 New Mexico PSFA	Preventive Maintenance Plan Introduction, Purpose, Mission, and Policy Statement	Policy # 1.0
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INTRODUCTION

At Los Lunas Schools, we are committed to providing a safe, efficient, and welcoming environment for our students, staff, and community. Our Facilities Department works diligently to maintain and enhance our school buildings and grounds through proactive maintenance, thoughtful construction projects, and sustainable practices. We believe that a well-maintained environment is key to fostering success and promoting the well-being of everyone in our district.

The safety, health, and overall quality of our learning spaces are our top priorities. Whether it's classrooms, playgrounds, or common areas, we strive to ensure that all facilities meet the highest standards. Through ongoing assessments, preventive care, and innovative solutions, we are able to keep our schools in optimal condition.

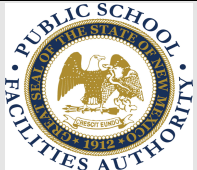
*Together we are **BUILDING A FOUNDATION FOR EXCELLENCE!***

The Superintendent of Schools plays a critical role in maintaining the safety, cleanliness, and appeal of all school facilities and grounds. It is the Superintendent's responsibility to regularly inform the Board of Education about both short-term and long-term needs, providing guidance on the necessary funding sources. These may include operational funds, bond issues, capital improvements, and applicable state or federal procurement methods.

To ensure the protection of school property and its occupants, the district has developed and continually reviews a security program aimed at preventing vandalism and providing effective protection. Safety is at the forefront of our efforts. The Superintendent is also responsible for prioritizing the safety of students and staff in the development and maintenance of all school facilities. This includes planning and implementing safety measures across all school programs and activities. We encourage all employees, students, and community members to remain vigilant and actively contribute suggestions for improving safety and security within our schools.

PURPOSE / MISSION

The purpose of the Los Lunas Schools Preventive Maintenance Plan is to ensure that the physical condition, educational functionality, and infrastructure of our facilities meet statewide standards. This program aims to create and maintain school environments that are safe, durable, and conducive to learning. By focusing on the design, construction, and ongoing maintenance of our facilities, we strive to provide spaces that promote student success and support the district's educational goals. The Los Lunas Schools Preventive Maintenance Plan directly aligns with and supports the district's mission, vision, and motto, ensuring that every facility contributes to a positive and effective learning experience for all students.

 New Mexico PSFA	Preventive Maintenance Plan Introduction, Purpose, Mission, and Policy Statement	Policy # 1.0
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Mission: Preparing, empowering, and inspiring all students to reach their maximum potential.

Vision: Los Lunas Schools will be the premier district in the State of New Mexico by exemplifying high levels of learning for all students.

Motto: Every student matters. Every student counts.

In addition, the Preventive Maintenance Plan will establish systematic and comprehensive methods for developing and implementing an effective equipment management system. This system will ensure that the service life of facility equipment, systems, and components is optimized, aligning with the needs of students and teachers in creating supportive learning environments.

This plan outlines all procedures related to the district's preventive maintenance efforts. When implemented correctly, it will comply with state maintenance guidelines and effectively manage the costs associated with both maintenance and operations. Any changes to the procedures or preventive maintenance protocols must be reviewed and approved by the Director of Facilities or their designee.

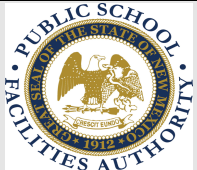
DESCRIPTION

The Preventive Maintenance Plan serves as the foundation for managing all facility maintenance programs effectively. It equips the maintenance team with the tools needed to plan, acquire, organize, direct, control, and evaluate the use of manpower and materials required to support the district's maintenance efforts and overall mission. For the program to succeed, district leadership, maintenance supervisors, and personnel must recognize its significance and understand their individual roles in helping to maintain the reliability of critical systems and building components at optimal performance levels.

POLICY

Los Lunas Schools has developed a Preventive Maintenance Plan to ensure the district properly maintains its facilities, mechanical systems, and equipment. The goal is to keep all systems operational and efficient, providing a safe, comfortable, and welcoming environment for students, staff, visitors, and guests through regularly scheduled maintenance. This plan offers an overview of the district's approach to preventive maintenance.

It is the policy of Los Lunas Schools to use the Brightly School Dude / FIMS maintenance software suite (including Maintenance Direct, Preventive Maintenance Direct, Facility Direct, and Utility Direct) to implement a comprehensive and effective preventive maintenance

 New Mexico PSFA	Preventive Maintenance Plan Introduction, Purpose, Mission, and Policy Statement	Policy # 1.0
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program. This software will help manage the district's equipment inventory and maintenance schedules, ensuring the quality and reliability of all systems.

OBJECTIVES

The primary goal of the Preventive Maintenance Plan is to manage maintenance processes in a way that ensures maximum operational reliability of equipment. The intermediate objectives of the district's preventive maintenance program are as follows:

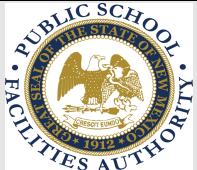
- a. Establish and maintain uniform maintenance standards and criteria across all facilities.
- b. Optimize the use of available manpower and material resources.
- c. Document all information related to maintenance and support activities for future reference.
- d. Enhance the maintenance and reliability of utility systems and equipment through the provision of documented maintenance data and analysis.
- e. Provide a structured method for reporting changes in building configuration.
- f. Ensure the responsible and efficient use of resources and materials.
- g. Reduce costs by developing effective preventive maintenance programs that prevent accidental damage to systems and equipment.
- h. Offer a comprehensive system for scheduling, planning, managing, and tracking maintenance activities.
- i. Provide valuable data for making informed decisions on equipment design improvements and spare parts inventory.
- j. Create and implement policies and programs that foster a safe and high-quality maintenance culture.

SCOPE

This Preventive Maintenance Plan is designed to be fully applicable to all NMPSFA School Districts, supporting directors, maintenance supervisors, and staff in developing equipment inventories and establishing effective processes to maintain equipment and associated systems within facilities at optimal efficiency and reliability.

It is the policy of Los Lunas Schools to utilize the Brightly School Dude / Facility Information Management System (FIMS) modules to implement a high-quality preventive maintenance program. This includes developing a unique inventory, establishing preventive maintenance schedules and strategies, managing maintenance work orders, and tracking utility billing and monitoring activities.

PREVENTIVE MAINTENANCE PROGRAM

 New Mexico PSFA	Preventive Maintenance Plan Introduction, Purpose, Mission, and Policy Statement	Policy # 1.0
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The Preventive Maintenance Plan provides a standardized and efficient approach for planning, scheduling, controlling, and executing maintenance on all equipment. It serves as an effective tool for utilizing available maintenance resources to ensure all systems remain operational.

Preventive maintenance actions represent the minimum necessary steps to keep equipment fully functional and within specified performance parameters. When performed according to schedule, these actions help improve the efficiency and reliability of equipment. The preventive maintenance guidelines and schedules are based on equipment operating manuals, manufacturer recommendations, and the NM Groups Classification Types (NMGCT). These guidelines outline detailed procedures for each maintenance task, specifying who is responsible, what actions are required, when to perform them, how to carry them out, and what resources are needed.

In addition, the guidelines include specifications for spare parts and consumable items, enabling more effective planning, preparation, and cost management.

The Director of Facilities is responsible for overseeing the implementation and management of the preventive maintenance program for the district.

As part of the program's integrated logistics support, equipment identification records are created for all new procurements, re-procurements, alterations, and modifications to equipment and associated systems.

PREVENTIVE MAINTENANCE PLAN REVIEW AND REVISION

1. The Preventive Maintenance Plan will be evaluated at least annually to assess its objectives, scope, performance, and overall effectiveness.
2. The Preventative Maintenance Plan will be reviewed and updated annually, with revisions made as necessary. Final approval will be obtained from district administration.
3. The Director of Facilities or their designee is responsible for preparing the Preventative Maintenance Plan annual evaluation.
4. Copies of the plan will be provided to school leadership and staff for their review.
5. Changes to the plan's policies will be communicated to district leadership annually. If changes arise due to local, state, or federal regulations requiring immediate implementation, a memorandum detailing the changes will be sent to all relevant leadership and staff.

 New Mexico PSFA	Maintenance Goals	Policy # 2.0
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POLICY

It is the policy of Los Lunas Schools to establish a list of clear, achievable goals for the maintenance program, aimed at identifying and improving critical or underperforming areas within the department. The following goals for the 2026-2027 school year have been outlined, each with a corresponding action plan and timeline for completion. All maintenance goals will be **Specific, Measurable, Attainable, Realistic, and Time-bound (SMART)** to ensure effective progress and outcomes.

Maintenance Performance Goals

1. To ensure aging work orders do not exceed thirty days from their target start date.
Aging reports are generated monthly and the technicians review work orders to ensure they do not exceed thirty days from their target start date. (ongoing)
2. Sustain a 95% PM Completion rate for FY 2026/2027, as measured by the Brightly School Dude "Print Schedule Analysis" report in PMD. (ongoing)
3. Sustain a monthly at or below 25% Work Order Completion Rate to drive Customer Service (ongoing).
4. To continue implementation of the Energy Management Plan by installation of LED lighting upgrades throughout the district and continue utilization of Cufflink software.
5. Improve the districts overall PSFA FMAR rating by 5 points in order to move the district forward to obtain an "A" average ranking. (ongoing)
6. Conduct training workshops for our maintenance and custodial personnel. (ongoing)
7. Start installing central control for all irrigation at PE, VE, and TE by 2026.

PREVIOUSLY ACCOMPLISHED MAINTENANCE GOALS

1. To ensure aging work orders do not exceed sixty days from their target start date.
Aging reports are generated monthly and the technicians review work orders to ensure they do not exceed thirty days from their target start date. This goal has been upgraded to ensure aging work orders do not exceed thirty days from their target start date.
2. To train and implement a preventative maintenance business culture within the district. Ongoing as equipment and technological changes occur.
We currently have two maintenance staff members dedicated to preventative maintenance.
3. To continue training maintenance personal with electronic devices as a method of entering data into the FIMS system (ongoing). *As of Jan 2017, we have 16 technicians utilizing handheld devices. We will be implementing the use of tablets in June of 2014. As of July 2017, we have 10 technicians using tablets.*

4. To have all preventative maintenance equipment labeled and entered in to PM Direct with system reminders administered and completed, by December of 2011. This was complete in March 2012.
5. Create policies and procedures for an energy conservation program by Sept 2015. An Energy Master Plan has been developed. As of Jan 2017, the Standard Operating Procedure for Los Lunas School District Energy Management Program was in effect.
6. Conduct monthly safety training for the maintenance staff. Weekly staff meetings are held every Tuesday morning at 7:00am
8. Have access to a T1 internet at the District Service Center, 12/25/2008. Completed 2/2009
9. Start installing central control for all irrigation. As of May 2017, there are 8 schools completed. Goal is to have all sites completed as of July 2018. All sites have been completed with the exception of PE, VE, and TE
10. Upgrade security systems through Crime Prevention by Environmental Design. 2018-2019 and 2019-2020 PSCOC Security Project Awards are in progress.
11. To continue training maintenance personnel with electronic devices as a method of entering data into the FIMS system and through monthly workshops.

References:

PSFA:
NM State Statute

Original Date	MM/YY
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 New Mexico PSFA	Maintenance Organizational Structure and Staffing Responsibilities	Policy # 3.0
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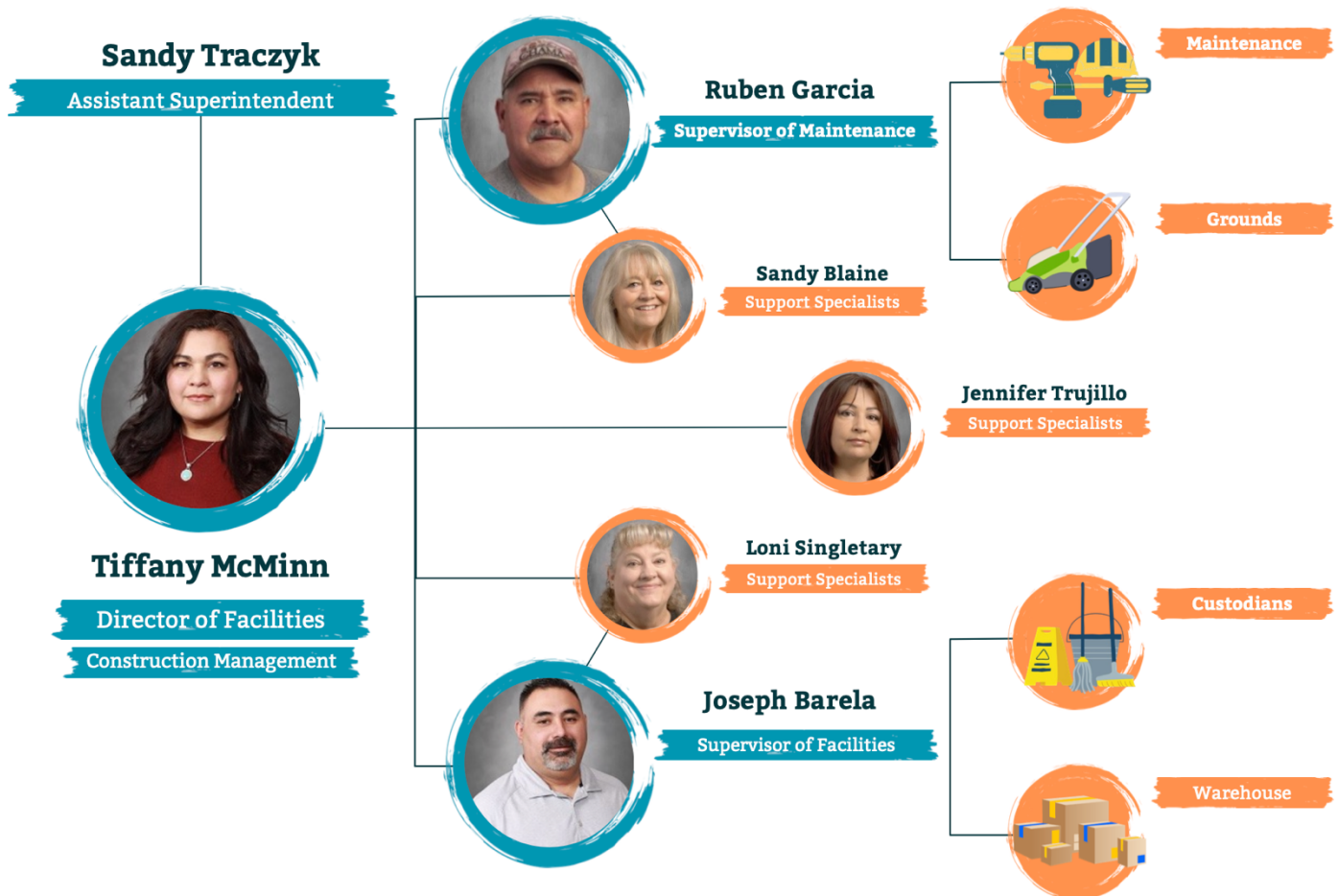
POLICY

It is the policy of the Los Lunas Schools to establish a routine maintenance staffing and organizational structure and staffing responsibilities to define effective lines of communication and approval processes.

PROCEDURE

The Los Lunas Schools has developed the following maintenance organizational chart structure.

