Make new panel to close gap. Weld in place.	Ray Green	SAFETY	<Blank>
69	318373	The electrical outlet in the Resource Room	Safety	Closed Work Orders	Electrical	Martinez, Hugo	Washington Accelerated Elementary			Office	<Blank>	0	4/8/2019	4/8/2019	4/8/2019	4	\$312.54	check and inspect electrical panel in resource room, replace predicted fuse/bulge with one of same	Maria Romero	SAFETY	<Blank>
70	316281	Fence is wobbly safety hazard	Safety	Closed Work Orders	Construction	Green, Ray	Washington Accelerated Elementary			Burglows next to new C-Bldg	<Blank>	0	1/29/2019	1/29/2019	1/29/2019	4	\$160.32	check and inspect fence post removed by vandals, re install 2 post and predicted fence/bulge with one of same	Mario Castro	SAFETY	<Blank>
71	319431	MUST REMOVE Large Bee Hive in the tree. Between the old C-Bldg and the A Bldg	Safety	Closed Work Orders	Pest Control		Washington Accelerated Elementary				<Blank>	16	5/15/2019	5/31/2019	5/15/2019		\$0.00	5/30 Inspected bees, has swarming on tree area, roped off. Returned on 5/31 no bees activity found.	Mario Castro	SAFETY	<Blank>
72	313587	Please remove the safe, take back to lock shop.	Safety	Closed Work Orders	Construction	Green, Ray	Washington Childrens Center				<Blank>	1	10/17/2018	10/18/2018	10/17/2018	12	\$378.54	One of the fire alarm notice Mike Dilling to speak with CC Director	Nita Mahabir	SAFETY	<Blank>
73	318074	The Roof Access Room needs to be fixed.	Safety	Closed Work Orders	Carpentry	Trapani, Jeremy	Washington Elementary			Roof	<Blank>	8	3/26/2019	4/3/2019	3/26/2019	2.5	\$58.66	Safe may possibly be moved to ELEC. MS. -	Pascual	SAFETY	<Blank>
74	317291	the steel 9 1/2" diameter exiter	Safety	Closed Work Orders	Plumbing	Stratis, Mark	Washington Middle			Outside Room 102 to the Left	<Blank>	23	2/26/2019	3/21/2019	2/26/2019	1.5	\$63.53	door to enter room can not be opened from the inside if locked. Correctly configured lock and door	Wesley Johnson	SAFETY	<Blank>
75	319807	Window stuck open.	Safety	Closed Work Orders	Carpentry	Seely, Leonard	Washington Middle			A-Bldg 2nd Floor	<Blank>	0	5/28/2019	5/28/2019	5/28/2019	1.5	\$53.60	Replaced stove cap lid. Had to switch a del hung window in the hallway which access to the room	Leonard Seely	SAFETY	<Blank>
76	323794	We have an outlet that isn't working in the	Safety	Closed Work Orders	Electrical		Washington Middle			Room 117	<Blank>	0	9/27/2019	9/27/2019	9/27/2019	3	\$128.34	Replaced outlet	Nancy Laguna Molina	SAFETY	<Blank>
77	322291	Broken window	Safety	Closed Work Orders	Painting	Gordo, Tony	Washington Middle			Classroom	<Blank>	1	8/19/2019	8/20/2019	8/19/2019	2	\$90.18	INSPECTED AND REPAIRED	Nancy Laguna Molina	SAFETY	<Blank>
78	317329	Water in the bottom of	Safety	Closed Work Orders	Carpentry	Durning, Michael	Willard Childrens Center			Classroom	<Blank>	1	2/27/2019	2/28/2019	2/27/2019	1.5	\$46.66	replaced missing glass frame - custodial to disllect before we can adjust it	Rachael Zavala	SAFETY	<Blank>
79	318238	Door not securing/plastic in the teacher in room 177	Safety	Closed Work Orders	Key and Lock	Westad, Matthew	ZZZZ "Do NOT Use" ZZZZSierra Madre Elementary			A-111, C-123	<Blank>	0	1/28/2019	1/28/2019	1/28/2019	1	\$26.81	door adjusted // completed	arthur anderson	SAFETY	<Blank>
