

## OPERATIONS DEPARTMENT QUICK REFERENCE GUIDE

**Abandoned Vehicles:** If you discover an abandoned vehicle parked anywhere near your school site, please report it directly to the City of Vallejo at [www.seeclickfix.com/vallejo](http://www.seeclickfix.com/vallejo).

**Condition of Classroom Forms** – If you notice that the cleanliness of your classroom, office, restrooms, etc., does not meet District Standards, please submit a Condition of Classroom Form to your site principal. Following approval by the site principal, all forms will be forwarded to the Operations Department for follow-up. If you need assistance in this area, please contact George Tisby, Operations Manager, Custodial and Site Safety at ext. 51472.

Please note: our substitute custodian pool is extremely small. When we are short staffed, our custodian's first priority is to disinfect classrooms, offices, frequently touched surfaces, dump trash, and clean restrooms.

**Homeless Encampments:** School campuses should be checked by the head custodian daily to ensure there are no homeless persons setting up camp on or near the site. If you find a homeless person(s) on your campus, please contact your head custodian so he/she can tell them to leave or dispose of the trash they leave behind. If the homeless person(s) refuse to leave, the head custodian should call Joe Hatchett, Operations Manager, Maintenance and Grounds at ext. 51471.

If you discover a homeless camp adjacent to your campus, please call the Vallejo Police Department, report it through [www.seeclickfix.com/vallejo](http://www.seeclickfix.com/vallejo), and report it to the Operations Department.

**Field Trips** – All field trips should be scheduled at least 30 days in advance, when possible. All field trips for district buses must be scheduled to depart no earlier than 9:00am and must be back in Vallejo at least one hour prior to dismissal. Field trips outside of these hours must be chartered. Charter buses fill up quickly so submit your requests as soon as possible. If you have any questions regarding a field trip, please email LeVon Haynes at [lhaynes@vcusd.org](mailto:lhaynes@vcusd.org) or call him at ext. 51490. If you need additional assistance, please contact Samantha Bradshaw, Transportation Manager at ext. 55009.

- Please note: all field trips have been temporarily suspended due to the pandemic. The only exception is for athletic games.

**Fire Safety** – School fire prevention is important to keep our students and staff safe. Therefore, it is important that we adhere to all fire safety regulations. The District is required to inspect and test our fire alarm systems, sprinkler systems, and Ansel hoods routinely. In addition, we are required to ensure our buildings meet all code requirements.

When the Fire Prevention Inspector conducts his/her fire inspections, he/she is confirming that our fire alarms, sprinklers and hoods have been tested. They are also confirming that our emergency lighting is working properly, that our fire alarm panels are accessible, that we aren't using too many extension cords, and that we don't have flammables on our windows or on our walls; only 25 percent of wall space is allowed for display. The areas below are commonly noted areas in our fire inspections and on our Williams Reports.

- **Fire Extinguishers** – All fire extinguishers are required to be checked once per month. If you notice that your fire extinguisher has not been checked or the dial is in the red zone, please contact your head custodian. Fire extinguishers must remain in their designated space near the door and must be in clear view at all times.
- **Extension Cords** – **Do not** daisy chain your extension cords or power strips as this is a fire hazard and is a violation of fire code. If you must use an extension cord, make sure you use only one between the outlet and the device. You must also use a cord cover when the extension cord is in the walk area. This will protect against trips and falls.
- **Window Coverings** – All window coverings must be fire rated and approved by the Operations Department. The window coverings recently installed through the Measure S Bond program meet this fire rating standard. These shades are designed to let a modified amount of light into the classroom while keeping the heat out. They are also designed to allow you to see out through the shades, but does not allow anyone to see inside the classroom during daylight hours. Personal curtains, etc. are not permitted and must be removed from all windows.
- **Electrical Panels** – Do not block or cover any electrical panels. Posters, banners, pictures, etc. are not permitted to be hung on or within 6 feet of an electrical panel. All electrical panels must have a six foot clearance.
- **Stacking Boxes** – All materials stacked on the top of cabinets and shelving cannot exceed one row in height and must be at least two feet from the ceiling.
- **Holding Doors Open** – Classroom doors leading directly to an interior corridor cannot be held open for extended periods of time unless controlled by an approved door-hold system that releases the door upon smoke detection. Do not use chairs, broom handles, trash cans, etc... to hold your doors open.
- **Emergency Lighting and Illuminated Exit Signs** – All emergency lighting and illuminated exit signs should be working at all times. When they aren't working properly, it is a safety hazard. If you discover that they are not working properly, please submit a work order immediately.

**Furniture Purchases** – When purchasing furniture or equipment for your site or department, please make sure installation is included in the quote. Our maintenance team is focused on building repairs and maintenance. As much as they would like to be, they are not always available to put furniture and/or equipment together.

**Pest Control** – We have one pest control specialist to treat all of our facilities. When not responding to work orders, he is working on preventative measures. To reduce and/or prevent pests in your work place, please do not store food in your classrooms. It's often forgotten and always attracts unwanted pests.

- **DO NOT** bring pesticides on campus as they are prohibited. This includes all herbicides, rodenticides, etc. If you have issues with pests of any kind, contact your head custodian so he/she can submit a work order.
- Please note: Illegal pesticides will be removed and disposed of immediately.

**School Bus Passes** – School bus capacity has been reduced by fifty percent, due to the ongoing pandemic. Therefore, we are only providing bus services to general education students on a limited basis at this time.

**Work Orders** – All work orders should be submitted and tracked by your head custodian. If you have any questions regarding open work orders and your head custodian is absent, please contact Emily Tesolin, Operations Services Technician, at [etesolin@vcusd.org](mailto:etesolin@vcusd.org) or at ext. 51474. If Emily is unavailable, email Joe Hatchett, Maintenance and Grounds Manager at [jhatchett@vcusd.org](mailto:jhatchett@vcusd.org).

**Use Permits** – All campus facility use outside normal operating hours require an approved use permit. All facilities use requests must include the time you need to gain access to the facility and the time you will vacate the facility, not the start and end time of the event. The time listed on the application will be the time we open the facility.

For questions or concerns regarding use permit applications or permitted use at your site, please contact Imelda Enos, Operations Services Technician, at [ienos@vcusd.org](mailto:ienos@vcusd.org) or at ext. 50293. If you need further assistance, please contact Joe Hatchett, Operations Manager, Maintenance and Grounds at ext. 51471.

Please note: all use permit activity has been temporarily suspended due to the pandemic. The only exception is high school sports.

Attached is a handy contact list for the Operations Department. We hope you will find it useful.