LOS LUNAS SCHOOLS FACILITIES ORGANIZATION



LOS LUNAS SCHOOLS

FACILITES ADMINISTRATORS



Tiffany McMinn

Director of Facilities

- PSFA District Representative
- Construction Management
 - FMAR
- FAD Database
- Facility Master Planning
- Construction Oversight
- Staff Evaluations
- HVAC Online Controls



Ruben Garcia

Supervisor of Maintenance

- Maintenance Oversight
- Construction Support: Parking Lots, Fencing, HVAC, Concrete, Playgrounds
- Asbestos Reporting
- Staff Evaluations
- FMAR Support
- Irrigation Online Controls
- In House Construction Projects



Joseph Barela

Supervisor of Facilities

- Custodial Oversight
- Warehouse Oversight
- Construction Support: Painting, Bathrooms, Flooring
 - District Custodial Supplies
 - District Custodial Equipment
- Staff Evaluations
 - Facility Use
- Cell Phone Account Management

LOS LUNAS SCHOOLS

FACILITES SUPPORT SPECIALISTS



Sandy Blaine

Support Specialists

- Support assigned staff, including processing leave requests, assisting with work order management, and conducting time audits. Ensure work order compliance with PSFA standards.
- Maintain records of district vehicles and tractors, including repairs, service requests, recall notices, mileage, licensing, and titling
- Coordinate district blind and window covering requests, window washing service, where windows are inaccessible to custodial staff, and carpet cleaning requests
- Submit requisitions, invoices, & monitor PO balances for assigned vendors
- Monitor utilities for irregular usage



Jennifer Trujillo

Support Specialists

- Support assigned staff, including processing leave requests, assisting with work order management, and conducting time audits. Ensure work order compliance with PSFA standards.
- Coordinate requests for district fire extinguisher maintenance and replacement, fire alarms, PA systems, fire sprinkler systems, grease traps & septic systems, kitchen hood systems & HVAC monitoring
- Monitor & order propane for site security
- Monitor fire drill records for compliance with Fire Marshall requirements
- Submit requisitions, invoices, & monitor PO balances for assigned vendors
- Deposits



Loni Singletary

Support Specialists

- Support assigned staff, including processing leave requests, assisting with work order management, and conducting time audits. Ensure work order compliance with PSFA standards.
- Submit requisitions, invoices, & monitor PO balances for assigned vendors
- Coordinate district requests for broken windows, window replacements, pest control, signage, and roofing
- Enter, track, and report meter readings monthly for well water usage, water conservation fees, and discharge permit compliance
- Enter Workman's comp claims through the ICE System
- Creation of new spreadsheets for requisition & leave balances

LOS LUNAS SCHOOLS

FACILITES MAINTENACE & GROUNDS



Maintenance

- Performs general building maintenance and repairs, including painting, drywall, stucco, plaster, and minor carpentry work
- Replaces light bulbs, ceiling tiles, windows, doors, base cove, and other facility components as needed
- Assists with floor care and maintenance, including cleaning and minor concrete work
- Completes assigned work orders related to facility upkeep and repair
- Supports remodel projects and performs minor construction-related tasks
- Assembles and repairs furniture; moves furniture and equipment as needed
- Assists with grounds maintenance when assigned
 - Helps with event setup and teardown
- Conducts roof inspections and minor roof repairs
- Responds to other duties as assigned, including those requiring similar or lesser skills, knowledge, and dexterity



Grounds

- Performs groundskeeping tasks such as mowing grass, pulling weeds, trimming hedges, pruning trees, and general landscaping
- Maintains and repairs irrigation systems; performs seasonal irrigation duties including setup, operation, and winterization
 - Plants, irrigates, and fertilizes trees, and shrubs
 - Prepares and maintains planters and landscape
- Removes snow and ice from sidewalks, entryways, and other designated areas
- Assists with setting up and breaking down events; moves furniture and equipment as needed
- Maintains athletic fields, including mowing, irrigation, fertilization, seeding, paint striping, and general stadium cleanliness
 - Grooms and maintains synthetic turf fields
 - Responds to other duties as assigned, including those requiring similar or lesser skills, knowledge, and dexterity

References:

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NM State Statute

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LOS LUNAS SCHOOLS

FACILITES CUSTODIAL & WAREHOUSE



Custodial

- Responsible and accountable for performing custodial services at an assigned campus
- Sweeps, dusts, and mops floors; performs both wet and dry mopping as needed
- Strips, waxes, and buffs floors, halls, and stairways to maintain cleanliness and safety
 - Vacuums and shampoos rugs and carpets in classrooms, offices, and common areas
- Washes walls, ceilings, tables, vents, desks, lights
- Cleans, polishes, and organizes office spaces; empties trash and waste receptacles regularly
- Maintains and cleans the exterior grounds within fifteen feet of the building perimeter
 - Assists with cafeteria and lunchroom duties, including setup, cleanup, and trash removal
- Supports event setup and other custodial-related tasks as needed
 - Responds to other duties as assigned, including those requiring similar or lesser skills, knowledge, and dexterity



Warehouse

- Responsible for the receipt, storage, organization, and distribution of supplies, equipment, furniture, and materials for the school district
- Loads, unloads, inspects, and verifies incoming shipments; checks for accuracy and damage
 - Fills and processes orders for schools and departments in a timely and accurate manner
- Delivers supplies, furniture, and other materials to school sites and district facilities
 - Stages materials for distribution and delivery
- Maintains cleanliness and organization of warehouse
- Conducts regular inventory checks and assists with inventory control and reporting
- Operates forklifts, pallet jacks, and other warehouse equipment
 - Responds to other duties as assigned, including those requiring similar or lesser skills, knowledge, and dexterity

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Original Date MM/YY
Review/Revision Date MM/YY
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MAINTENANCE STAFF SITE ASSIGNMENTS

CENTURY HIGH SCHOOL		LOS LUNAS HIGH SCHOOL		VALENCIA HIGH SCHOOL			
Terry Hollars-General Maintenance Vince Mattis-Grounds Maintenance		James Padilla-General Maintenance Phillip Castillo-General Maintenance Mark Hendrix-Grounds Maintenance John Garcia-Athletic Field Complex		Kenneth Reese-General Maintenance Vacant Position -General Maintenance Mark Hendrix-Grounds Maintenance Andre Garcia-Athletic Field Complex			
LOS LUNAS MIDDLE SCHOOL		VALENCIA MIDDLE SCHOOL					
Thomas Casillas-General Maintenance Mike O. Chavez-Grounds Maintenance		Nate Welch-General Maintenance Ricardo Sanchez-Grounds Maintenance					
ANN PARISH E.S.		BOSQUE FARMS E.S.		DESERT VIEW E.S.			
Juan Garcia-General Maintenance Vince Mattis-Grounds Maintenance		Gilbert Quintana-General Maintenance Joe Silva-Grounds Maintenance		Vacant Position -General Maintenance Ricardo Sanchez-Grounds Maintenance			
KATHERINE GALLEGOS E.S.		LOS LUNAS E.S.		PERALTA E.S.			
Michael Chavez-General Maintenance Leroy Torrez-Grounds Maintenance		Jose Servin-General Maintenance Mike O. Chavez-Grounds Maintenance		Gilbert Quintana-General Maintenance Joe Silva-Grounds Maintenance			
RAYMOND GABALDON E.S.		SUNDANCE E.S.		TOME' E.S.		VALENCIA E.S.	
Jose Servin-General Maintenance John Dallas-Grounds Maintenance		Michael Chavez-General Maint. Leroy Torrez-Grounds Maint.		Juan Garcia-General Maint. Ricardo Sanchez-Grounds Maint.		Terry Hollars-General Maint. Joe Silva-Grounds Maint.	
CENTRAL OFFICE/SPECIAL SERVICES				TEACHER RESOURCE CENTER			
Mike Silva-General Maintenance John Dallas-Grounds Maintenance				Mike Silva-Grounds Maintenance Mike O. Chavez-Grounds Maintenance			
LICENSCED MAINTENANCE STAFF				PREVENTATIVE MAINTENANCE CREW			
Electricians: Kees Cieremans, Patrick Aragon HVAC/Kitchens: Phillip Garcia, Vacant Position Gas Fitter/Plumber: Thomas Casillas, Nate Welch				HVAC: Joe Chavez, Pat Encinas			
Locksmith: Steven Rubio Water: Kenneth Reese				DISTRICT CUSTODIAN/MOVER			
				Tommy Brayboy			

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NM State Statute

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CUSTODIAL STAFF SITE ASSIGNMENTS

CENTURY HIGH SCHOOL	LOS LUNAS HIGH SCHOOL	VALENCIA HIGH SCHOOL	
Marissa Calixto Hortencia Navarrete	Sabrina Abeita Ernesto Cobos James Davis Monica Cruz Leombardo Montoya Juan Havens Manuela Fuentes Ana Medina April Sandoval Michael Sinclair Blanca Zubiate-De Loya	Martha Andazola-Barraza Nicholas Lopez Nicholas Baca Maria Campos Maria Flores De Iguado Guadalupe Gonzales Jennifer Gurule Ruth Mouldin Daniel Nitzcnski	
LOS LUNAS MIDDLE SCHOOL		VALENCIA MIDDLE SCHOOL	
Ana Baca-Toribio Edwin Benavidez David Ferrier Azucena Gallarzo Olga Hernandez Ruiz		Juanita Aguilar-Ibanez Maria Dominguez Reynaldo Fernandez Dominic Sanchez Marcos Jaramillo	
ANN PARISH E.S.	BOSQUE FARMS E.S.	DESERT VIEW E.S.	
Brigida Arango Frank Berni Robert Gallegos Miriam Ramos	Steven Davis Pilar Andazola Barbara Fernandez Adilene Ruiz	Margarita Ramirez Dominic Villella Maria Rojo Morales	
KATHERINE GALLEGOS E.S.	LOS LUNAS E.S.	PERALTA E.S.	
Alma Alvila-Orozco Benjamin Rodriguez-Salazar Felix Mata Teresa Padilla	Phillip Aragon Guadalupe Barrera Lawrence Quesada Margarita Murrieta-Gonzales Mary Valerio	James Paralta Viridianna Terrazas Izquierdo Martha Vargas Montes	
RAYMOND GABALDON E.S.	SUNDANCE E.S.	TOME' E.S.	VALENCIA E.S.
Griselda Del Rivero Urvina Maria Rosalia Norton Jesus Rivas	Jeremy Alling Antonio Cruz Perez Chacon Yazmin Christina Lerma	John Andrade Andelica Duron Romelia Gomez Cecilia Lopez	Okchu Corley Andrew Gutierrez Dalia Tafoya
CENTRAL OFFICE/SPECIAL SERVICES		TRC/Tech/ East Transportation	
Ronda Benavidez Martin Jaramillo		Patricia Medina-Marquez	
Sub Custodians		District Service Center	
Orlando Gonzales Pablo Aragon		Leonard Gutierrez	

References:

PSFA:
NM State Statute

Original Date MM/YY

Review/Revision Date MM/YY

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SUPERINTENDENT: The Superintendent provides direct supervision to the Assistant Superintendent, Director of Facilities, and the department supervisors. The Superintendent secures necessary funds, and resources, to provide quality assurance for facilities and grounds and ensures the districts safety plan is implemented.

ASSISTANT SUPERINTENDENT: Based upon the guidance of the Superintendent, the Assistant Superintendent assists the maintenance and custodial department with needed resources, providing the appropriate funds for supplies, equipment, and service contracts. The Assistant Superintendent also develops the maintenance budget based upon analysis of past expenditures and projected requirements.

DIRECTOR OF FACILITIES: Responsible for supervision of all maintenance repairs, renovations, and services at LLS District to include general maintenance, security, grounds, carpentry, electrical repairs, plumbing, welding, painting and custodial; identifies needs and establishes maintenance goals; assigns and evaluates the work of the maintenance staff to ensure maintenance needs and goals are being met; inspect work areas with other departments and divisions for equipment, materials and services purchased; reviews work done by staff to assure quality of work; estimates materials needed for project completion; inspect materials delivered by vendors to verify accuracy and completeness of orders; available to staff for consultation on any problems; approves/complies a work schedule for staff; reviews and approves purchase requests from subordinates; performs security checks of buildings and grounds as needed; attends meetings and training; conducts training for staff; prepares reports as needed; develop and conduct pre-maintenance programs. Oversees the 5-year Facility Master Plan.

SUPERVISOR OF MAINTENANCE: Assists Director of Maintenance with running the department. Assist in administrating the Maintenance Direct and Preventive Maintenance programs, checks out tools and equipment, shop keeping, inventory, routine site inspections, Fire Marshal inspections, asbestos reporting, and work orders as assigned. Keeps track of purchase orders. Takes responsibility of the department when director is out. Assists any of the technicians with work, helps oversee quality of work. Helps with weekly on call after hours, if needed. Conducts weekly maintenance meetings with maintenance crew. Assist with maintenance and grounds training. Plans and oversees special construction projects throughout the district as assigned. Assists with creating scope of works for special projects. Works with LLS purchasing department on procurement for construction projects. Assist with 5-year Facility Master Plan.

SUPERVISOR OF FACILITIES: Assists Director of Maintenance with running the department. Supervises and oversees the District Warehouse. Responsible for receiving and delivery of all district orders, inventory, and repairs to custodial equipment. Responsible for supervision of all custodial services; identifies needs and establishes custodial goals; assigns and evaluates the work of the custodial staff to ensure needs and goals are being met; reviews work done by staff to assure quality of work; available to staff for consultation on any problems; approves/complies a work schedule for staff; reviews and approves purchase requests; attends meetings and training; conducts training for staff; prepares reports as needed. Plans and oversees special construction projects throughout the district as assigned. Assists with creating scope of works for special projects. Works with LLS purchasing department on procurement for construction projects. Assist with 5-year Facility Master Plan.

BOILER OPERATOR: Does daily checks in any operating boiler. Checks daily the pressure and temps of the boilers. Checks all the safeties on each boiler. Checks circulating pumps, keeps them oiled and maintained. Checks expansion tanks. Repairs anything external that might go wrong with the safeties. Does whatever is allowed with the boiler license given by the state. Keeps boiler rooms clean and safe. Keeps a daily log of how the boiler is operating. Backflow operation as it applies to the boilers. Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities requiring the same or lesser skills, knowledge and dexterity may be required.

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PSFA:
NM State Statute

Original Date	MM/YY
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Approved: _____ **Date** ____/____/____

GENERAL MAINTENANCE: Does any building repairs and checks on the buildings, changes light bulbs, painting, dry wall, changes ceiling tiles, window repair, glazing, work orders as assigned, roof repairs, replacing doors, remodels, move furniture, fixing furniture, minor carpentry, assembling furniture, stucco and plaster repairing and concrete, floor care, base cove, and assist with grounds when assigned, helps set up events. Duties as assigned. Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities requiring the same or lesser skills, knowledge and dexterity may be required.

GROUNDS KEEPER: Mow grass, pull weeds, landscaping, irrigation maintenance, trim hedges, snow removal, prune trees, clean planters, horticulture, fertilizes trees and shrubs, planting, irrigates, helps sets up events, and moves furniture as assigned. Horticulture, fertilizes trees and shrubs, planting, irrigates, helps set up events. Concrete finishing and installation. Maintains athletic fields such as mowing, irrigations, fertilizing, seeding, paint striping and general stadium cleaning. Grooming and maintenance of synthetic turf fields. Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities requiring the same or lesser skills, knowledge and dexterity may be required.

HVAC TECHNICIAN: Complete maintenance of all refrigeration and heating units. Repairs refrigeration in dining hall, helps troubleshoot and repair appliances, does controls on HVAC units where applicable, helps with boilers, heating and cooling. Oversees all heating and cooling units, gas fired heaters, and chillers. Gas fitting, assists with plumbing and gas when plumber is not available. Backflow preventer as applies to HVAC units. Electrical as it applies to HVAC. Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities requiring the same or lesser skills, knowledge and dexterity may be required.

LOCKSMITH: Changes locks as needed, install and adjust door hardware, duplicates keys and keeps records of key assignments. Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities requiring the same or lesser skills, knowledge and dexterity may be required.

PLUMBER: Journeyman plumber. Does all plumbing maintenance and repairs on campus; sewer, water, and irrigation; replaces sinks, toilets, faucets, gas lines as needed. Checks and maintains Backflow preventers as needed. Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities requiring the same or lesser skills, knowledge and dexterity may be required.

ELECTRICIAN: Journeyman electrician does all general electrical maintenance and repairs as needed. Light bulb changes, ballasts, changes outlets, light fixtures, runs electrical power as needed. Checks emergency lights, exits lights, fire alarms. Does safety prevention do fire drills, checks fire extinguishers, runs new service with breaker boxes. Upgrades older electrical brings and keeps electrical components to code. Works on high and low voltage. Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities requiring the same or lesser skills, knowledge and dexterity may be required.

CUSTODIAN: Responsible and accountable for performing custodial services at assigned campus. Typical duties and responsibilities include but are not limited to performing a wide variety of assignments such as: sweeping, dusting, wet and dry mop, striping, wax and/or buff floors, halls and stairways, vacuum and shampoo rugs and carpets. Wash walls, ceilings, tables, vents, interiors, desks, lights and light fixtures. Clean, polish and straighten offices, and empty waste baskets. Maintain and clean exterior ground within fifteen feet from building. Assist with cafeteria and lunch set up, cleaning and trash removal. Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities requiring the same or lesser skills, knowledge and dexterity may be required.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
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Approved: _____ **Date** ____/____/____

	Maintenance Priorities and Procedures	Policy 4.0
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POLICY

Routine Maintenance Work Orders

Los Lunas Schools shall process all maintenance work orders through the state-funded Brightly School Dude Maintenance Direct system. Maintenance requests shall be submitted by department administrators and school site administrators using the Maintenance Direct system and shall be subject to review, approval, and assignment by the Supervisor of Maintenance.

In limited circumstances, maintenance requests may be submitted directly to the Supervisor of Maintenance via electronic mail. In such cases, the Supervisor of Maintenance shall be responsible for entering the request into the Maintenance Direct system and assigning the work order to the appropriate maintenance personnel.

When a maintenance technician identifies a facility related issue during the course of their assigned duties, the technician shall take appropriate corrective action and shall create a corresponding work order in the Maintenance Direct system to document the work performed.

To ensure operational accountability, data accuracy, and system integrity, all closed maintenance work orders, including routine and preventive maintenance work orders, shall contain the required documentation and data fields as established by the district.