80	319547	Leaky faucet in the teacher in room 177	Safety	Closed Work Orders	Carpentry	Trapani, Jeremy	ZZZZ "Do NOT Use" ZZZZSierra Madre Elementary			177	<Blank>	31	4/15/2019	5/16/2019	4/15/2019	1	\$21.23	fixed filling this	Georgina Tury	SAFETY	<Blank>
81	315364	NORTH PARKING LOT	Safety	Closed Work Orders	Electrical	Ulloa, Jaime	ZZZZSierra Madre Elementary				<Blank>	0	12/20/2018	12/20/2018	12/20/2018	1	\$39.42	WENT TO JOB SITE MEET W/ CUST. AND RESET TIMES	Lindsay Lewis	SAFETY	<Blank>
82	322793	Door is not working in the	Safety	Complete	Key and Lock		Alexandria Elementary			Restroom (Girls)	<Blank>	5	8/29/2019	8/29/2019	8/29/2019		\$0.00	ONE	Nadia Zendejas	SAFETY	<Blank>
83	324277	Place a latch on Safety	Safety	Complete	Construction		Cleveland Elementary			Building	<Blank>	8	8/21/2019	8/21/2019	8/21/2019		\$0.00	replaced latch on gate	Nita Mahabir	SAFETY	<Blank>
84	324543	Trouble call Fire	Safety	Complete	Fire Alarm System		Cleveland Elementary			E-300	<Blank>	1	10/17/2019	10/17/2019	10/17/2019		\$0.00		Wesley Johnson	SAFETY	<Blank>
85	323723	Apply seal coat	Safety	Complete	Electrical		District Service Center				<Blank>	1	9/23/2019	9/23/2019	9/23/2019		\$0.00		Larry McDermey	SAFETY	<Blank>
86	324169	Clean or replace Smoke	Safety	Complete	Electrical		Don Bardo			Classroom	<Blank>	0	10/7/2019	10/7/2019	10/7/2019		\$0.00		Ray Green	SAFETY	<Blank>



67	322563	The gate on the fence needs to be lowered.	Safety	Complete	Construction	-	Edison Elementary		Grounds	Gatepost of stair/benches to lower & lower levels	<Blank>	0	8/23/2019	8/23/2019	8/23/2019	3.5	\$0.00		Michael Bell	SAFETY	<Blank>
68	310913	AC blowing hot air. Making staff ill. too hot.	Safety	Complete	Heating/Ventilation /Air Conditioning	-	Aziz, Karan	Education Center		Room 102	<Blank>	36	8/6/2018	8/6/2018	8/6/2018		\$124.01	check both units in 103 and 104. both need to be adjusted and reset.	Kennel Aziz	SAFETY	<Blank>
69	321619	Heard Full	Safety	Complete	Electrical	-	-	East Middle		Pull Station A019	<Blank>	7	8/7/2019	8/7/2019	8/7/2019		\$0.00		Ray Green	SAFETY	<Blank>
90	321846	Light switch is hard to turn on	Safety	Complete	Electrical	-	-	East Middle	Restroom (Girls)	Main Floor	<Blank>	1	8/13/2019	8/13/2019	8/12/2019		\$0.00		Sawador Flores	SAFETY	<Blank>
91	321847	Light switch is hard to turn on	Safety	Complete	Electrical	-	-	East Middle	Hallway/Corridor to Rm 218	Main Bldg 2nd Fl N4	<Blank>	2	8/12/2019	8/12/2019	8/12/2019		\$0.00		Sawador Flores	SAFETY	<Blank>
92	321848	Light ballast is	Safety	Complete	Electrical	-	-	East Middle	Classroom	Room 221	<Blank>	2	8/12/2019	8/12/2019	8/12/2019		\$0.00		Sawador Flores	SAFETY	<Blank>
93	320957	Classroom's car brakes are not braking.	Safety	Complete	Vehicle Maintenance	-	Rodriguez, Rene	East Middle			<Blank>	3	7/15/2019	7/15/2019	7/15/2019		\$170.10	On 7/16 I went to the school bus for car at East middle school and checked the brakes, they were not working. I removed two tires. The parking brake cable was missing the cable pin. I put it back in place and adjusted the brake. I	Sawador Flores	SAFETY	<Blank>
		Safety issue.																			
