

Maintenance & Operations

Working together to provide a clean, safe, and functional environment to support education in Corsicana ISD

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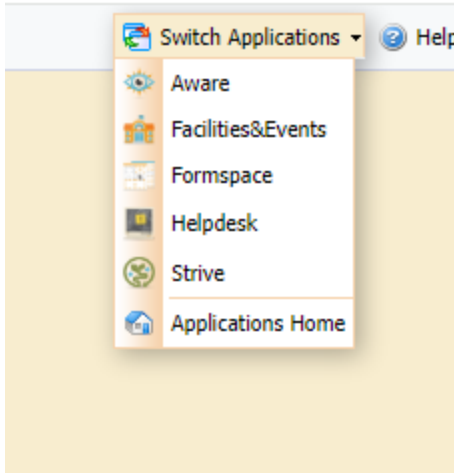
What are we doing to improve the services we provide to CISD?



Investing in Energy Efficient Equipment and Running our Facilities more Efficiently.

Eduphoria! Helpdesk, facility request system to effectively respond to the needs of the district

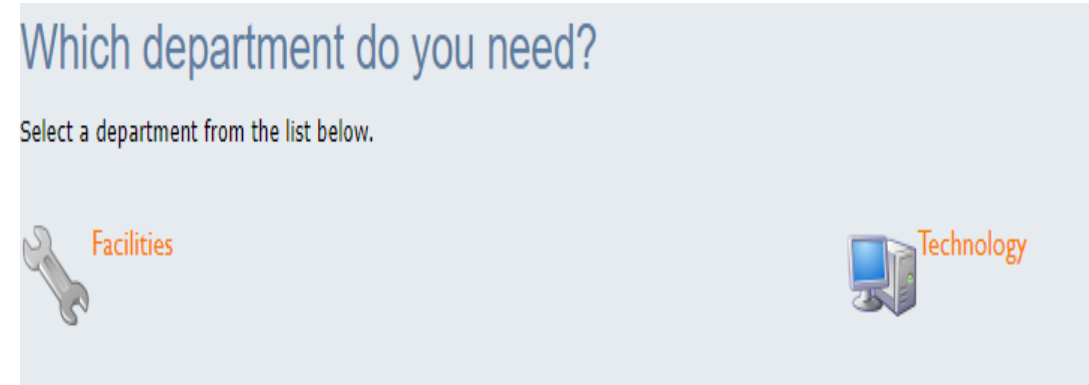
Click on Switch Applications top right and select Helpdesk



Click Create a New Request at bottom left of screen



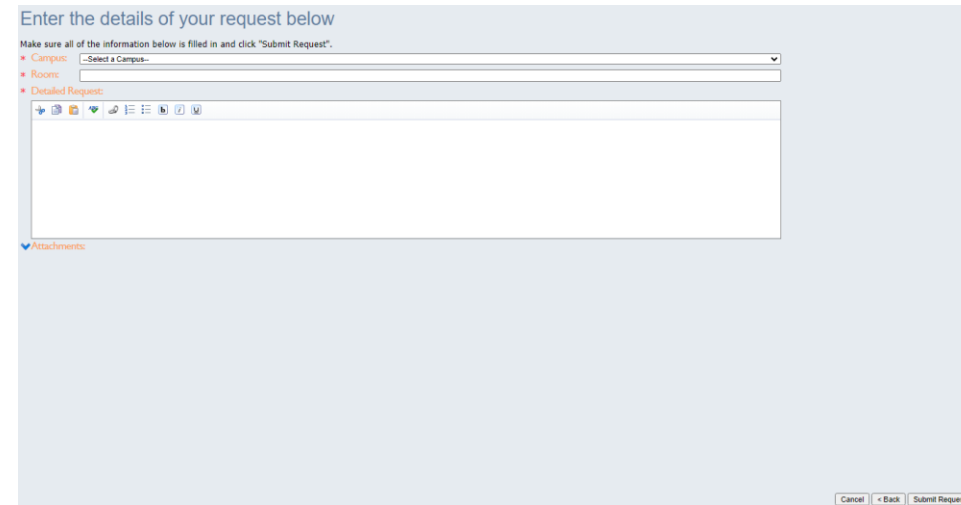
Select Facilities for Maintenance Work Orders



Select appropriate icon for request



Once campus, room and details are completed, click submit request in bottom right corner



CORSICANA ISD CAMPUS KEY CONTROL PROCEDURES

The purpose of this Key Control Procedure is to ensure the safety and security of Corsicana ISD students, staff, visitors and to maintain accurate, effective access control of all locking devices critical in protecting all district facilities.

Returning keys

Prior to leaving CISD, all keys must be returned to the campus secretary or site administrator. Employees transferring from one location to another within CISD are required to return their present keys and request keys for their new location from the campus secretary/site administrator.

Broken or Damaged Keys

Teacher or Campus staff keys that are broken or worn-out are to be exchanged at the campus level thru campus secretary. Broken or worn-out keys must be exchanged as one for one exchange by campus secretary.

Key Transfers

For security and personal safety reasons, the transfer of keys from and between department personnel and faculty staff members is prohibited.

Unauthorized Duplication or Replacement of Keys

The duplication or replacement of keys through an agency, company or private business other than CISD Locksmith Department is NOT ALLOWED. Unauthorized use may result in disciplinary action.

Lost or Stolen Keys

All lost or stolen keys must be reported immediately to the principal or campus secretary. They will put a work order in the system for replacement.

Campus Administrator Need to Knows for Maintenance and Custodial

This is designed to be a quick guide for campus administrators.

What is an Emergency?

1. Administrators should use their best judgement to determine what an emergency is to protect the safety and well-being of students and staff.
2. Some examples of what *might be* considered an emergency that immediate response is required:
 - a. Fire alarm panel going off.
 - b. Someone entrapped in elevator.
 - c. HVAC is not cooling or heating to a large section or entire building.
 - d. Power outage to the building or large section of the building.
 - e. Water outage to the building.
 - f. Sewer stop up or backing up multiple areas of the building.
 - g. No hot water in the kitchen during school day.
 - h. Someone smells what they think might be natural gas.
 - i. Someone smells or sees smoke.
 - j. Water leak that is considered a large volume of water that may cause serious damage to CISD facilities.
 - k. Major roof leak in which you can see daylight from the ground through the roof.
3. Some examples of what *would not* be considered an emergency and should be addressed by submitting a work order:
 - a. HVAC is not cooling or heating in one room or space.
 - b. One or two lights out in a classroom or area.
 - c. Outlet not working.
 - d. Any type minor water drip or leak whether inside or outside that the water is running into a drain and the water is not causing damage to CISD facilities.
 - e. Roof leak that is not significant in nature that is not being absorbed by the ceiling tiles or the water cannot be held by a trash can temporarily. Campus custodians should put a trash can under active leaks until maintenance can respond.