New requests should always include:	Closed work orders to be fully documented with:
Requestor	Labor Hours
Work Description	Material and / or Contract costs
Location of Work	Responsible Party (Who completed the work)
Craft (Type of Work)	Action taken to resolve problem (What was done)
Purpose (Reason for Work)	

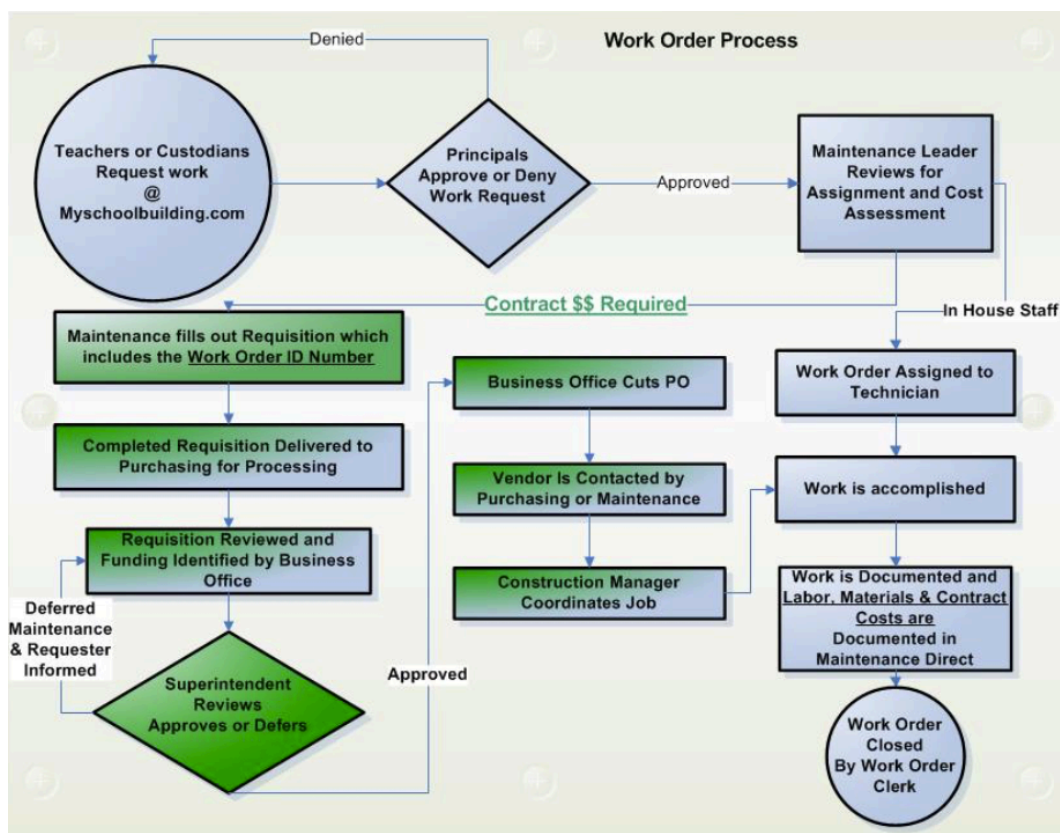
Reports generated from the Maintenance Direct work order system shall be reviewed at maintenance staff meetings and used to support continuous improvement of operations, performance monitoring, and resource planning.

 New Mexico PSFA	Maintenance Priorities and Procedures	Policy 4.0
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Preventive Maintenance Work Orders

Los Lunas Schools shall schedule all preventive maintenance work orders through the Preventive Maintenance Direct module of the Brightly School Dude system. Preventive maintenance work orders shall be automatically generated by the system and reviewed and assigned by the Supervisor of Maintenance to the appropriate maintenance technician or authorized service contractor for completion and required documentation.

The following chart provides an illustrative example of the preventive maintenance work order process.



References:

PSFA:
NM State Statute

Original Date MM/YY
Review/Revision Date MM/YY
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 New Mexico PSFA	Maintenance Priorities and Procedures	Policy 4.0
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DEFINED PRIORITIES

Los Lunas Schools has established the following maintenance work priority classifications to ensure an effective and timely response to work requests submitted through the Facility Information Management System (FIMS) / Brightly School Dude program.

Emergency

Emergency priority shall be assigned to work orders or projects that result in the immediate loss of facility use or pose a significant safety risk. Response to emergency requests shall occur within fifteen (15) minutes of notification. Work shall begin immediately and continue without interruption until the facility is restored to a safe and functional condition.

Urgent

Urgent priority shall be assigned to work orders or projects that do not fully prevent facility use but pose a threat to continued or full operation of the facility. Response to urgent requests shall normally begin on the same day the request is reported.

Routine

Routine priority shall be assigned to the majority of maintenance work requests. Response typically shall occur within one (1) to two (2) working days, with completion generally expected within three (3) to five (5) working days, subject to workload and resource availability.

Preventive Maintenance

Preventive Maintenance priority shall apply to scheduled maintenance activities for equipment and building systems that require periodic inspection and service to ensure operational readiness, extend asset life, and reduce unplanned downtime and reactive maintenance.

Deferred

Deferred priority shall be assigned to work orders or projects that are not immediately required but are considered desirable. As a general guideline, work shall commence within thirty (30) days of receipt, unless seasonal conditions, funding, or other operational considerations necessitate a longer delay.

References:

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Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ Date ____/____/____

	Maintenance Priorities and Procedures	Policy 4.0
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MAINTENANCE PERFORMANCE SURVEY ANNUALLY (MONTH of MAY)

Maintenance Department Customer Feedback Survey

1 = very satisfied 2 = somewhat satisfied 3 = neutral 4 = somewhat dissatisfied 5 = very dissatisfied

1. How would you rate your interaction with LLS Maintenance employees?

2. How satisfied are you with deliveries from the LLS Warehouse?

3. How would you rate the cleanliness of your campus?

4. How would you rate maintenance work order completion timeliness?

5. Please provide feedback on how we can improve our service.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
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Approved: _____ Date ____/____/____

 New Mexico PSFA	Inspection and Maintenance Schedules	Policy 5.0
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POLICY

The accomplishment of scheduled inspection and preventive maintenance tasks is critical to the successful operation of Los Lunas Schools.

PROCEDURE

1. A unique and accurate inventory of all equipment is created prior to adding equipment into the maintenance management program.
2. This inventory shall be kept current and reviewed for accuracy on a routine schedule but no less than annually.

Prescribed equipment inventories, maintenance schedules and PM frequencies and inspection tasks have been developed for each of the district schools.

Attachments: Unique list of major facility equipment inclusive in the PM program. HVAC, Life Safety, Structures, Utilities, Plumbing etc.

Attachments: PM schedule and task lists or reference alternate location for information.

Attachment: District floor plans can be in located the Los Lunas Schools 5 Year Facility Master Plan

CURRENT PREVENTIVE MAINTENANCE SCHEDULE

PMT	Sch	Equipment Nomenclature	Item Number & Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
E-18	Q	Emergency Lights, Wet Cell		Q			Q			Q			Q		
E-19	Q	Emergency Lights, Closed Systems		Q			Q			Q			Q		
E-41	Q	Emergency Generators, Electric, Diesel Engines				Q			Q			Q			Q
E-41A	A	Emergency Generators, Electric, Diesel Engines							A						
F-4	M	Fire Control Valves		M	M	M	M	M	M	M	M	M	M	M	M
F-4A	Q	Fire Control Valves			Q			Q			Q			Q	
F-8	M	Fire Hose – 1.5 in., Racked in Buildings		M	M	M	M	M	M	M	M	M	M	M	M
F-8A	A	Fire Hose – 1.5 in. Racked in Buildings							A						
F-11	Q	Fire Doors – Stairwells and Exit ways, Swinging		Q			Q			Q			Q		

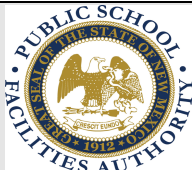
F-12	Q	Fire Doors – Sliding and Vertical Rolling		Q			Q			Q			Q		
F-13	Q	Fire Supervisory Signals - Testing		Q			Q			Q			Q		
F-14	A	Automatic Fire Detection - Smoke Detectors							A						
F-16B	A	Fire Alarm System – Audio Control Panel							A						
F-24	M	Fire Extinguishers – Inspection		M	M	M	M	M	M	M	M	M	M	M	M
K-1	M	Play Structure, Surfacing, Location and Accessibility, Size, and Placement, and Storage Area, Maintenance Worksheet		M	M	M	M	M	M	M	M	M	M	M	M
K-2	Q	Play Structure, Sliding Equipment				Q			Q			Q			Q
K-3	M	Play Structure, Swing		M	M	M	M	M	M	M	M	M	M	M	M
K-4	M	Play Structure, Climbing Equipment		M	M	M	M	M	M	M	M	M	M	M	M
K-5	M	Play Structure, Rotating, Spring Rocking, and Seesaws		M	M	M	M	M	M	M	M	M	M	M	M
K-6	M	Play Structure, Sand and Water Play Equipment		M	M	M	M	M	M	M	M	M	M	M	M
K-7	SA	Play Structure, Signs, Trees, and Pathways					SA						SA		
L-2	Q	Loading Ramp, Adjustable			Q			Q			Q			Q	
L-3	A	Lighting, Special Fixture													
V-4	M	Valves, Fire Sys – Pressure Regulating		M	M	M	M	M	M	M	M	M	M	M	M
V-4A	A	Lighting, Outside; Fluorescent, Mercury Vapor or High Pressure Sodium							A						

References:

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NM State Statute

Original Date MM/YY
Review/Revision Date MM/YY
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 New Mexico PSFA	Scheduled Preventive Maintenance Tasks	Policy 6.0
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POLICY

It is the policy of the Los Lunas Schools to utilize the School Dude Facility Information Management System in development of Preventive Maintenance tasks for equipment associated with the district sites. In addition, the district shall use the New Mexico GCT's to develop preventive maintenance equipment schedules, frequencies and tasks.

PROCEDURE

PMT

No. Equipment/Component Type and Task List Frequency

- A-4 Air Compressor (Frequency: Semiannual)
- A-5 Air Conditioning Unit; Split System (Frequency: Comfort – Annual)
- A-5A Air Conditioning Unit; Split System (Frequency: Special – Monthly)
- A-6 Air-Conditioning Unit Package Unit (Comfort Cooling) (Frequency: Annual)
- A-7 Air-Conditioning Unit, Package Unit (Special Purpose) (Frequency: Monthly)
- A-10 Heat Pumps (Frequency: Annual)
- A-11 Air Handler Unit (Frequency: Annual)
- B-1 Battery Charger (Frequency: Quarterly)
- B-2 Boiler (Coal, Oil, and Gas) (Frequency: Annual)
- B-3 Burner, Gas (Frequency: Annual)
- B-6 Boiler Instruments/Controls (Frequency: Annual)
- B-7 Boiler, Internal Inspection and Hydrostatic Test (Frequency: Annual)
- B-8 Boiler, External Inspection (Frequency: Annual)
- C-1 Clocks, Central System (Frequency: Semiannual)
- C-3 Coils Preheat, Reheat, Etc. (Remote Locations) (Frequency: Annual)
- C-6 Controls, Central System HVAC (Frequency: Annual)
- C-7 Condensate or Vacuum Pump (Frequency: Annual)
- C-11 Evaporative Condenser (Frequency: Annual)
- C-14 Chain Hoist and Trolley (Frequency: Annual)
- C-24 Condensing Unit, Refrigeration (Frequency: Comfort: Annual)
- C-24A Condensing Unit, Refrigeration (Frequency: Critical: Monthly)
- D-3 Roof Drains, Downspout, and Gutter Inspection (Frequency: Annual)
- D-5 Doors, Main Entrance (Frequency: Semiannual)
- D-6 Drains, Areaway, Driveway, Storm (Frequency: Annual)
- E-18 Emergency Lights, Wet Cell (Frequency: Quarterly)
- E-21 Over and/or Under Voltage Relay (Frequency: Annual)
- E-22 Thermal over Current Relay (Frequency: Annual)
- E-25 Ground Fault Type Transformer or Differential Relay (Frequency: Annual)
- E-28 Motor Starters, 100 Hp and Greater (Frequency: Three years)
- E-30 Switchboards, Medium Voltage (Frequency: Three years)
- E-30A Switchboard, Low Voltage (Per Cubicle) (Frequency: Three Years)
- E-34 Disconnects (Isolating Switch; Per Switch) (Frequency: Annual)
- E-35 Motor Control Center (MCC) (Frequency: Semiannual)
- E-36 Automatic Transfer Switch (Frequency: 3 Years)
- E-37-3 Bus Duct, Low Voltage, and Connectors (Copper) (Frequency: 3 Years)
- E-38 High Voltage Air Circuit Breaker (Frequency: Annual)
- E-39 Supervision Set (Frequency: Annual)

- E-40 Emergency Generators, Electric, Gasoline, or Natural Gas Engines (Frequency: Annual)
- E-42 Emergency Generators, Electric (Frequency: Weekly)
- E-42A Emergency Generators, Electric (Frequency: Monthly)

PMT

No. Equipment/Component Type and Task List Frequency (cont.)

- E-42B Emergency Generators, Electric (Frequency: Quarterly)
- E-42C Emergency Generators, Electric (Frequency: Semiannual)
- E-43 Lead Acid Battery (Frequency: Quarterly)
- E-49 Emergency Pumps and Ventilators (Frequency: Annual)
- E-50 Emergency Pumps and Ventilators (Frequency: Quarterly)
- E-51 Motor Starter, Less than 100 Hp (Frequency: Annual)
- F-1 Alarm Check Valves and Accessories (Frequency: Monthly)
- F-1A Alarm Check Valves and Accessories (Frequency: Quarterly)
- F-3 Post Indicator Valves (Frequency: Annual)
- F-4 Fire Control Valves (Frequency: Monthly)
- F-4A Fire Control Valves (Frequency: Quarterly)
- F-4B Fire Control Valves (Frequency: Annual)
- F-9 Fire Department Hose Connections – Standpipe Outlets (Frequency: Monthly)
- F-9A Fire Department Hose Connections – Standpipe Outlets (Frequency: Five Years)
- F-10 Fire Department Pumper Connections – Standpipe or Sprinkler (Frequency: Monthly)
- F-11 Fire Doors – Stairwells and Exit ways, Swinging (Frequency: Quarterly)
- F-13 Fire Supervisory Signals – Testing (Frequency: Quarterly)
- F-14 Automatic Fire Detection – Smoke Detectors (Frequency: Annual)
- F-14B Automatic Fire Detection – Heat Detectors (Frequency: Annual)
- F-15 Fire Alarm Control Panel and Remote Annunciators (Frequency: Annual)
- F-15A Fire Alarm Control Panel – Special Systems (Frequency: Annual)
- F-15B Central Station Transmitter (Frequency: Annual)
- F-15C Central Station – Receiver and Re-Transmission Equipment (Frequency: Daily)
- F-16 Fire Alarm System – Recorder (Frequency: Weekly)
- F-16A Fire Alarm System – Event Printer (Frequency: Quarterly)
- F-16B Fire Alarm System – Audio Control Panel (Frequency: Annual)
- F-16C Fire Alarm System – Remote Controller (Frequency: Annual)
- F-16D Fire Alarm System – Remote Amplifier (Frequency: Annual)
- F-17 Manual Fire Alarm Stations – Coded and Un coded (Frequency: Annual)
- F-18 Fire and Smoke Dampers (Frequency: Two Years)
- F-19A Fire Hydrant Flow Test- Dry Barrel and Wet Barrel (Frequency: Five Years)
- F-20 Sprinkler Heads – Sprinkler Areas (Frequency: Annual)
- F-22 Fire Extinguishers, Stored Pressure with Gauge (Frequency: Annual)
- F-22A Fire Extinguishers – Stored Pressure with Gauge (Non- Stainless Steel Shell) (Frequency: 6-years)
- F-23 Fire Extinguishers, Gas Cartridge or Cylinder (No Gauge) (Frequency: Annual)
- F-24 Fire Extinguishers – Inspection (Frequency: Monthly)
- F-25 Fire Extinguishers, Hydrostatic Testing of Carbon Dioxide, Stored Pressure and Cartridge Type (Frequency: 5 or 12 years)
- F-26 Fire Extinguishing Systems, Carbon Dioxide (High Pressure) Halon, Dry Chemical – Inspection (Frequency: Monthly)

References:

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Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	
Approved: _____	Date ____/____/____

- F-26A Fire Extinguishing Systems, Carbon Dioxide (High Pressure) Halon, Dry Chemical (Frequency: Semiannual)
- F-27 Fan, Centrifugal (Frequency: Annual)
- F-30 Filters, Viscous Type (Wire Mesh) (Frequency: Quarterly)
- F-31 Filter, Roll Type Disposable Media, Manual or Motor Driven (Frequency: Annual)
- F-32 Filter, Throw Away (Frequency: Quarterly)
- F-32A Filter, Throw Away (Frequency: Monthly)

PMT

No. Equipment/Component Type and Task List Frequency (cont.)

