



Operations Department Handbook For Schools and Staff

This document is a guideline for school administrators, teachers, and staff to prioritize safety and procedure in all Mapleton Public School buildings. The guidelines in this document are a combination of fire codes, safety guidelines and best Operations practices.

The Operations Department works closely with the schools to provide repairs and maintenance to the building and life safety systems. School Directors are responsible for ensuring the facility is maintained in a way that follows fire code guidelines, including but not limited to the storage, artwork, and operation of the building.

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Building Modifications

Buildings should not be modified by students, teachers, or staff without conversations with the Operations department beforehand, including but not limited to painting, applying wallpaper, changing light fixtures, removing doors, and installing residential products.

Building Use – Any building events outside normal school hours

An event calendar is used to manage space by providing a visual representation of areas within the district available for meeting/event reservations. This information is used to ensure accurate project management, resource allocation, and ensuring that tasks are appropriately assigned.

All events taking place in district buildings, during and after normal school hours, should be entered in the Brightly (Previously known as School Dude) calendar. The calendar is available for all district employees to view when locating or scheduling events. The conference rooms at the Administration building use the Outlook calendar for reservations and cannot be reserved or viewed through the Brightly calendar.

Events in district common spaces should be entered by the department or school secretary with the approval of the department director. Requests will be reviewed and either approved or denied daily.

Requests for building space by someone other than district personnel should be forwarded to the Facilities Use Coordinator in the Operations Dept. for review and processing.

Classroom Decorations

Creating a personalized and unique learning environment for each classroom is encouraged, however, the following guidelines are to keep our buildings in good condition and to follow regulatory codes.

- Only utilize sticky tack putty or command strips to hang items on drywall.
 - Hanging items on drywall with duct tape, staples, hot glue, or other methods will result in wall damage.
- Doors cannot be completely covered per the Fire Department. See [Fire Code Section J](#).
- Holiday lighting can only remain during the holidays and are not to be used as permanent lighting. These lights should be UL-rated on the tag. See [Fire Code Section N](#).
- Hanging items from the ceiling should be limited.
 - Do not hang items from a fire sprinkler head or other mechanical device including heating vents.
 - Do not hang items from the ceiling in front of or near security motion alarms, as hanging items can activate these devices overnight.
- Balloons left in the building overnight can often activate the security alarm.
 - Balloons should never be let loose in gyms and cafeterias as a fire alarm sensor at the top of these large spaces will activate if a balloon crosses the sensor.

Chemical Disposal

Science and miscellaneous chemicals requiring disposal can be picked up by the Operations Department throughout the school year. To ensure proper handling and disposal, schools may submit a request for pick-up as needed.

As a best practice, science classrooms are encouraged to review their chemical inventory annually—preferably at the end of the school year—to identify any chemicals that need disposal. This helps prevent the accumulation of outdated or unnecessary materials.

For safe transportation, please box chemicals in compatible groups (e.g., Inorganic acids vs. Organics).

Fire Code and Safety Related Items

Public Schools are commercial buildings required to follow Fire Code, set as a standard by the International Fire Code (IFC).

Failure to comply with fire and safety codes could result in fines, summons, and closure of the buildings by the local Fire Department (Thornton Fire Department or Adams County Fire Rescue).

Section A: Sprinkler Systems

The International Fire Code states in any room or area of the building with a sprinkler system present, storage should be maintained 18" below sprinkler head deflectors in any area of the building. In any room or area of the building with no sprinkler system present, storage should be maintained 2' or more below the ceiling.

Section B: Electrical Panels

OSHA and NEC guidelines state that any room with an electrical panel present requires clear working space around electrical equipment. The minimum clear distance is 3 feet and as wide as the equipment or 30 inches, whichever is greater.

Section C: Kiln Rooms and Heating Appliances

No items shall be stored within 36" of the kilns (or any heat source). If an electrical panel is also present, the above guidelines still apply. Clearance must be maintained between ignition sources, such as luminaires, heaters, flame-producing devices, and combustible materials. In any room with a heating appliance, storage must be maintained in a way that allows at least a 3-foot clearance between stored materials and unit heaters, radiant space heaters, duct furnaces, and flues or the clearances shown on the approval agency label.

Section D: Means of Egress and Stairwells

According to OSHA standard 29 CFR1910.35, a means of egress is a path from any point in a building to a public way. The means of egress must be an unobstructed path. Exit doors cannot be locked and obstructions such as backpacks must not sit in hallways. Items cannot be stored under stairs unless there are sprinklers under the staircase.

Section E: Main Floor and Basement Storage Rooms

Storing items indoors, whether on the main floor of a school or in the basement area, requires attention to access, fire prevention and protection, floor loading, and overhead hazards. Place or store materials so they do not interfere with access ways, doorways, electrical panels, or fire extinguishers. Do not obstruct access ways or exits with accumulations of scrap or materials. Aisles through stored materials must be maintained and wide enough to accommodate individuals and or firefighting equipment. Storage of materials in buildings shall be orderly and stacks shall be stable.