94	311163	Have black mold near ceiling air	Safety	Complete	Heating/Ventilation /Air Conditioning	-	Pium, Mau	Hamilton Elementary	Restroom (Boys)	D-Building/1st flr	<Blank>	1	8/13/2018	8/13/2018	8/13/2018	1	\$38.42	Checked the vent of the bathroom and found no mold there.	Arthur Zaragoza	SAFETY	<Blank>
95	319499	The Elroy faucet is leaking at the brass stem	Safety	Complete	Pumbing	-	-	Longfellow Elementary		Main Bldg Teachers Work Room	<Blank>	33	5/16/2019	5/16/2019	5/16/2019		\$0.00		Wesley Johnson	SAFETY	<Blank>
96	319500	The central brass stem	Safety	Complete	Pumbing	-	Lubin, Stephen	Longfellow Elementary		Main Bldg Rm 118	<Blank>	22	5/16/2019	5/16/2019	5/16/2019	1	\$38.42	Cleaned under and around the faucet. Found nothing wrong with stem.	Wesley Johnson	SAFETY	<Blank>
97	322046	Leaky and the good morning.	Safety	Complete	Carpentry	-	-	Marshall Fundamental	Gym	Old Gym	<Blank>	28	8/14/2018	8/14/2018	8/14/2018		\$0.00		Audrey Green	SAFETY	<Blank>
98	322554	Yellow Taper	Safety	Complete	Vehicle Maintenance	-	-	Marshall Fundamental			<Blank>	12	9/18/2019	9/18/2019	9/18/2019		\$0.00		David Ramirez	SAFETY	<Blank>
99	321282	Fire Alarm	Safety	Complete	Fire Alarm System	-	Dochan, Michael	Secordley			<Blank>	5	7/26/2019	7/26/2019	7/26/2019		\$0.00		Michael Dochau	SAFETY	<Blank>
100	322858	Broken window	Safety	Complete	Painting	-	-	Pasadena High	Classroom	G 206	<Blank>	0	8/30/2019	8/30/2019	8/30/2019		\$0.00	remove and replace	Isabel Damiani	SAFETY	<Blank>
101	322825	Check chiller #1 operation	Safety	Complete	Heating/Ventilation /Air Conditioning	-	Pascual, .	Pasadena High	Mechanical Room	Chiller #1	<Blank>	6	10/8/2019	10/8/2019	10/8/2019		\$0.00		Pascual	SAFETY	<Blank>
102	316945	HAZARDOUS! exposed wires in the ceiling	Safety	Complete	Electrical	-	Ulloa, Jaime	Pasadena High	Office	A108	<Blank>	0	5/13/2019	5/13/2019	5/13/2019	2	\$66.80	Looked for room and wires. Just to install a blank cover, no cover available.	Wendy Wilson	SAFETY	<Blank>
103	322801	Outlet loose	Safety	Complete	Electrical	-	-	San Rafael		room 5	<Blank>	5	8/29/2019	8/29/2019	8/29/2019		\$0.00		Jennifer Delgado	SAFETY	<Blank>
104	320876	Large crack in the walkway. 6	Safety	Complete	Construction	-	-	Serra Madre Lower		A-Bldg 1st Floor Next to Rm 111	<Blank>	1	7/11/2019	7/11/2019	7/11/2019		\$0.00	ground down filling concrete	Arthur Anderson	SAFETY	<Blank>
105	324943	One of the brass	Safety	Complete	Carpentry	-	-	Serra Madre Upper	Gym		<Blank>	8	10/10/2019	10/10/2019	10/10/2019		\$0.00		Tacey Maybank	SAFETY	<Blank>
106	322822	There is a large hole right	Safety	Complete	Construction	-	-	Washington	Classroom	B114	<Blank>	2	8/19/2019	8/19/2019	8/19/2019		\$0.00	fill hole with base floor. Edson will fill.	Juan Rodriguez	SAFETY	<Blank>
107	322374	Exam room	Safety	Complete	Key and lock	-	-	Washington	Building	1. Shaped Building by Playground	<Blank>	3	8/20/2019	8/20/2019	8/20/2019		\$0.00		Karla Coleman	SAFETY	<Blank>
108	324492	Car wheels trim	Safety	Complete	Grounds	-	-	Wilard Childrens	Playground	Wilard CC	<Blank>	7	10/14/2019	10/14/2019	10/14/2019		\$0.00	Removed weeds blew down area.	Niria Maricar	SAFETY	<Blank>
109	314335	Please trim back	Safety	Complete	Grounds	-	Villagran, Juan	Wilard Childrens Center	Yard		<Blank>	0	11/14/2018	11/14/2018	11/14/2018		\$0.00	completed	Pascual	SAFETY	<Blank>