- F-36 Fans, Propeller, 24" Diameter or Larger (Frequency: Annual)
- F-38 Lightning Protection (Per Down Conductor) (Frequency: Annual)
- F-39 Cafeteria Exhaust Hood, Duct System (Frequency: Semiannual)
- F-44 Fountain, Memorial or Decorative (Frequency: Semiannual)
- F-49 Filter, Control Air (Frequency: Quarterly)
- G-2 Grease Traps (Frequency: Monthly)
- G-3 Fences and Gates, Security/Access (Frequency: Semiannual)
- H-2 Hot Water Heater – Gas (Frequency: Annual)
- H-5 Hot Water Heater – Steam Coil (Frequency: Annual)
- H-6 Hot Air Furnace (Frequency: Annual)
- H-11 Unit Heater, Electric (Frequency: Semiannual)
- H-15 Hoist, Electric (Frequency: Annual)
- I-2 Fan Coil Units, Under Window Type (Frequency: Quarterly)
- K-1 Play Structure, Surfacing, Location and Accessibility, Size, and Placement, and Storage Area, Maintenance Worksheet (Frequency: Monthly)
- K-2 Play Structure, Sliding Equipment (Frequency: Quarterly)
- K-3 Play Structure, Swing (Frequency: Monthly)
- K-4 Play Structure, Climbing Equipment (Frequency: Monthly)
- K-5 Play Structure, Rotating, Spring Rocking, and Seesaws (Frequency: Monthly)
- K-6 Play Structure, Sand and Water Play Equipment (Frequency: Monthly)
- K-7 Play Structure, Signs, Trees, and Pathways (Frequency: Semiannual)
- K-9 Play Structure, Carriages and Buggies (Frequency: Annual)
- K-100 Kitchen Equipment, Dish/Tray, and Busing Conveyor (Frequency: Quarterly)
- K-100A Kitchen Equipment, Dish/Tray, and Busing Conveyor (Frequency: Semiannual)
- K-101 Kitchen Equipment, Dishwashing Machine (Frequency: Quarterly)
- K-101A Kitchen Equipment, Dishwashing Machine; Electric (Frequency: Semiannual)
- K-102 Kitchen Equipment, Fryer (Frequency: Quarterly)
- K-102A Kitchen Equipment, Fryer (Frequency: Semiannual)
- K-103 Kitchen Equipment, Grill (Frequency: Quarterly)
- K-103A Kitchen Equipment, Grill (Frequency: Semiannual)
- K-105 Kitchen Equipment, Ice Maker (Frequency: Quarterly)
- K-105A Kitchen Equipment, Ice Maker (Frequency: Semiannual)
- K-106 Kitchen Equipment, Kettle (Frequency: Quarterly)
- K-106A Kitchen Equipment, Kettle (Frequency: Semiannual)
- K-107 Kitchen Equipment, Oven (Frequency: Quarterly)
- K-107A Kitchen Equipment, Oven (Frequency: Semiannual)

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PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	
Approved: _____	Date ____/____/____

K-108 Kitchen Equipment, Range (Frequency: Quarterly)
 K-108A Kitchen Equipment, Range (Frequency: Semiannual)
 K-109 Kitchen Equipment, Refrigerators/Freezers (Walk-In Units) (Frequency: Quarterly)
 K-109A Kitchen Equipment, Refrigerators/Freezers (Walk-In Units) (Frequency: Semiannual)
 K-110 Kitchen Equipment, Boiler/Generator, Steam (Frequency: Quarterly)
 K-110A Kitchen Equipment, Boiler/Generator, Steam (Frequency: Semiannual)
 L-3 Lighting, Special Fixture (Frequency: Annual)
 L-4 Lighting, Outside; Incandescent (Frequency: Semiannual)
 L-4A Lighting, Outside; Fluorescent, Mercury Vapor or High Pressure Sodium (Frequency: Five Years)
 L-5 Lawn Sprinklers (Per Nozzle) (Frequency: Annual)
 L-8 Spotlights, Fixed and Portable (Frequency: Monthly)

PMT

No. Equipment/Component Type and Task List Frequency (cont.)

L-10 Lift, Electric, Stage Screen (Frequency: Semiannual)
 M-1 Manhole, Electrical (Frequency: Annual)
 M-2 Manholes, Sewer (Frequency: Quarterly)
 M-3 Motors, Preventive Maintenance (Frequency: Annual)
 M-3A Motors, Predictive Maintenance (Frequency: Annual)
 M-5 Material Handling Equipment, Electric Lift Trucks (Frequency: Monthly)
 M-5A Material Handling Equipment, Electric Lift Trucks (Frequency: Annual)
 M-6 Material Handling Equipment, Engine Driven (Frequency: Semiannual)
 M-10 Motor Controller Unit, 600 Volts or 200 Hp and Above (Frequency: Annual)
 M-11 Motors, 3-Ph, 600 Volts or 200 Hp and Above. (Frequency: Annual)
 P-4 Pump, Centrifugal (Frequency: Annual)
 P-6 Pump, Vacuum (Frequency: Semiannual)
 R-1 Radiator, Heating (Frequency: Five Years)
 R-2 Roof Inspection, Various Types (Frequency: Semiannual)
 R-3 Refrigeration Machine, Absorption Unit (Frequency: Annual)
 R-5 Refrigeration Unit, Centrifugal (Frequency: Annual)
 R-6 Refrigeration Unit, Reciprocating and Scroll (Frequency: Annual)
 R-7 Refrigeration Unit, Rotary Screw (Frequency: Semiannual)
 R-8 Control Panel, Central Refrigeration Unit (Frequency: Annual)
 R-11 Refrigeration Controls, Central System (Frequency: Annual)
 R-13 Non-Destructive Chiller Tube Analysis (Frequency: Three Years)
 R-14 High Efficiency Purge Units (Frequency: Annual)
 S-7 Sump Pump (Frequency: Annual)
 S-8 Strainer, Y-Type (Frequency: Annual)
 S-9 Strainer, Bolted Flange Type (Water and Steam) (Frequency: Annual)
 S-10 Scrubbing Machine (Battery or Propane Powered) (Frequency: Quarterly)
 S-11 Snow Blower (Frequency: Annual)
 S-14 Dual Strainer (Frequency: Annual)
 S-15 Backwash Strainer (Frequency: Annual)
 T-1 Tanks, Water, (All Types) (Frequency: 3 Years)
 T-2 Tank, Air/Refrigerant/LP Gas (Frequency: Annual)
 T-3 Tanks, Fuel Oil Storage (Frequency: 4 Years)

References:

PSFA:
 NM State Statute

Original Date MM/YY
 Review/Revision Date MM/YY
☐ Supersedes all Previous

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- T-7 Septic Tank (Frequency: Annual)
- T-8 Traps, All Types, Low Pressure – 5 Years
- T-8A Traps, All Types, High Pressure - Annual
- V-2 Valve, Safety Relief (Frequency: Monthly)
- V-3 Valves, Regulating (Frequency: Annual)
- V-4 Valves, Fire System – Pressure Regulating Type (Frequency: Monthly)
- V-4A Valves, Fire System – Pressure Regulating Type (Frequency: Annual)
- V-4B Valves, Fire System – Pressure Regulating Type (Frequency: Five Years)
- V-5 Valve, Manually Operated (Frequency: Main Line or Critical – Annual)
- V-5A Valve, Manually Operated (Frequency: Main Line or Critical – Over Two Inches - 5 years)
- V-6 Valve, Motor Operated (Frequency: Annual)
- V-7 Valve, Hydraulic/Pneumatic/Electric (Frequency: Annual)
- V-8 Check Valve, Critical (Frequency: Annual)
- V-9 Backflow Preventer (Frequency: Annual)
- V-10 Vacuum System Centralized (Frequency: Annual)
- W-2 Wash, Emergency (Frequency: Weekly)

PMT

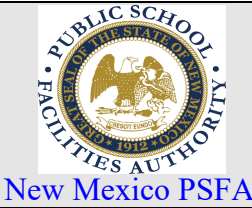
No. Equipment/Component Type and Task List Frequency (cont.)

- W-3 Water Softener (Frequency: Semiannual)
- W-4 Filter, Water (Frequency: Semiannual)
- W-5 Window Washing Scaffold, Power Operated (Frequency: Annual)
- W-7 Wheelchair Lift (Frequency: Monthly)
- W-8 Water Treatment for Cooling Systems (Frequency: Monthly)
- W-9 Water Treatment for Heating Systems (Frequency: Monthly)
- W-10 Emergency Shower (Frequency: Annual)

References:

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NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	
Approved: _____	Date ____/____/____

	Custodial Duties and Responsibilities	Policy 7.0
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POLICY

It is the policy of the Los Lunas Schools to establish custodial duties and responsibilities aligned with the district job descriptions, in an effort to assist in the timely coordination and completion of the routine preventive maintenance necessary for a clean, sanitary and well-kept facility. The following duties and responsibilities for the district have been developed as a guideline to assist in the effective management of custodial staff.

PROCEDURES - GENERAL MAINTENANCE CUSTODIAL

DAILY

1. Raise flag at 8:00 a.m.
2. Remove snow and ice accumulations from sidewalks and entry areas as needed.
3. Sweep sidewalks and entryways. Pickup cigarette butts.
4. Remove trash from lawn, shrubs, bushes, sidewalks, stairway & parking lots.
5. Review Work Orders.
6. Replace damaged and soiled ceiling tiles as needed.
7. Replace electrical lamps, breakers, fuses and ballasts as needed.
8. Check boiler, mechanical, electrical and telephone rooms; listen for unusual noises; check for excessive heat and equipment vibrations.
9. Ensure doors, windows and roof accesses are secured nightly.

WEEKLY

1. Re-lamp exterior building, parking lot and site lighting as needed.
2. Remove rubbish from property.
3. Trim lawn edges and mow professionally to 2" during growing season.
 - Remove lawn trimmings
 - Remove visible weeds
 - Sweep walks & gutters
 - Rake and clean gravel and mulch areas
 - Test and adjust irrigation system as needed

MONTHLY/QUARTERLY/SEMI-ANNUAL/ANNUAL

1. Reset time clocks. (Daylight Saving Time)
2. Verify proper cycling of sewage pumps.
3. Restore cracks and blemishes on building exterior.
4. Verify that there is adequate supply of filters, lamps, etc.
5. Activate lawn sprinkler irrigation system. Test, inspect and repair as needed.
6. Apply pre-emergent weed control.
7. Apply broad leaf weed control in lawns.
8. Aerate lawns.
9. Fertilize lawns.
10. Fertilize trees and shrubs.
11. Prune trees and shrubs.
12. Winterize lawn irrigation sprinkler system.

13. Sweep Parking lots.
14. Supervise elevator maintenance service.
15. Check all door operations and adjust hardware including overhead doors and operators.
16. Replace burned out and flickering lamps (light bulbs)
17. Check for tripped circuit breakers.
18. Check elevators and dock levelers for proper operations.
19. Test smoke detectors
20. Supervise annual fire protection test.
21. Supervise annual fire sprinkler system test.
22. Supervise annual backflow protection valve test.
23. Rotate fire line valves off and on.
24. Rotate all plumbing fixture shut off valves.
25. Rotate all water valves serving floor drains.
26. Rotate all bib valves.
27. Test emergency generator.
28. Test and service exit lights.
29. Test and service emergency lights.
30. Test lighting fixtures.

PROCEDURES - CUSTODIAL HOUSEKEEPING DUTIES & RESPONSIBILITIES

DAILY

1. Empty trash receptacles and clean ashtrays.
2. Sweep entrances, lobbies and corridors.
3. Spot sweep floors and spot vacuum carpets.
4. Clean drinking fountains.
5. Sweep and damp mop or scrub toilet rooms.
6. Clean all toilet fixtures and replenish toilet supplies.
7. Replenish restroom supplies.
8. Deposit of all trash and garbage generated in or about the building.
9. Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines.
10. Dust horizontal surfaces that are readily available and visibly require dusting.
11. Spray buff resilient floors in main corridors, entrances and lobbies.
12. Clean elevators and escalators.
13. Remove carpet stains.
14. Police sidewalks, parking areas and driveways.
15. Sweep loading dock areas and platforms.
16. Verify that there is adequate janitorial supply on hand.

THREE TIMES A WEEK:

1. Sweep or vacuum stairs.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
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WEEKLY:

1. Damp mop and spray buff all resilient floors in toilets and health units.
2. Sweep sidewalks, parking areas and driveways (weather permitting).

EVERY TWO WEEKS:

1. Spray buff resilient floors in secondary corridors, entrances and lobbies.
2. Dust mop and spray buff hard and resilient floors in office space.

MONTHLY:

1. Thoroughly dust furniture.
2. Completely sweep and / or vacuum carpets.
3. Sweep storage space.
4. Spot clean all wall surfaces within 70" of the floor.

EVERY TWO MONTHS:

1. Damp wipe toilet waste paper receptacles.
2. Damp wipe stall partitions.
3. Damp wipe doors.
4. Damp wipe windowsills & frames.
5. Shampoo entrance & elevator carpets.

THREE TIMES A YEAR:

1. Dust wall surfaces within 70" of the floors.
2. Dust vertical surfaces & under surfaces.
3. Clean metal & marble surfaces in lobbies.
4. Wet mop or scrub garages.

TWO TIMES A YEAR:

1. Wash all interior and exterior windows and other glass surfaces.
2. Strip and apply four coats of finish to resilient floors in toilets.
3. Strip and refinish main corridors and other heavy traffic areas.
4. Shampoo carpets in corridors and lobbies.

ONCE A YEAR:

1. Wash all Venetian blinds and dust six months from washing.
2. Vacuum or dust all surfaces in the building above 70" from the floor including light fixtures.
3. Vacuum all drapes in place.
4. Strip and refinish floors in offices and secondary lobbies and corridors.
5. Clean balconies, ledges, courts, areaways and flat roofs.
6. Shampoo carpets throughout the building.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ Date ____/____/____

ONCE EVERY TWO YEARS:

1. Dry-clean or wash (as appropriate) all drapes.

ONCE EVERY THREE YEARS:

1. Repaint classrooms and corridors.

LOS LUNAS SCHOOL DISTRICT DAILY CUSTODIAL DUTIES DURING HEALTH EMERGENCIES

The health and safety of the staff and students is our number one priority. Effective and thorough cleaning and disinfection of surfaces, especially those that are high touch, greatly decreases the risk of transmission of infectious disease such as COVID 19. It is unknown exactly how long the virus that causes COVID 19 lives on hard surfaces, but other viruses can live up to several days on these surfaces. Because of this, it is very important that staff be properly protected with PPE while cleaning and disinfecting.

The daily custodial duties are outlined in the Custodial Handbook provided to every custodial employee. During this time of uncertainty with the COVID 19 pandemic, there are additional actions required of the custodial staff. There are several levels of cleaning and it is important to recognize the difference.

- Cleaning – removes germs and dirt from surfaces or objects. Soap or detergent and water are usually used to physically remove germs from surfaces. Cleaning does not necessarily kill germs, but removes them and thus lowers their numbers and the risk of spreading infection.
- Disinfecting – Kills germs on surfaces or objects. Disinfection works by using chemicals. This process does not clean dirty surfaces, so the surfaces must be cleaned first.
- Sanitizing – lowers the number of germs on surfaces or objects to a safe level. This process works by either cleaning or disinfecting surfaces or objects.

The CDC recommends cleaning and disinfection of high touch surfaces **at least daily**. In areas of high traffic, it will be necessary to clean and disinfect more often. Follow the district's standard procedure for routine cleaning and disinfection. High occupancy areas will require multiple daily cleanings. In addition, staff must use disinfectants that are specifically effective against the coronavirus per the manufacturer's instructions. Please pay specific attention to the following instructions.

- Clean and disinfect correctly, following label directions on cleaning products and disinfectants. Wash surfaces, where appropriate, with water and a cleaner, rinse and follow with a disinfectant to kill germs. If a surface is not visibly dirty, you can use a product that both cleans and disinfects per manufacturer label. Please keep in mind that disinfection usually requires that a product remain on the surface for a period of time

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

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(called dwell time) before being wiped off. Manufacturer guidelines will identify dwell time.

- Pay close attention to the hazard warnings and directions on product labels. Wear proper PPE, including eye and skin protection and ***do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products such as chlorine bleach and ammonia can result in serious injury.***
- Other considerations include:
 1. Use damp cleaning methods where possible, because it decreases the aerosols in dust when using dry cleaning
 2. Change mop heads, rags, and disinfectant solutions frequently.
 3. Clean, disinfect and dry equipment used after each use
 4. Wash hands thoroughly after each work session. Hand washing with soap and water is one of the best ways to protect yourself from getting sick. Scrub your hands for at least 20 seconds. (about the time it takes to hum the happy birthday song twice)
- Deep Cleaning days – will include the daily routine as outlined above ***plus*** vacuuming carpets and mopping floors, clean and disinfect window sills, door jams, desks, chairs, cabinets, paper towel, soap and sanitary dispensers, sanitize trash cans and any other items that were missed during the daily cleaning routine.

ITEMS THAT NEED TO BE SPECIFICALLY DISINFECTED DURING A PANDEMIC

1. Restrooms/Bathrooms – doorknobs and handles, light switches and cover plates, paper towel dispenser knobs and handles, faucet handles, toilet and urinal flush levers, partitions, and doors, other items identified on inspection.
2. Cafeteria, dining areas and lounges – refrigerator door handles, microwave door handles and buttons/keypads, table tops, counter tops, doorknobs and handles, light switches and cover plates, vending machine buttons, drinking fountain and other items identified on inspection
3. Classrooms, offices and locker rooms – doorknobs and handles, light switches and cover plates, telephones, other commonly touched items identified locally such as keyboards, keypads, copiers, mats and mirrors, locker door surfaces, etc.
4. Other locations – Elevator call and operating buttons, stairway handrails, doorknobs, and light switches, hallway doorknobs and handles, drinking fountain and faucets and other identified high touch objects.

Procedure for a site that has a suspected or confirmed COVID 19 case.