Section F: Auditoriums and Stages

When an auditorium and or stage is present, ensure required exit access, exits, and exit discharges are maintained free from obstructions or impediments to allow instant use in the case of fire or other emergency where the building area served by the means of egress is occupied. An exit or exit passageway shall not be used for any purpose that interferes with a means of egress. Storage of materials on or behind stages shall be orderly and stacks shall be stable.

Section G: Boiler, Electrical, Mechanical, and Elevator Equipment Rooms

No storage of combustible materials is permitted in boiler rooms, mechanical rooms, electrical equipment rooms, or in fire command centers. No storage is permitted in any Elevator Equipment Room.

Section H: Paint and Chemical Storage

Storing and handling paints, varnishes, or thinners requires special attention to flammability characteristics. Store and dispense paints, varnishes, lacquers, thinners, and other volatile paints or coatings according to their flammability characteristics as defined by their Material Safety Data Sheets (MSDS). Tightly close containers when not in use. Janitorial closets and supply cabinets are common areas within a school that accumulate various chemicals. The two main safety concerns with janitorial chemicals are proper storage and maintaining compliance with the hazard communication standard. To determine what type of storage container you need, you must first understand the OSHA definitions of flammable and combustible liquids. A flammable liquid is any liquid with a flashpoint lower than 100°F. A combustible liquid is any liquid with a flashpoint at or higher than 100°F. These two categories are further divided into different classes depending upon their exact flashpoint and boiling point. This classification determines the amount of liquid you can have before requiring a flammable safety cabinet or safety can. The OSHA standard that specifically deals with this topic is 29 CFR 1910.106.

Section I: Propane Storage

Storage of Propane (LPG) shall not be stored on or in roofs, basements, or any similar below-grade locations. No propane storage within 10 feet of a building exit, and no storage shall be allowed within 20 feet of any opening, window, door vent, or similar opening location.

Maximum storage quantities shall not exceed 2 pounds or (4 pounds when storing in cabinet). All other quantities in excess shall be stored outside in a lockable LPG cage.

Section J: Wall Decorations

International Fire Codes 807.5.2.2 and 807.5.2.3 specify the amount of wall coverage by paper and decorations throughout the school. Hallway walls shall not be covered more than 20 percent of the wall area and classroom walls should not be covered more than 50 percent with artwork and teaching materials.

Section K: Furniture

International Fire Code 805.3.1 requires furniture to meet NFPA 260 requirements and bear the label of an approved agency. To prevent issues, new furniture requests should go through the Mapleton Public Schools Purchasing Department, and teachers should not bring outside furniture into the classrooms. Classrooms should be furnished with approved furniture.

Section M: Area of Refuge

Buildings with an elevator are equipped with an Area of Refuge. In case of an emergency, the elevator cannot be used, and there may be individuals unable to use the stairs. These individuals should use the two-way communication device at the Area of Refuge to call the main office to alert them of the number of individuals at the Area of Refuge so firefighters can rescue them safely. These individuals should stay at the Designated Area of Refuge for rescue. This will also be the area firefighters go to check for individuals on the second floor.

Section N: Temporary Lighting

Temporary wiring for electrical power and lighting is allowed for a period that may not exceed 90 days, which is typically for holiday lighting.

Furniture

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Key Management

There may be a charge for lost keys. Lost keys compromise the safety and security of our buildings. Physical exterior keys should only be provided to Directors and essential staff who need to access buildings at all times; otherwise, access cards will be provided.

Nutrition Services

Field Trips

Nutrition Services must be notified of any field trips at the school to ensure proper planning and reduce food waste. Further, Nutrition Services is available to provide FREE sack lunches for any students attending a school-sponsored field trip (free meals not available for online school). Requests for sack lunches must be completed using this [form](#) and sent to the kitchen manager at least 2 weeks in advance of the field trip.

Mealtime requirements and schedules

Breakfast:

Breakfast after the Bell: Most Mapleton schools are required to provide breakfast after the bell per a mandated state statute. Breakfast must be offered to students after the tardy bell. **Breakfast in the Classroom:** Breakfast in the classroom is an option for schools interested in implementing it in either part or all of their school. The Nutrition Services Director must be involved in the decision-making process and can help determine an implementation date and training needs.

Lunch:

Federal regulation requires lunch to be served between 10am-2pm. Any deviation from this schedule must be pre-approved by the Colorado Department of Education. Contact the Nutrition Services Director about this request.

Afterschool Snacks:

Nutrition Services can provide afterschool snacks for qualifying programs at no cost. The [request form](#) must be received at least 2 weeks before the start of snack service.

Class Parties:

Any class parties that will impact students participating in a meal service are discouraged. Participation in Federal Child Nutrition Programs should be prioritized to provide students with nutritionally balanced meals. If an event/party will impact meal participation for a grade or group, the kitchen manager must be notified so they can plan accordingly. In some cases, Nutrition Services can partner with your school to provide free meals following the USDA regulations for school meals.