- First use the reporting protocol to notify the management that a possible or confirmed case of COVID 19 is present. Ensure that individuals without PPE are NOT present in the area to be treated. Place signs or other warning indicators that a cleaning is in progress.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

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Bystanders may not enter into the area until two to three minutes after the process is complete. (or manufacturers guidelines)

- Use all of the cleaning and disinfecting procedures mentioned above and in addition, employ a disinfectant sprayer to spray all areas from high to low until all surfaces and objects are covered and visibly wet with disinfectant. Allow for the recommended dwell time
- Wipe down where necessary to polish or remove visible residue.

References:

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Original Date **MM/YY**

Review/Revision Date **MM/YY**

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 New Mexico PSFA	District Facilities and Equipment	Policy 8.0
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POLICY

Los Lunas Schools shall maintain a current & accurate listing of all schools within the district.

PROCEDURE

The district shall maintain a current and accurate listing of all schools within the district and includes the following:

1. School Name and classification (elementary, junior, high etc.)
2. Site Location and address
3. Square footage and/or acreage of sites
4. Student Census Information (MEM Count)
5. Facility System Descriptions: Reference FMP Executive Summary Report by site
6. Facility General Floor Plans

Listing of all Los Lunas Schools campus information can be found in the districts 5 Year Masterplan 2023-2028

List of Facility Equipment Here: Available from the Districts Brightly School Dude Account

 New Mexico PSFA	Planned Maintenance and Repair Projects	Policy 9.0
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POLICY

It is the policy of Los Lunas Schools to develop criteria, based upon the results of inventories and evaluation of their severity through the work order data collection and evaluation system and routine safety inspections, to implement a plan to develop and meet the needs of the districts planned maintenance and repair projects through the *Facility Information Management System* (FIMS).

PROCEDURE

Through the maintenance departments data collection processes within the facility information management system, a list of major capital repair projects (structural or equipment) will be collected on an ongoing basis. The list will be reported to the district leadership for review no less than quarterly for the purposes of the development of a plan of correction to the identified variances.

All current projects are listed by priority and schedule time frame in District 5-year Facility Master Plan as shown below.

Exhibit 56: District Priority Projects

Project Type	Funding Source	PSCOC Share of Funding	LLPS Share of Funding	Estimated Schedule	Estimated Budget	Notes
Maintenance / Preventative Maintenance	SB-9		\$8 million	2023-2028		
District Wide Life, Health and Safety/ADA/Secuirty	SB9		\$6 million	2023-2028		
District Wide Technology Upgrades	HB-33		\$12 million	2023-2028		
District Wide Building System Upgrades	SB-9/GOB		\$15 million	2023-2028		Possible funding from PSCOC
District Wide Disposal of Excess Portables	SB9		\$250,000	2023-2028		Possible funding from PSCOC
VMS Exterior Door and Window Replacement	GOB		\$2 million	2023		
Audio Enhancements	ESSER/GOB		\$1 million	2024		
LLHS Stadium Improvements	GOB		\$3 million	2024		
Peralta ES and Preschool Replacement	SB-9/GOB/PSCOC	\$16.3 million	\$13.3 million	2024	\$30 million	In Design / Construction starts January 2024
Ann Parish ES Replacement	SB-9/GOB/PSCOC	\$27.7 million	\$16 million	2025	\$44 million	In Design / No construction funds to date
Raymond Gabaldon ES and Preschool Replacement	SB-9/GOB/PSCOC			2029	TBD	Possible funding from PSCOC
Century HS / Opportunity Schools Replacement	SB-9/GOB/PSCOC			2030	TBD	Possible funding from PSCOC

This page intentionally left blank for spreadsheet replacement as follows:

- Capital Items to Consider Cover Page
- Capital Items to Consider Forms

References:

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NM State Statute

Original Date **MM/YY**

Review/Revision Date **MM/YY**

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	Maintenance Staff Development	Policy 10.0
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POLICY

It is the policy of Los Lunas Schools to support and promote ongoing education and professional development for maintenance and custodial staff.

Building maintenance has evolved into a complex process, involving advanced equipment, new technologies, automated controls, computer-based maintenance management systems, and improvements in materials and products. As a result, maintenance and custodial personnel must possess specialized technical skills to effectively maintain electrical, mechanical, and specialized systems.

To ensure staff are equipped to manage these advanced building components, a formal development and training program will be established. Selected individuals will participate in courses focused on continued education, keeping them current with the latest technical skills and industry advancements.

PROCEDURE

Maintenance Staff Development

1. Maintenance and custodial staff will be required to attend courses and trainings that can enhance and update their skill sets.
2. Employees who are sent to training are expected to complete course work and integrate the information into their work routines and provide training to others.
3. At a minimum, all required safety training shall be kept up to date beginning with annual training and annually thereafter (i.e. PPE, Asbestos, MSDS, Bloodborne pathogens etc.)
4. The Director of Facilities or designee will be responsible for creating an annual calendar of events for general training and continued education and create a plan to meet the needs of the required training for skilled staff.
5. Records of training will be kept in an employee file.
6. Maintenance and custodial staff are required to complete online Safe Site training as per the Personnel Department.
7. Maintenance staff will review with Department Supervisor annually, school site FMAR reports to assist with ongoing maintenance and improvements

Included here are past sign in sheets from training conducted.



Training Description:	Facility Managers Workshop
Purpose:	Multiple training classes
Date and Duration:	10/13-15/25
Training Conducted By:	Multiple Classes

[illegible]



Training Description:	Trane Online System
Purpose:	
Date and Duration:	10/8/25
Training Conducted By:	Trane

[illegible]



Training Description:	Boiler Class TRN 304
Purpose:	
Date and Duration:	9/23/25
Training Conducted By:	Johnstone

[illegible]



Training Description:	Furnace Class TRN 300
Purpose:	
Date and Duration:	9/24/25
Training Conducted By:	John Stone

[illegible]



Custodial Training Sign-in Sheet

Training Description:	Anti-Bullying
Purpose:	
Date and Duration:	November 4th 2024 1 Hour
Training Conducted By:	Desi Garcia

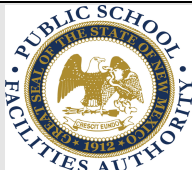
Print Name	School Site	Signature
Juan M. Havens	LLHS	Juan M. Havens
Aima Acila	KGE	Aima Acila
Teresa Padilla	KGE	Teresa Padilla
Ben Rodriguez	K.G.E.	Benjamin Rodriguez
Robert Collegess	APE	Robert Collegess
Nancyela Gomez	VMS	Nancyela Gomez
Dominic Sanchez	VMS	Dominic Sanchez
Rosalina Norton	RGE	Rosalina Norton
Cecilia Lopez	Tome	Cecilia Lopez
John Andrade	TE	John Andrade
Angelica Duron	Tome	Angelica Duron
Romelia Gomez	TE	Romelia Gomez
Maria Flores de Iguado	VHS	Maria P. Flores de I.
Ruth Moulden	VHS	Ruth Moulden
Manuela Fuent	LLHS	Manuela Fuent
Sabrina Abeita	LLHS	Sabrina Abeita
Blanca Zubiate	LLHS	Blanca Zubiate
Ana Medina	LLHS	Ana Medina



Custodial Training Sign-in Sheet

Training Description:	Anti-Bullying
Purpose:	
Date and Duration:	November 4th 2024 1 Hour
Training Conducted By:	Desi Garcia

Print Name	School Site	Signature
PATRICIA Medina Mares	District	Patricia Medina Mares
Christina Lerma	Sundance	Christina Lerma
Myra Colinto	CHS	Myra Colinto
Hortencia Navarrete	CHS	Hortencia Navarrete
Jose Castillo	Sundance	Jose Castillo
Phillip Alteson	LLLE	Phillip Alteson
Margarita Ramirez	DLL	Margarita Ramirez
Felix Vega	Sub.	Felix Vega
Dominic Villetta	DVE	Dominic Villetta
Nancy Udele	LLE	Nancy Udele
Guadalupe Bonera	LLE	Guadalupe Bonera
Michael Sinclair	LLHS	Michael Sinclair
Warren Frazer	LLHS	Warren Frazer
James Davis	LLHS	James Davis
Nicholas Lopez	JHS	Nicholas Lopez
Leticia Arango	APE	Leticia Arango
Frank Berni	APE	Frank Berni
Felix MATA	KGC	Felix MATA

 New Mexico PSFA	Maintenance Safety Plan	Policy 11.0
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POLICY

Los Lunas Schools develops and maintains a written management plan describing the processes it implements to effectively manage the environment for the safety of students, staff, contractors, guests and other people coming to the district's facilities. This section includes Maintenance Safety, Maintenance Safety Goals and Maintenance Policies and Procedures.

PROCEDURE

1. The District identifies a person(s), as designated by leadership, to coordinate the development, implementation, and monitoring of the district's maintenance safety activities.
2. The entire school district's maintenance, grounds and custodial staff are oriented, trained and responsible to the safety management plan.
3. At new employee orientation an overview of the safety management plan is provided to each maintenance employee and includes:
 - General Safety
 - Personal Protective Equipment
 - Hazard Communication / MSDS practices
 - General OSHA guidelines
 - Fire Safety Procedures and equipment
 - Lock Out / Tag Out
 - Emergency School Procedures
 - Security Procedures'
 - Ladder Safety
 - Grounds keeping and General Tool Equipment Safety
 - Blood Borne Pathogens
 - CPR/First
 - Job specific safety risks
 - Other (as determined by district plans)
4. A department-specific safety management plan orientation is provided to employees by their individual department manager.
5. Annually, all employees are provided re-education about the safety management plan.
6. All training classes that employees attend are documented in the employee's personnel file located in human resources or personnel's Vector training program. Example at the end of the safety plan.

Maintenance Safety

1. The maintenance department staff will adhere to all district safety rules as outlined in the District Safety Plan.

2. PPE (personal protective equipment) will be provided and utilized as appropriate for the tasks at hand. Some examples include: safety glasses/goggles, gloves, ear plugs, respirators etc.
3. All equipment operated by maintenance staff will be maintained such that all protective guards and shields are in place.
4. Maintenance staff are required to report any unsafe conditions to include employee injuries to their immediate supervisor and a district employee injury report completed and forwarded to the appropriate chain of command system.
 - Injured parties should seek immediate medical attention following the districts employee injury guidelines established.
 - All injuries will be reported to the principle and superintendent within 24 hours.
5. The maintenance department shall provide routine safety training to all maintenance and custodial related staff. Records, to include sign in sheets, or work orders shall be maintained on all training activities.
6. Records should be kept in the employee's personnel files for any safety training accomplished.
7. Periodic safety inspections should occur and be documented so issues can be corrected.

Maintenance Policies and Procedures

The district establishes safety policies and procedures that are distributed, practiced, enforced and reviewed as frequently as necessary, but at least every year.

- a. All safety related policies are reviewed and approved by the district leadership. They then forward to the school superintendent and board for final approval. All policies developed and adopted based on new regulatory standards will be identified to the district leadership.
- b. All product safety recalls are directed to the safety officer or designee for review and follow up as appropriate. Reports concerning recalls and actions taken are provided to the District board for review.
- c. Through a comprehensive inspection and maintenance program the grounds and all equipment are maintained in a manner intended to provide the highest level of safety for all staff and other people coming to the district facilities authorized to use devices. See next page for details.

The management of Los Lunas Schools recognizes that our employees are the most valuable assets. We are committed to furnishing and maintaining the safest work conditions possible for every employee.

Nothing is more important than on-the-job health and safety in every job or task we perform.

We firmly believe that we can perform our assigned duties while maintaining the highest standard of safety for all employees and students.

All management personnel will be responsible and accountable for maintaining safe working conditions. Training will be provided to ensure that each employee has the knowledge necessary

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	
Approved: _____	Date ____/____/____

to safely perform his/her job. We will consistently support this policy and we will be responsive to each employee's safety and health needs and concerns.

All employees will be responsible and accountable for following the guidelines outlined in this safety manual. Employees are expected to provide management with feedback or suggestions on any safety and health concern so that they may be addressed promptly and efficiently.

All employees, including supervisors, are responsible for complying with safe and healthful work practices.

We will ensure that all employees comply with these practices by maintaining the following standards:

- We will inform all employees of the provisions of our safety and health plan
- We will evaluate the safety and health performance of all employees
- We will recognize and commend employees who perform safe and healthful work practices
- We will provide safety and health training to all employees
- We will hold all employees accountable for following safe work practices as outlined in this manual
- We will take corrective action for those who fail to comply with safe and healthful work practices

Workplace Safety

In order to manage a healthy and safe environment, we are all responsible for communicating in an open and supportive manner. All staff is to inform supervisors about workplace hazards.

It is extremely important that all hazards be reported immediately so that they can be addressed and minimized efficiently. All work-related injuries and illnesses must be report to your supervisor as soon as possible and, at the latest within 24 hours of the occurrence.

References:

PSFA:
NM State Statute

Original Date MM/YY

Review/Revision Date MM/YY

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	Service Contract and Vendor Oversight	Policy 12.0
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POLICY

Los Lunas Schools may need to utilize an outside service vendor(s) to accomplish and/or supplement maintenance tasks or projects outside the scope of the maintenance & custodial staff's qualifications. These include but are not limited to HVAC, Life Safety, Project Management (project, construction and architectural vendors).

CONTRACT / VENDOR EXPECTATIONS AND RESPONSIBILITIES

- Every maintenance contractor/vendor performing work for the Los Lunas School District is expected to perform work in a professional manner and at the highest quality possible following the districts code of conduct policy.
- All contractors and vendors are informed as to the district's proper procedures, safety guidelines and Code of Conduct while on school property.
- Los Lunas School District and the maintenance contractor are partners working towards the common goal of repairing and or maintaining systems that support the business and educational process of the district.
- Maintenance contractors & vendors and their employees will act in a professional manner when working on any school site(s) and will avoid any direct contact or interaction with students.
- The maintenance contractor, their employees and subcontractors shall adhere to the districts tobacco free policies.
- The contractor / vendor will not commence work until an approved purchase order has been obtained per district guidelines. Guidelines includes proper quotes and proposals associated with invoice & warranty information and proper district approved purchase orders prior to rendering payment for services.

CONTRACT/ VENDOR SERVICE EXPECTATIONS

- Maintenance contractors and vendors are expected to review and understand the scope of work in order to appropriately quote the job.
- It is the responsibility of the contractors and vendors to request any additional information needed to clarify the scope of work.
- Maintenance contractors and vendors shall provide accurate and detailed cost proposals, in a timely manner including details of specific work not included in the proposal.
 - Proposals shall include an estimated timeframe (hours, number of technicians, overtime etc.) for completing work.
 - Cost for materials to include delivery as applicable.
 - Appropriate New Mexico Gross Receipts Tax.
- Maintenance contractors and vendors shall be licensed contractors in the State of New Mexico relevant to the work being performed.
- All contractors and vendors shall include their contractor licensure number on all proposals and provide current proof of liability insurance.
- Maintenance contractors and vendors shall follow all applicable building codes related to the work being performed.

- All contractors and vendors are expected to obtain appropriate building permits to complete work as required by NM State Law.
- Maintenance contractors and vendors shall perform clean up related to contract services in order to complete the work performed.
- Maintenance or repairs shall be accomplished in a manner and time schedule that minimizes discomfort to the buildings occupants or potential damage to the building or systems
- The service contractor is responsible for ensuring utilities are restored to equipment shut down for maintenance, service or repair upon completion of services and that equipment is in normal operating condition.
- A final report including invoice & warranty information associated to a district approved purchase order will be provided to facility /district prior to payment for services rendered.

DISTRICT STAFF RESPONSIBILITIES

- The Los Lunas School District will provide clear, concise “Scope of Work” for any work requested.
- The Los Lunas School District will provide oversight of work performed including final inspection.
- The Los Lunas School District will coordinate work as needed with the school site.
- The Los Lunas School District will provide final approval of work completed.

ACCESS CONTROL AT SCHOOL WORK SITE

- Maintenance contractors and vendors shall sign-in at the appropriate school site. The sign in log will be maintained at the front desk of every Los Lunas School District site.
- All district loaned equipment to include keys, access cards, and badges shall be returned at the end of the Scope of Work.

SAFETY POLICIES

- Maintenance contractors are fully responsible for the safety of all workers performing Scope of Work services for the company and will be fully responsible for following all applicable safety regulations outlined by the Occupational Safety and Health Administration (OSHA) and state building codes to include Lock Out Tag Out procedures.
- Maintenance contractors and vendors shall utilize appropriate personal protective (PPE) equipment related to work being performed and shall require anyone entering the work zone(s) to also wear appropriate PPE.
- Maintenance contractors and vendors shall provide appropriate signage necessary to warn others of work being performed that may cause injuries to others.
- Maintenance contractors and vendors are responsible for the safety of students and school district employees when working at any school site.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	
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- Maintenance contractors and vendors shall provide any necessary temporary safety devices to separate the work being performed from the students and school district employees.

FREQUENCY AND METHODS OF COMMUNICATIONS WITH DISTRICT PERSONNEL

- The Los Lunas Schools facilities department or designee shall designate a person who will act as the job manager for each contracted maintenance job.
- All communication with the contactor shall take place through the assigned job manager or designee.
- Communication will occur as frequently as necessary and no less than weekly for long term projects and daily on all short term projects and work lasting less than one day.

DOCUMENTATION OF WORK UPON COMPLETION

- Contractor/vendor will be responsible to train district staff on operation and care of equipment as applicable.
- Contractors and vendors will provide operational manuals for installed equipment
- Superintendent, Maintenance Supervisor or Designee will have final signature approval on any work completed by contractor prior to contractor/vendor leaving the site. This includes a visual review of the completed scope of work to ensure equipment is placed back in its proper operation condition.
- Contractors and vendors will provide training on newly installed equipment operation to appropriate maintenance staff as necessary.

WARRANTY

- Contractors / vendors shall provide all warranty information to appropriate staff to include principals and superintendents on all work performed.
- If replacement parts carry a longer warranty, the contractor shall provide a copy of the warranty information to district representatives.

FIMS DOCUMENTATION

- All contract vendor work completed at district sites shall be documented in the FIMS / School Dude work order system for appropriate tracking to include labor, materials and contract information with appropriate reference to district approvals and purchase orders.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
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Approved: _____	Date ____/____/____

 New Mexico PSFA	Facility Master Plan	Policy 13.0
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PURPOSE

New Mexico state law requires all school districts to have a current five-year facilities master plan as a prerequisite for eligibility to receive state capital outlay assistance (Section 22-24-5 NMSA 1978). The Facility Master Plan provides the district with a road map on how to address their facilities needs in order to best utilize their resources and the necessary funding and timetables for completing necessary projects. The FMP identifies the necessary projects needed to provide their students with a healthy learning environment. In addition, districts need to secure the approval of the director of the Public School Facilities Authority (PSFA) prior to the construction or letting of contracts for construction of any school facility or related school structure requiring a building permit (Senate Bill 450, 2006).

POLICY

Los Lunas Schools preventive maintenance plan shall be incorporated into the districts Facility Master Plan (FMP). The district's capital funding strategy includes major planned maintenance and repair projects. Los Lunas Schools shall develop both a comprehensive Facility Master Plan and a Preventive Maintenance Plan in order to be eligible for a capital outlay award.

PROCEDURE

1. The maintenance supervisor will maintain a detailed and prioritized list of capital replacement items and system components related to the facilities.
2. On a monthly / quarterly basis, the maintenance supervisor will submit a report of repair items exceeding the routine expenditure cap for repair and determine a capital cost for replacement.
3. This capital list will be reviewed, assigned a priority, approved, and integrated into the Facility Master Plan.

Methods of determining capital projects:

There are 2 recommended methods of determining projects as follows:

1. FIMS method – See section 13.0 for instructions and set up of Annual Capital Expenditure Report in the SD system.
2. Physical Building Audits and data collection

 New Mexico PSFA	Facility Safety Assessments	Policy 14.0
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POLICY

Los Lunas Schools shall develop a program to conduct environmental safety tours/rounds at all school locations to proactively identify environmental deficiencies, safety hazards, and unsafe practices.

PROCEDURE

1. A monthly environmental safety calendar will be developed of department locations to be surveyed. A schedule will be created to assure that all areas where students are served are surveyed at least one time per year.
2. A data collection form to assist in identifying environmental deficiencies, hazards and unsafe practices will be utilized during environmental safety rounds.
3. Deficiencies will be documented and work orders added to the Facility Information Management Systems (School Dude) for processing, using the defined priorities definitions.
4. Safety work orders will be prioritized to prevent further risks to students, staff or guests.

Site _____ **Life and Safety Inspection** **Date** _____

Restrooms	Compliance		
	Yes	No	N/A
Floors			
Commodes/Urinals			
Walls			
Ceilings and Vents			
Soap Dispensers			

Sinks			
Doors			
Waste Receptacles			
Lighting			
Drains			

Hallways	Compliance		
	Yes	No	N/A
Floors			
Walls			
Lighting			
Baseboards			
Windows/Glass			
Doors			
Water Fountains			
Fire Exit Signs			
Emergency Signs			
Other			

References:

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NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	
Approved: _____	Date ____/____/____

Classrooms	Compliance		
	Yes	No	N/A
Floors			
Walls			
Baseboards			
Lighting			
Windows			
Window Sills			
Chalkboard/Whiteboard			
Sink Area			
Evacuation Map			
Fire Hazards			
Other			

Offices	Compliance		
	Yes	No	N/A
Floors			

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 PSFA:
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Original Date

MM/YY

Review/Revision Date

MM/YY

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Approved: _____

Date ____/____/____

Walls			
Baseboards			
Lighting			
Windows			
Window Blinds			
Window Sills			
Chalkboard/Whiteboard			
Sink Area			
Other			
Teachers Lounge	Compliance		
	Yes	No	N/A
Floors			
Walls			
Baseboards			
Lighting			
Windows			
Window Blinds			
Window Sills			

References:

PSFA:
NM State Statute

Original Date

MM/YY

Review/Revision Date

MM/YY

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Approved: _____

Date ____/____/____

Sink Area			
Ceilings			
Clean Appliances			

Boiler & Electrical Rooms	Compliance		
	Yes	No	N/A
Cleanliness			
Unauthorized Storage			
Lighting			
Other			

Roof	Compliance		
	Yes	No	N/A
Cleanliness			
Equipment Securely Fastened			
Gutters/Drains			
Other			

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	
Approved: _____	Date ____/____/____

Gym/Commons	Compliance		
	Yes	No	N/A
Floors			
Walls			
Baseboards			
Equipment			
Equipment Storage			
Lighting			
Emergency Exit Signs			
Other			

Cafeteria	Compliance		
	Yes	No	N/A
Floors			
Walls			
Lighting			
Baseboards			
Windows/Glass			

References:

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NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	
Approved: _____	Date ____/____/____

Doors			
Tables			
Fire Exit Signs			
Emergency Signs			
Other			

Custodial Rooms	Compliance		
	Yes	No	N/A
Neatness			
Storage of Supplies			
Storage of Equipment			
Combustible Storage			
Vacuum			
Buffing Machine			
Mop Pail and Ringer Cond.			
Other Equipment			

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	
Approved: _____	Date ____/____/____

Other			
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Exterior Building and Grounds	Compliance		
	Yes	No	N/A
Windows			
Walls			
Sidewalks			
Landscaping			
Fencing			
Trash Bins			
Storage Sheds			
Playgrounds			
Area Cleanliness			
Other			

Inspected by

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	
Approved: _____	Date ____/____/____

	Maintaining Equipment Records	Policy 15.0
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PURPOSE

Equipment records are a vital component in the development of and the continued operation of the district's preventive maintenance program. Developing and maintaining accurate records informs maintenance personnel of the equipment within their facilities, what areas they serve and the required preventive maintenance tasks necessary to maintain them in a reliable and quality manner. In addition, it informs them of the importance of the attached individual components that may need maintenance and developing strategies for replacement parts and preventive maintenance tasks.

It can also provide data that may lead to the detection of significant trends; for example, if a number of items in the same building suffer similar electrical problems, there may be an associated problem with the building electrical distribution system.

Accurate Equipment records are necessary to begin any preventive maintenance program and should be updated regularly but no less than annually.

Accurate equipment records simplify making cost benefit analysis of maintenance activities. Through effective record keeping on equipment preventive maintenance tasks the districts can determine costs on preventive maintenance, equipment parts and the useful life replacement time periods and effectively budget for replacement through the capital process as needed.

POLICY

It is the policy of the Los Lunas Schools that all facility equipment (HVAC, Playground equipment, life safety systems, etc.) that is to be maintained by the districts personnel or their designees will be re-inventoried and documented in the Facility Information Management System on an annual basis or as equipment is replaced or added to the facilities resulting from projects and/or emergency replacements. This process should include documenting equipment specifications to include but not limited to the following items: make, model, serial numbers, warranties, service contracts, recommended preventive maintenance tasks, spare parts needed to maintain the equipment, initial and replacement cost projections. The FIMS administrator and the facilities director/manager are responsible for executing this policy.

PROCEDURE:

The following is a procedure for updating records and replacement of equipment utilizing the FIMS / School dude data base.

Procedures for updating records and replacement of equipment:

When an equipment item is installed or replaced it should be documented in the district's FIMS account. This can occur in either the Maintenance Direct (MD) or Preventative Maintenance Direct (PMD) modules of the *School Dude* software. The specifics of the new piece of equipment should be entered and the records of any removed items should be documented as "*removed from service*". A basic outline of record keeping policy is as follows:

- The equipment manufacturer's O&M Manuals should be obtained and filed by the district rep and provided to the FIMS Administrator for data entry
- An equipment number is assigned in FIMS using the following format:
 - Description-Location-integer
 - PSSS-EPES-007 translates to:
 - PSSS = Play Structure Swing Set
 - EPES =Eastern Plains Elementary School
 - 007= Unit number 7

If an equipment item is replaced with the same type, the same number can be re-used but the letter "R" which stands for Replacement should be added to the end of the Equipment Record number (PSSS-EPES-007-R) in the FIMS system.

For added equipment, the same description and location code should be used, but the number should be changed with no two numbers alike for the same type and location of equipment. Each equipment number must be unique.

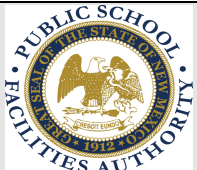
- Enter as much information in FIMS about the installed item as possible; i.e., location, model and serial number, installation date, warranty information, life expectancy, etc. When available and as applicable, replacement part details can be added, such as filter and belt sizes, etc.
- Written manufacturer's information about the equipment should be filed
- Existing PM schedules can continue to be used for replaced equipment of the same type, but new PM schedules should be developed for new types of equipment.
- PM Schedules should be developed and activated for the new equipment
- Replaced equipment should be removed from service in the FIMS Equipment Record, and any PM Schedules deactivated. In the equipment records of MD or PMD follow this outline to deactivate equipment:
 - Click On Equipment under Information and Analysis
 - Find Equipment record to be deactivated
 - In the Add/Update Page for that equipment record type a date in the Date removed box.
- Failed equipment should be disposed of properly in accordance to school policy.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ Date ____/____/____

 New Mexico PSFA	Reports	Policy 16.0
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PURPOSE

Monthly and quarterly reports, both in narrative and quantifiable data forms are an integral part of business communication and assist developing departments, superintendents and boards with improved decisions making of processes that ultimately benefit the districts quality. As a good business practice, Superintendents and Boards should use the information to improve their knowledge of the districts school sites, physical conditions, capital needs and overall activities and accomplishments towards the annual report.

POLICY

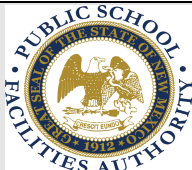
It is the policy of Los Lunas Schools to create quarterly reports based on data collected in the Facility Information Management System / School Dude and present it to the Superintendent for review. Quarterly reports from the maintenance and construction department are to be developed and submitted to the Superintendent.

At the end of every month, Los Lunas Schools maintenance manager or designee shall develop a Maintenance Metrics report that encompasses the maintenance and construction activities occurring during that time frame for administrative review.

PROCEDURE:

The Maintenance and Construction report shall include:

1. Any changes to the district preventive maintenance plan
2. Quarterly Proficiency Rating in the state provided Facility Information Management System (FIMS) / School Dude and any activities associated with the program such as training activities.
3. Maintenance Metrics activities to include:
 - Work Order Completion rate
 - Quarterly Work Order Back Log %
 - Work Order Transaction Information
 - Quarterly Preventive Maintenance Work Order rate
 - Quarterly PM cost ratio
 - Vandalism report
 - Utility Direct Management 12 months of effective history
4. Progression of developed maintenance goals for the year.
5. Progression or accomplishments of developed district capital projects and updates to the 5 Year Facility Master Plan.
6. Results of environmental or safety rounds and any corrections made.
7. Custodial performance activities occurring at the district sites.
8. Meetings and training activities occurring in Maintenance and Construction.
9. Staffing changes or challenges effecting the completion of the preventive maintenance activities.
10. Additions / deletions or changes to any maintenance and operations policies.

 New Mexico PSFA	Reports	Policy 16.0
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11. Additions / deletions of major equipment at district facilities.
12. Any regulatory (local, state or federal) compliance visits/audits, listing all variances and a plan of correction to those variances.
13. Changes or updates to the districts energy management programs.
14. Hazardous Materials & Waste Management activities to include additions/deletions to the districts MSDS program and any training activities.
15. Pest Control Management Activities to include additions/deletions to the districts IPM program and any training activities.
16. Fleet Vehicle maintenance activities, repairs etc.

Note to District:

To assist schools in monitoring their district maintenance performance activities, the PSFA maintenance division reviews New Mexico School Districts Facility Information Management Systems (FIMS) accounts on a quarterly basis and provides a data driven FIMS Proficiency report on the Key Maintenance Performance Indicators (KPI) for each of the state provided FIMS modules to include Maintenance Direct (MD), Preventive Maintenance Direct (PMD) and Utility Direct (UD).

The report is data driven and includes recommendations on where the district can improve performance with regards to the districts FIMS use. It is provided to all district superintendents and/or lead maintenance positions. Districts are encouraged to use the data to improve their performance and communicate the findings to the district board.

If you do not receive a quarterly district FIMS report or have questions or comments regarding your district maintenance and operations, please contact your State of New Mexico, PSFA Maintenance Specialist at the PSFA Maintenance Division 505-843-6272.

References:

PSFA:
NM State Statute

<i>Original Date</i>	<i>MM/YY</i>
<i>Review/Revision Date</i> <i>MM/YY</i>	
☐ Supersedes all Previous	
Approved: _____ ____/____/____	Date

	Energy Management Plan	Policy 17.0
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LOS LUNAS SCHOOLS
ENERGY MANAGEMENT PROGRAM
STANDARD OPERATING PROCEDURE

It is the goal of Los Lunas Schools (LLS) Standard Operating Procedure (SOP) to save scarce resources without infringement upon the educational mission of the School District. Effective energy management shall be the responsibility of the School Board, Administration, Staff, Students, and volunteers.

All operations of the LLS facilities are governed by the following specifics:

- **Lighting**

- During work hours, all lighting will be turned off in any area that is unoccupied with certain exceptions. These exceptions include corridors, stairwells, exits required by code, emergency lighting required by code.
- After normal work hours, all lighting will be turned off in unoccupied areas.
- The following standard lighting levels shall be maintained.
 - Classrooms and offices – 50 foot candles.
 - Corridors – 20 foot candles.
 - Storage areas – 10 foot candles.
- Lights in boiler, electrical, mechanical, custodial, storage and other service rooms are to be turned on only while someone is occupying the room.
- Room lights are to be turned on by the user, not in advance by the custodian.
- If daylight in a room eliminates the need for lights, the lights should be turned off.
- Office lights are to be turned off during breaks, at lunchtime, and for any period of time with the office is not occupied.
- Only exterior lighting that provides illumination for safe entry into the building or access to parking lots will be permitted, and only during hours required for activity (when applicable).
- Convert current lighting to LED lighting.

- **Temperature Control**

- Temperatures are to be maintained between 68 and 78 degrees during both heating and cooling seasons. Occupied thermostat settings for heating season shall be set at 68 degrees. Occupied thermostat setting for cooling season shall be set at 74 degrees. Special consideration may be given to certain preschool and special education classrooms if necessary. *Please note: evaporative air conditioners do not function effectively when the outside air temperature is above 85 degrees and the humidity is above 30 percent.*
- Personnel will not obstruct unit ventilators, ventilation ducts, or return air grills with paper, books, furniture, etc.

- All exterior windows and doors shall be kept closed during the heating and cooling season and in areas with refrigerated air conditioning. Rooms with evaporative air conditioning shall crack a window for proper air flow.
- Unauthorized personnel, staff or students found tampering with temperature regulating devices such as thermostats, sensors, or control valves will be subject to disciplinary action.
- Portable space heaters of any kind are banned from use within District facilities, except under special condition i.e. heating unit inoperable, inadequate heating, etc. The space heaters shall be provided by the Maintenance Department.
- Employees and students are encouraged to wear sweaters, coats, or similar clothing when temperatures fluctuate in the months of March, April, May, October and November.
- Time clocks and programmable thermostats will be set for occupation mode one hour and before the facilities are occupied by staff and students. Time clocks and programmable thermostats will be set for unoccupied mode one hours after the facilities are unoccupied by staff and students.
- Unoccupied temperature setting for programmable thermostats will be: 60 degrees for the heating season and 80 degrees for the cooling season.
- Manual air conditioning controls shall be turned off when the facility is unoccupied. Non-programmable thermostats shall be set to 60 degrees during the heating season and 80 degrees for the cooling season when the facilities are unoccupied.
- Server rooms will have a cooling set point of 72 degrees.
- HVAC central control will be standardized for all new construction and renovations.