Food sales and fundraisers:

USDA Federal regulations prohibit the sale of competitive foods to Child Nutrition Programs. No food or beverage can be sold in direct competition to the nonprofit foodservice program. The general rules are as follows:

- Any food or beverage service available to students on the school campus during the school day that is separate and apart from the district's nonprofit federally reimbursed food service program, and is operated by school approved organizations or by school-approved outside vendors, shall not operate in competition with the district's food service program and shall be

closed for a period beginning 30 minutes prior to and remain closed until 30 minutes after each meal service.

- Any food or beverage, outside the reimbursable lunch or breakfast meals, sold on the school campus (includes a la carte, school stores, food-based fundraisers, vending machines, etc.) must meet the Smart Snacks in Schools requirements. This does not include after-school events where parents are in attendance, or 30 minutes after the end of the official school day.
- Mapleton has a process of approving and tracking food sales in fundraisers for schools. There is a limit as to how many can occur per year by school. Food fundraisers must follow the competitive foods requirements above and cannot be in direct competition with the district's food service program and cannot be sold for a period beginning 30 minutes prior to until 30 minutes after each meal service. Contact your School Supervisor for more information on the Mapleton food fundraising process.
- Additional information can be found on Smart Snacks in Schools [here](#).

Catering: The Nutrition Services department provides catering services. Our district chef has created a menu that meets a variety of formats. The catering menu and order form can be found on SharePoint [here](#).

School Kitchen Access and storage:

- Access into the kitchen is prohibited for anyone who is not Nutrition Services department personnel unless prior approval is granted by the Nutrition Services Director, or an emergency occurs requiring access to the kitchen.
- No outside food or equipment, including food for school parties or events, can be stored in the school kitchen.

Kitchen Rental: The use of school/district kitchen space can be requested by completing the rental request form on [School Dude](#) under Schedule Request. In most cases, any use of the kitchen requires a nutrition services employee to be on-site, which will result in an additional fee.

Outside Vendors on Site

A COI (certificate of insurance) is required when planning work or an event at any Mapleton location. Vendors coming to our sites are to provide insurance naming Mapleton Public Schools as an Additional Insured. A COI contains the information needed to confirm that they are properly insured for liability of any damage to district property.

Food Trucks should also provide proof of appropriate licensing for the city and/or county of our facility having the event.

Parking Passes

A parking pass system is a way of controlling who has the privilege of parking in certain areas. At Mapleton, a parking pass that hangs from the rearview mirror of a vehicle is issued to all employees and is good in any of the district parking lots. The parking pass should be displayed in the employee's window whenever the vehicle is parked on Mapleton property. New parking

passes and replacements are available through the Operations Dept. A log by name and number is kept by the Executive Secretary of Operations.

Room Numbers

Room numbers are not able to be changed in a school (Room 110 can not be changed to 3A for example) due to fire alarm systems. For additional questions, please contact the Director of Operations.

Safety Drill Requirements

To ensure the safety and preparedness of all students and staff, Mapleton Public Schools will conduct mandatory safety drills at each building throughout the school year. Campuses will coordinate and conduct these drills simultaneously for all schools on their campus.

Required Drills

- Fire Drills
 - Conducted monthly.
 - The first fire drill must be performed within the first 10 days of the school year.
 - Ideally, fire drills should be scheduled within the first two weeks of the month to allow up to two additional weeks for rescheduling if necessary—this ensures the drill can still be completed before the month's end, even if canceled.
 - If a fire drill is canceled for any reason, it must be rescheduled and completed before the end of that month.
- Shelter Drills Conducted twice per year — once in the fall and once in the spring.
- Secure Drills Conducted twice per year — once in the fall and once in the spring.
- Lockdown Drill Conducted once per year, in the fall only.

Scheduling Submission

Drill schedules must be submitted to the Security Department (Attn: Tara Clemons) at the beginning of each year, before the start of school. This information is used to coordinate with local law enforcement, fire departments, and district departments such as IT and Administration.

See [Appendix A](#)

Work Orders

Work orders can be submitted on School Dude by Brightly by the school director, assistant director, secretary, or lead custodian. Teachers should report items of concern to these individuals to ensure work orders are submitted for the building. To review if an item is a building maintenance work order or a technology work order (which is submitted through a separate system), please see [Appendix B](#).

Appendix A – Standard Response Protocol

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Appendix B – Work Orders

Do I need to submit a work order?

Maintenance Work orders via SchoolDude

Who Does What?



Custodial

- Move items within the same building (campus)
- Replace ceiling tiles
- Touch up paint
- Hang items
- Small repairs
- Replace light bulbs

Do I need to submit a work order?

No!

Please call/email the custodian directly



Warehouse

- Relocate items from one building to a different building (campus)

Do I need to submit a work order?

Yes!



Technology

- Repair clocks/speakers
- Issues with phones
- Door access card issues
- Projectors
- Security cameras
- Bell Schedules

Do I need to submit a work order?

Email helpdesk@mapleton.us



Maintenance

- Plumbing
- HVAC
- Roof leaks
- Sprinkler System
- Playground equipment
- Fire & Security system
- Pest Control
- Graffiti removal
- Vandalism
- Elevators

Do I need to submit a work order?

Yes!