- **Scheduling**

- Small group activities will not be scheduled in large areas such as auditoriums, gymnasiums, or multi-purpose rooms. Use of such areas will be coordinated with the custodial staff to allow reduced lighting, heating and cooling during periods of non-use.
- At the end of the school or office day, all windows shall be closed, the blinds or shades drawn to approximately $\frac{3}{4}$ the distance from the top of the window to the window sill, and the lights turned off. Cleaning staff will turn lights on only for the period when a specific area is being cleaned.
- Use of facilities: All use of facilities by non-school groups shall adhere to board policies 4.2 and 4.3. Use of facilities by non-school groups shall acknowledge and adhere to the energy conservation program.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____	Date ____/____/____
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- **Loss Control**

- Portable space heaters of any kind are banned from use within District facilities, except under special condition i.e. heating unit inoperable, inadequate heating, etc. The space heaters shall be provided by the Maintenance Department.
- Plug in and/or aerosol air fresheners and wax burners of any kind are banned from use within District facilities. The presence of air fresheners could cause or irritate respiratory illnesses. In addition, the plug-in air fresheners are not grounded; this increases the risk of fire and electric shock.
- Lightweight ungrounded, two wire extension cords are banned from use within District facilities. These types of cords increase the risk of fire and electric shock.

- **Goals**

- To maintain energy consumption in each school facility by at least 5% from the 2024/2025 benchmark.
- Train maintenance personnel on energy conservation. Two staff members have obtained BOC during the 2026-2027 school year.
- Install occupancy sensors at some sites.
- Install central irrigation control at school sites.
- Hire an energy manager. **No budget**

- **Energy Conservation Team:**

- Tiffany McMinn – Director of Maintenance and Construction
- Ruben Garcia – Supervisor of Maintenance
- Joseph Barela – Supervisor of Construction Management
- Joe Chavez – HVAC Technician
- Vince Giron – HVAC Technician
- Kees Cieremans – District Electrician

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ **Date** ____/____/____

Building Assessments – FMAR

FMAR Definition: The FMAR stands for Facility Maintenance Assessment Report (FMAR). The FMAR is a Process tool used by the Public Schools Facility Authority (PSFA) to evaluate NM school facilities conditions / appearance and determine and verify the implementation of an effective maintenance management program. The results (feedback report) are used to establish a benchmark for the individual schools/districts maintenance programs in an effort towards continuous improvements and implementation of cost effective maintenance strategies.

Purpose: To establish a verifiable process to determine the extent a school district is maintaining industry standard maintenance practices; To provide constructive feedback (OFT's) to the district on facility maintenance programs; To gather and share Best Practices across the state; To establish a baseline condition score/rating of current facility maintenance programs and physical conditions; To identify districts progressing towards an “Exemplary” facility maintenance program.

A physical building assessment is a comprehensive review of a building systems and assets. Physical Building Assessments are a standard method for establishing baseline information about the components, systems, policies procedures of a new or existing buildings maintenance program. An FMAR assessment is a way of determining the status of the building maintenance program. It provides a snapshot of how the various systems are being maintained and environmental components are operating. A primary objective of an FMAR is to measure the value of implemented maintenance and operations programs effectiveness.

Building assessments are a tool for projecting current and future maintenance effectiveness & needs. Building assessments are accomplished by assessing buildings, grounds, equipment and systems, documenting the findings, and recommending service options to increase efficiency, reduce waste and save money. FMAR provides the landscape against which all building maintenance efforts and planning occur.

Knowing What You Have – The importance of a physical building assessment to include buildings, grounds, and other systems and equipment is essential for the school districts successful operation. It is a component of the districts maintenance program, and a feeder into the management of the FMP. Knowing what you have and the condition it is in is an important aspect of operating your facilities.

Building assessments require time, energy, expertise and resources. Performing a comprehensive and accurate assessment is time consuming and economical all the same because it is a necessary step in the effective & efficient management of school district buildings.

Why a Facility Maintenance Assessment – Things change. The luster and aesthetic appeal of new buildings and equipment are sure to fade over time. When buildings age, the building condition begins to exhibit normal wear and tear. The definition of what constitutes “proper maintenance”, changes over the life of the equipment or building systems. Knowing the age and condition of a building or piece of equipment is a prerequisite for maintaining it properly. Otherwise, maintenance efforts are a hit or miss situation – some things only get fixed when they break (reactive), while others get maintained on a routine basis whether they need it or not (preventive). When a school knows the status of its buildings and equipment, the need for maintenance, repairs and upgrades become much clearer.

The FMAR Building Assessment: The assessment team is made up of members of the NMPSFA and school staff, if available. The assessment of the schools buildings leads to a prioritized list of repair needs & items/recommendations. The completed feedback report will paint a picture of the repair/replacement /focus area needs for the immediate period and into the future. The next step to assign a reasonable time frame for repairs using the schools CMMS programs or capital expenditure project program (FMP).

FMAR's

- Assist the school administration in knowing what they have, its condition, service history & maintenance needs.
- Provide facts, not guesswork, to inform school administrators and maintenance staff of necessary repairs to ...
- Establish a baseline for measuring buildings maintenance progress.

Building assessments should be a routine part of the buildings maintenance program. By integrating the findings of an annual assessment the district can ascertain, the impact of various maintenance and custodial strategies, and the future demands the aging process might place on the infrastructure of the school property. This information can be used to increase the efficiency and resources and cost effectiveness of building use and maintenance efforts in the immediate and near future. The assessment along with the 5 year FMP provides valuable information towards the maintenance obligations facing schools now and into the future.

	Grounds Keeping Maintenance Plan	Policy 19.0
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DEFINITIONS:

Groundskeeping is the activity of tending an area of land for aesthetic or functional purposes; typically, in an institutional setting. It includes mowing grass, trimming hedges, pulling weeds, planting flowers, etc.

Groundskeeper is a person who maintains landscaping, gardens or sporting venues (and their vegetation where appropriate) for appearance and functionality.

PURPOSE

The purpose of the Groundskeeping Preventive Maintenance Program is to create a method for the development and implementation of a ground's maintenance program for the schools to provide an aesthetically appealing and safe environment.

POLICY

Each year the district grounds department develops landscape maintenance work plans for the following year. Work plans are developed for the following maintenance specialties:

- General Grounds
- Turf Maintenance
- Xeriscape Maintenance
- Mowing and hardscape maintenance
- Irrigation maintenance
- Tree and Shrub Maintenance

The work plans identify the types of work that need to be completed each week to achieve the standards service level goals for the area(s) determined by the district administration. Adjustments to the work plan are made each year to reflect changes staffing levels, district square footage, changes in the landscape nomenclature, or adjustment in water use etc.

The work plan serves as a guideline to the technical and supervisory staff. Weather and other factors impact the application of the work plan, however overall they provide an accurate depiction of the landscape maintenance being done at the district school sites.

Attachments:

1. Grounds-keeping PM Schedule

Preventive Maintenance Item	PM Frequency	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Totals
Lawn Maintenance / Mowing / Edging	Maintenance		X1	X4	X4	X4	X4	X4	X4	X4	X3	X2		34
Sprinkler System Maintenance	Required weekly by in-house maintenance		X	X	X	X	X	X	X	X	X	X		10
Trash Maintenance	Required daily By in-house maintenance/custodians													Daily
Hedge and Tree Trimming Trees Experts	Monthly Inspection by in-house maintenance Maintenance / Outsourced)		X	X	X	X	X	X	X	X	X			9
						X	X	X	X	X				5
Fence Maintenance Fencing Unlimited	Monthly review and repair as needed. Outsourced													As needed
Weed Treatment	Seasonal. School Policy. Maintenance			X	X	X	X	X	X	X	X			8
Fertilizer • OTI	Seasonal - Must be certified and trained to apply. (Outsourced)		X			X			X		X			4
Parking Lot Maintenance/Clean up	Daily / Weekly													
Pesticide Spraying The Bug Man	As needed per work order request													As needed
Other														
Other														

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	
Approved: _____	Date ____/____/____

	Use of Pesticides on School Property Integrated Pest Management (IPM)	Policy 20.0
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POLICY

Los Lunas Schools will develop procedures for the implementation of pest management processes with consideration for reducing the possible impact of pesticide use on human health and environment, including people with special sensitivity to pesticides.

PROCEDURE

Procedures will include, but are not limited to the following: The district may need to utilize an outside service vendor(s) to accomplish and/or supplement maintenance tasks or projects outside the scope of the maintenance & custodial staff's qualifications. These include but are not limited to HVAC, Life Safety, Project Management (project, construction and architectural vendors).

Use of pesticides will be governed by the following standards:

Definitions as used in this section:

Pesticides: is any substance used to kill pests. It includes insecticides, herbicides, fungicides, rodenticides, etc.

Pests: is any organism with characteristics that are regarded by humans as injurious or unwanted.

- a. No pesticide may be applied to Los Lunas Schools property and no pest control device (as defined in the New Mexico Pesticide Control Act) may be used on the Los Lunas School District property except those pesticides and devices currently registered for legal use in the state by the New Mexico Department of Agriculture.
- b. No pesticide may be applied to Los Lunas Schools property except by those persons certified in the applicable category and currently licensed by the New Mexico Department of Agriculture or by employees under their direct supervision.
- c. Pesticide will only be applied in or on the outside of school buildings when a pest is present and will not be applied on a regular or calendar basis unless it is to treat an infestation and is part of a pest management system being implemented to address a particular target pest. A pest is considered to be present when it is observed directly or can reasonably be expected to be present based on finding evidence such as droppings, body parts, or damage that is typically done by the pest. This section of the regulation does not apply to pre-construction termite treatments or the use of outdoor pesticides.

d. Pesticides that are applied in a liquid, aerosolized, or gaseous form through spraying, aerosol cans, bombs, fumigation, or injections into the ground, foundation, or plants will not be applied on the Los Lunas School District property when students, staff or visitors are present or may reasonably be expected to be present within 6 hours of the application. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of Los Lunas Schools property and which requires the immediate application of a pesticide to remediate, students, staff, and other school occupants will be removed from the treatment area prior to the application. Small amounts of gel or liquid pesticides applied to cracks and crevices or baits used to treat pest infestation are exempt from this section.

e. At the beginning of each year, and when new students register, the Los Lunas School District will develop a list of parents and guardians who wish to be notified prior to pesticide application during the school year. The parents/guardians will be notified in writing prior to pesticide application. General notification of anticipated pesticide applications will occur by posting or dissemination of notices or oral communications or other means of communication. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of public school property no pre-notification is required. Immediately following the application of a pesticide in emergency cases, signs will be posted indicating an application was made.

f. Written records of pesticide applications will be kept for three (3) years at each school site and will be available upon request to parents, guardians, students, teachers, and staff.

References:

PSFA:
NM State University IPM
Board of Education

Original Date *MM/YY*

Revision Date *MM/YY*

☐ Supersedes all Previous

Approved: _____ Date ____/____/____

	Maintaining Synthetic Turf	Policy 21.0
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PURPOSE

Sports Surfaces are a very important asset to our district and the safety of our athletes require a clean safe sport surface.

It is important that the people who are responsible for field maintenance are thoroughly familiar with its contents and refer to it regularly. The contents in this manual represent the most current information regarding suggested procedures for the proper use and care of synthetic turf systems.

POLICY

It is the policy of Los Lunas Schools that all facility equipment (HVAC, Playground equipment, life safety systems, etc.) that is to be maintained by the districts personnel or their designees will be re-inventoried and documented in the Facility Information Management System on an annual basis or as equipment is replaced or added to the facilities resulting from projects and/or emergency replacements. This process should include documenting equipment specifications to include but not limited to the following items: make, model, serial numbers, warranties, service contracts, recommended preventive maintenance tasks, spare parts needed to maintain the equipment, initial and replacement cost projections. The FIMS administrator and the facilities director/manager are responsible for executing this policy.

PROCEDURE

The following is a procedure for maintaining the districts sports surfaces. It is good business to protect your investment and take care of your synthetic turf system. To do this most effectively, **KEEP IT CLEAN.**

The following maintenance precautions are advised:

- Control access to field
- Keep your surface free of litter, mud and debris
- Post signs prohibiting smoking and carrying food or drink onto the field
- Minimize and properly monitor the use of motorized vehicles on your surface
- Repair minor damage promptly
- Follow suggested maintenance and cleaning procedures

CLEANING AND STAIN REMOVAL

For outdoor surfaces, rain is the best cleanser. Rainfall gently cleans the fibers of dust, pollen and airborne pollutants in a way that is difficult to duplicate. In areas where rainfall is scarce – or during prolonged periods of drought – an occasional watering is beneficial to cleanse the synthetic surface. Listed below are the suggested precautionary maintenance practices:

- Keep trash and litter containers on site

- Route field's access traffic in such a way to minimize mud/dirt tracking on the field
- Set up drinks for athletes during practice breaks off the synthetic surface if possible
- Enforce a smoke free environment and discourage the use of chewing tobacco, gum and sunflower seeds

DAILY CARE

Daily care is on-going care, it does not necessarily mean care each and every day. The amount and frequency of daily care is dependent on not only the surface, but also by the volume and the type of use.

MFG. recommends that every turf system shall be periodically groomed and swept to remove litter and dust etc.

LITTER REMOVAL

Light trash (paper, peanut shells, sunflower seeds, athletic tape etc.) and airborne dust can be removed easily with a lawn sweeper or maintenance sweeper.

SWEEPERS

When using machines, several points should be observed:

Bristle Type

The sweeper should have synthetic fiber bristles such as nylon or polypropylene. The minimum brush length should be 2.5". The maximum bristle diameter should be .030". The brush must contain no metal or wire. Metal fibers can fall out and cause injuries to players and can also damage the surface.

Brush Setting

The brush setting should be monitored. The actual setting will of course depend on the model and type of sweeper. The sweeper will work best, however, when the brush is set so that it barely touches the tips of the fibers of the turf.

DO NOT SET THE BRUSH SO LOW THAT IT DIGS INTO THE TURF PILE OR BACKING.

Too low a setting can damage the turf. Vacuum cleaners are not recommended to remove mud. Contact your Turf representative if you have any questions about the type of machine to use or brush settings.

Turf Loading Limitations

Brushing and brush cleaning may require several trips over the field to finish the operation. Any sweeper that weighs more than 300 lbs. should have turf type low ground pressure tires (pneumatic tires) with a maximum tire pressure of 35 pounds per square inch (psi). Do not park

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ **Date** ____/____/____

vehicles on the turf, especially in the heat of the day, or leave vehicles on wet turf for long periods of time.

Exhaust Fumes

For outdoor use we recommend either electric or propane. The type of fuel or power used by a sweeper is of no major importance for outdoor use. However, if the sweeper has an internal combustion engine, make certain that the hot engine exhaust is not discharged down toward the playing surface. Hot objects can damage the field and engine exhaust may soil it. Also check to make sure that the sweeper is designed in such a way that a hot muffler or exhaust pipe cannot drop onto the surface.

Oil Spillage , etc.

Care should be taken to prevent lubricating oil, gasoline, grease, transmission fluids, battery acid, brake fluid, etc. from dripping, leaking or spilling on the turf surface during sweepings. Such spill scan discolor the turf and damage the fibers and turf backing. Proper maintenance procedures should be observed in this regard. Battery acid and other fluids should not be allowed on the surface. Never change or add fluids to maintenance equipment while on the surface.

CAUTION: Electrically powered units may not be properly grounded, do not use them on wet or damp surfaces.

Frequency

The removal of loose rubbish and surface dust should be performed on an as needed basis, generally about once a week depending on usage.

DO's

Synthetic turf systems are designed to resist both wear and exposure to the elements. The effectiveness of their materials, design and construction is demonstrated by the long life of fields under heavy use in many climates. The following are the most obvious precautions:

- Control access to the synthetic turf system. Keep the synthetic turf system and close adjacent areas clean and free of litter, mud and debris.
- Post signs prohibiting smoking and carrying food or drink onto the synthetic turf system.
- Observe load limits for static and rolling loads, especially when the surface is wet.
- Repair minor damage promptly.
- Follow suggested maintenance and cleaning procedures.
- Contact your turf representative for assistance with repairs, renovation work, or any further technical details.

DON'T's

DO NOT ABUSE THE SYNTHETIC TURF SYSTEM WITH:

- Vehicle traffic
- Heavy static loads
- Fireworks
- Storage of materials such as drums, lumber, equipment, etc.
- Golfing, shot putting, javelin or discus throwing
- Use of long spike track shoes
- Open flames, welding, etc.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ Date ____/____/____

- Use of wire brushes in any form
- Use of cleaning equipment, materials, and methods not authorized by Manufacturer
- High-pressure water sprays exceeding 500 PSI
- Vehicles with non-pneumatic tires
- Introduction of in-fills or impregnated layers other than supplied or authorized by MFG.
- Do not allow the use of bikes, skateboards, lawn mowers, etc.
- Do not allow any unauthorized use
- Improper storage of a Sports Turf removable synthetic turf system

GROOMING OF INFILLED TURF

MFG. recommends that every turf system has a routine brushing every 80 to 120 hours of usage. Routine brushing is accomplished with a commercial turf brush suitable for brushing the surface. If you do not have a commercial turf brush please contact your Turf representative to purchase one. In-filled surfaces do require grooming. Additional grooming may be necessary only when and if the infill has become displaced due to excessive use in certain areas of the surface such as a goal and heavy traffic areas.

ROUTINE BRUSHING

Routine brushing keeps the surface free from debris, but also maintains your synthetic turf system at its optimum performance. Routine brushing simultaneously achieves three objectives:

1. Keeps infill layer uniform in its distribution
2. Ensures that the exposed part of the fiber is uniform in its direction and stays erect
3. Helps remove litter, leaves, dirt, etc.

The realized benefits from routine brushing are:

1. Consistent footing and ball bounce throughout the surface
2. Maximum aesthetic appeal
3. Lengthened life expectancy

STAIN REMOVAL

General Instructions

Turf fibers are among the most stain resistant in the industry. Most stains are not “true” stains but rather residue of foreign matter that must be promptly and thoroughly removed. The first rule in spot removal is promptness. It is always easier to clean up a fresh spill than one that has dried and hardened. Remove any solid or paste-like deposit with a spatula or table knife. Blot up excess liquids with a thick stack of paper towels or a dry absorbent such as “kitty litter” or Fullers Earth. Dry absorbents can then be

swept or vacuumed up. Turf surfaces provide good resistance to staining. However, it is important to realize they are only one part of a sophisticated system of various components designed for overall field performance. Some cleaning agents that are safe for the fiber can be harmful to other components of the system.

Nylon Fibers

Cleaning agents are grouped into two sets, one of which can be used in liberal amounts directly on the turf surface, and the second which should only be applied by rubbing a cloth soaked in cleaner, in order to minimize penetration of possibly harmful agents below the turf fibers. In the

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ Date ____/____/____

first group of cleaners, which generally can be applied to non in-filled systems without any special precautions, are the following:

1. A warm, mild solution of granular household detergent such as Tide or ALL in water, or any neutral low sudsing detergent that is recommended for fine fabrics. Use approximately one teaspoon of detergent to one pint of water. This will handle most stains.
2. Use three percent solution of ammonia in water for more severe cleaning problems. (NOTE: household ammonia is three percent. Industrial aqua ammonia is 33 percent. Dilute nine parts water to one-part industrial ammonia, or the available supply as appropriate.) Thoroughly flush the surface, rinse with plenty of cold water afterwards.
3. Clean, dry absorbents such as paper towels or commercial “kitty litter” can be used for applicable stains.

In the second group of cleaners, where agents must be applied sparingly, care must be taken to avoid penetration beneath the turf fibers. We recommend consulting a professional for application instructions.

Polypropylene & Polyethylene Fibers

Polypropylene & polyethylene fibers are among the most stain resistant fibers known to man. Hence, most “stains” ON polypropylene and polyethylene fields are not true stains but rather residues of foreign matter which must be promptly and thoroughly removed. (This is not the case with nylon and other fibers on the market.) Most “stains” on polypropylene or polyethylene fields can be removed with water or soap and water. The first rule is promptness. It is much easier to clean up a fresh oil spill before it has time to dry and harden. Remove any solid or paste-like deposit promptly using a dull knife or spatula-like tool. Blot up excess liquids with a stack of towels, cloth or paper. Dry absorbent clay-based materials, such as cat litter absorbers (“kitty litter”) can be very useful and should be stored on site. Such dry absorbers can be swept or vacuumed up. Cleaning agents are grouped into two sets, one of which can be used in liberal amounts directly on the turf surface, and the second of which should only be applied by rubbing a cloth soaked in the cleaner, in order to minimize penetration of possibly harmful agents below the turf fibers.

The first group of cleaners can generally be applied to infilled systems without any special precautions.

“Water Borne” Residues

Most “stains” commonly associated with polypropylene and polyethylene playing fields can be classified as “water borne” stains. These stains are best removed using a warm mild solution of granular household detergent (non-abrasive) and water.

1. Brush the residue with a stiff brush
2. Scrub the area with soap and water
3. Rinse the area thoroughly with clear water to remove all traces of soap
4. Dry with absorbent towel(s), if necessary

A. three percent solution of ammonia in water may be used in lieu of household detergent for more stubborn residues or stains.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ Date ____/____/____

non “water borne” residues

In the second group of cleaners, where agents must be applied sparingly, care must be taken to avoid penetration into the turf fibers. We recommend consulting a professional for application instructions.

FIELD MARKING, LOGOS, ADVERTISING AND DECORATION PAINTED LINE AND MARKING SYSTEM

NOTE: Inlaid line and marking systems are preferred for optimum performance. Inlaid line and marking systems are constructed utilizing the same material specifications, and are to be inset in such a manner to ensure a good bond, an even finished surface and physical strength equal to the material prior to introduction of the line and marking system. Permanent inlaid line and marking systems are more attractive than painted systems because of the reduction in maintenance and quality of image.

Alternative painting of line and marking systems and their care is explained below. Many facility owners like to use elaborate line and marking systems, including facility logos, league logos, sponsor logos, mid-field and end-zone design in assorted colors. Others prefer the simpler approach of sharp, well-defined game markings with no extraneous markings. In either instance, the materials and techniques used in applying paints will determine the life of the markings and the ease of removal when these need to be changed. In marking, do not apply paint too heavily. Light applications give good visibility and adequate life and are less abrasive than excessive layers of “caked on” paint. Also, where possible, do not paint over inlaid lines and logos.

Dry Markings

Chalk markings are NOT recommended for in-filled systems. Dry chalk can be captured by the infill which can degrade a field’s performance and drainage. There are some aerosol chalks that have proven to work

well on synthetic turf. Some brands can stain inlaid lines and logos. We recommend Pioneer’s Aerosol chalk as it fades to white over time and will not stain turf.

Paints

Regardless of the type of paint used and design required, best results will be obtained when paint is applied to a clean, dry, dust and grease free base. It is extremely important that old, degraded paint and dirt be

washed off any area that is to be repainted if the best appearance and traffic resistance are to be obtained.

If your field needs this type of attention, we recommend contacting a Pioneer Athletics representative for quotations and scheduling at.

Temporary Paint

The recommended paints in this category are designed to be easily removable after usage in a limited number of sport games on in-filled systems. Usually, the removal can be achieved by applying a special paint remover solution, agitating with a deck brush or remover machine and rinsing thoroughly with water. We suggest a top quality water based paint designed specifically for synthetic turf such as Pioneer Athletics Game Line paints. One day curing of these paints, at

References:

PSFA:
NM State Statute

Original Date **MM/YY**

Review/Revision Date **MM/YY**

☐ **Supersedes all Previous**

Approved: _____ **Date** ____/____/____

moderate temperature and dry weather, is sufficient. Traditional grass paints or household paints can be very difficult to remove.

Durable Paints

High quality latex based permanent paint is highly durable. Once applied and cured, this paint may require special chemicals and equipment to remove. Thus it is imperative that use of this paint be

restricted to carefully chosen areas. For each of the above paints, it is recommended that 24-48 hours be allowed for complete cure. Paint should always be applied to dry turf at moderate temperatures.

We recommend Pioneer Athletics' Extreme Line paints for in-filled systems and Titan for non-in-filled systems.

Striping and Painting

The application procedure for applying temporary and permanent paint is as follows:

Remove excess paint existing on field. Test application procedure before going on the field (use a scrap of turf fastened to asphalt, plywood or use a corner of the field.) Use no more paint than absolutely necessary. Keep water on hand and readily available to rinse any spills or mistakes before they dry.

The paint should be applied lightly to the tips of the turf fibers—not the entire length of every fiber. Applying the paint too heavily makes for a very rough, abrasive surface and will make the removal job very difficult. An airless system is recommended as it provides a superior look while using less paint. We recommend applying paint at 500-1,000 psi using a 317 or smaller tip.

Sprayers that do not atomize the paint are not recommended as paint will flow into the infill and negatively impact removal and field performance. When applying paint, use large templates and cardboard or wood windshields to minimize paint over-spray. For logos and other markings, always use a guide such as templates or straight edges. Applying more than one coat of paint may make removal significantly more difficult. Therefore, we recommend a single coat be used where possible. Painting Turf systems with brushes or rollers is not recommended. Spraying equipment is recommended for the following four reasons:

1. Spraying can make a more uniform paint application
2. A more intricate template can be used if the paint is sprayed
3. Paint can be applied more rapidly with spray techniques
4. Paint can be removed more easily from areas that have been correctly sprayed than from areas on which the paint has been rolled

PAINT REMOVAL

The main key to efficient removal of temporary paint from surfaces is initial control in the application. The use of excessive amounts of paints is wasteful, presents abrasion hazards to players and requires extra work in removal. Either of the following two techniques should result in clean removal of temporary paints within reasonable time and without excessive labor.

Equipment needed for Paint Removal:

References:

PSFA:
NM State Statute

Original Date **MM/YY**

Review/Revision Date **MM/YY**

☐ **Supersedes all Previous**

Approved: _____ **Date** ____/____/____

Use a street broom, deck brush, small sprayer or watering can, water hose, medium-sized tank or bucket for mixing, and a couple of wet vacuums.

Materials Needed:

Paint removal method requires the use of 8 percent ammonia. The solution should be prepared in advance and access to water outlets provided. The percent ammonia solution is prepared from aqua ammonia (33 percent ammonia) by diluting with three parts water to one part aqua ammonia.

CAUTION: Aqua ammonia is a strong chemical. Follow the seller's instruction for handling – including eye protection, avoiding skin contact, etc. Ammonia is very corrosive to copper alloys do not use brass nozzles or fittings. For mixing, use galvanized watering cans and a sprayer tank at all times.

Procedures

1. Hose down the painted area with water until the surface is saturated. Using a sprayer or a watering can, apply the ammonia solution on the painted area. It is important that the ammonia solution be metered out uniformly at the rate of one gallon per 45 to 50 square feet. Scrub the wet area with a street broom until the ammonia solution turns to foam. A sweeping motion similar to sweeping a floor is sufficient. During this step, the paint will start to loosen and the pigment will begin to run. However, do not shorten the sweeping at this point.
2. Wait about 10 minutes to allow the foamed ammonia to work. Apply the same amount of ammonia solution on the area a second time. Thoroughly scrub the area with a street broom. This scrubbing is not intended to be a light scrub, scrub vigorously.
3. Hose down the area with water and simultaneously pick up the water and dislodged paint residue with the wet vacuum. Do not let the water and paint residue seep across the field. If the residue and water start to spread, stop the hosing and let the wet vacuum catch up. Repeat the process if necessary. However, if the paint was applied lightly and uniformly, repeating the process should not be necessary.

If the paint stubbornly adheres to the turf, take the following additional steps:

1. Repeat steps as above. Blast or fracture the paint loose with hot water from an industrial high pressure hot water sprayer. Set the water temperature at 150 degrees F (65C). Do not spray the water at "point blank" range – keep the wand at least 12 - 15 inches (30 - 40cm) from the turf. Use 10 gallons of hot water per minute and a water pressure of no more than 300 psi (21 kg/cm²). No solvent is required.
2. Wet vacuum the residue and water or immediately flood the field.
3. Rinse the area thoroughly with lots of water and pick up rinse water rapidly to avoid unsightly spots or paint residue.

LOAD LIMITS

As a general rule, no long term static load of more than 3 PSI (300 lbs./sq. ft.), nor any transient rolling load of more than 35 PSI be applied to any surface (foam pad or elastic layer under pad). Rolling loads of up to 30 psi are acceptable on an occasional basis. (The loading of a pneumatic-tired vehicle is approximately equal to the air pressure in its tires.) It is good practice to eliminate

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ **Date** ____/____/____

any unnecessary long-term static loads. Sheets of 3/4" exterior plywood or pieces of 2" x 10" lumber may be used to spread major static loads and thus minimize the risk of damage to the turf system.

NOTE: Under static loads, the surface should first be covered with a load spreader such as polyethylene sheeting to keep it clean. New plywood may contain materials that will leach out and stain the turf

if it is exposed to water therefore a polypropylene barrier should be used under the plywood to prevent this from happening.

SNOW AND ICE MANAGEMENT

Snow and ice are not harmful to synthetic turf systems and can generally be left to melt and run off on their own accord. Sometimes, however, it becomes essential to clear away snow and ice to permit scheduled use of the surface. When this happens, the working principle for snow is to leave it in place until as near to time of use as possible. Doing so will minimize the risk of ice build-up from cold wind blowing across a damp snow-cleared surface. Ice removal is more difficult, especially if a heavy layer has

built up following freezing rains (see below). Two methods are used for snow removal:

Snow B lowers

If the snow is dry and powdery, it can be swept or blown from the field using a rotary brush or snow blower. Be sure that any machinery used is set so as not to dig into the turf or gouge the surface.

If using a blower:

1. The first pass of the blower should be down the center of the field.
2. Second pass should be made at the edge of either side of the first pass and the blower must be adjusted so that the snow is deposited in the truck.
3. The blower then continues down one side and up the other accompanied by the truck.
4. Clean off remaining snow with a mechanical broom.

Snow Plows

Snow that is wet and sticky may be more easily pushed off the field by using a snow blade with a 4" to 6" wide rubber tip mounted on a Jeep or light tractor. If such a blade is used, extreme care should be taken to avoid digging into the surface. The best blade setting is one that barely "kisses" the top of the surface and rolls the snow ahead of the blade. In this procedure, the snow itself will maintain contact with the surface. Wood, metal or other rigid surface blades should not be used. Adjust the blade to proper height taking care that it will not gouge or dig into the surface. MFG. recommends wheels on each side of the blade to ensure the blade cannot possibly dig into the surface.

If using a plow:

1. Push snow into piles off playing surface.
2. Scoop into truck using front-end-loader., also with rubber tipped blade. Use extreme caution.
3. Use a rotary mechanical broom to clean off the remaining snow.

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ **Date** ____/____/____

Severe cases of ice can be removed by using a small lawn roller to break up the ice and then proceed as above. It is recommended that all of the equipment used as described above be moved on pneumatic tires. LUGS, STUDS AND CHAINS ARE DAMAGING AND SHOULD NOT BE USED.

Snow removal equipment may be stopped momentarily on the surface, but DO NOT PARK SUCH EQUIPMENT ON THE FIELD OVERNIGHT OR FOR SEVERAL HOURS. Tire pressure should be below 35 PSI. IMPORTANT: Keep tarps or field covers off the field in freezing weather. They are difficult to remove when frozen to the surface. Avoid using a tarp on the field during freezing weather. Tarps can freeze to the turf by means of condensation and thus can be very difficult to remove for a scheduled event.

WATERING OUTDOOR SYNTHETIC TURF SYSTEMS

Some owners have found it desirable to deliberately wet their synthetic turf surfaces, especially in periods of very hot weather. Wetting the surface provides moisture for cooling the field before evaporation takes place. It also acts as a lubricant to the turf but it must be noted it may also lower traction to a slight degree. On a hot sunny day outdoor playing surfaces can receive enough radiant energy to evaporate about a quart of water per square yard per hour. As the moisture evaporates the temperature of the synthetic turf will match that of natural grass in the same area. A full sized soccer, hockey or football field may evaporate up to 1200 gallons of water per hour in extremely hot weather. If you decide to water your field, be careful to distribute the water evenly. If water is put on the field, it should not be from a polluted supply. Also be aware, when a field is watered on an extremely hot day, you risk dangerously raising the heat index level which can be harmful to athletes.

SPECIAL EVENTS ON NON-REMOVABLE SYNTHETIC TURF SYSTEMS

Assemblies and convocation facilities with synthetic surfaces are often used for graduation ceremonies at many colleges / universities. The basic precaution is to keep long-term static loads below 300 pounds per square foot by the use of plywood or other load spreaders. Normally, 4' x 8' sheets of 3/4 " plywood do a good job of load spreading, provided the load is not applied too near the edges of each panel. Landscape fabric should be laid over the turf under the load spreaders to avoid staining or spoilage of the turf. Any chairs placed directly on the playing field surface should be inspected to be sure that the tips of the legs couldn't damage the turf. Metal chair legs should be protected with rubber tips. The legs of wooden chairs should be free of any sharp edges that may tear the turf or damage the under pad.

MINOR REPAIRS TO Turf SURFACES

Your playing surface has been carefully engineered to provide many years of service. In the case of vandalism or unusual abuse, limit your maintenance staff to performing minor repair. For more serious problems, consult your representative.

When to Repair

To properly maintain a synthetic playing field, be aware of day-to-day activities, usage and condition of the facility. It is very important that any minor damage be repaired immediately because a small problem may eventually grow into a major repair. In addition to routine awareness of field conditions, once or twice a year, each field should be given a careful and

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ Date ____/____/____

thorough inspection, preferably in the spring with a follow-up in early fall. All seams should be inspected and any loose areas noted and repaired. Go over the body of each panel of fabric and note any rips and/or tears. Assess the status of the under padding and the condition of the surface. In the case of an older and/ or heavily used field, inspections should be made more frequently.

Why a Spring inspection?

Fields endure their heaviest scheduled activity during the fall months. Once your inspection has been completed you may require the assistance of a professional Turf crew. Your Turf Representative is always available to assist in the case of an emergency, but planned visits permit more efficient and cost effective service. If repairs are required they are easier to make in warm, dry weather. Adhesives will hold better and cure faster when there is more opportunity to leave the repaired area undisturbed. Gluing repairs should not be attempted if the field is wet. What Are “Minor Repairs ?” An open spot in a sewn or glued seam, where the loose area in the seam extends from a few inches to one or two feet (along a glued seam line where at least one of the turf edges is still attached to the seam tape). Cuts, rips or tears in the surface fabric that are less than six inches or so in length do not generally require a special trip by our service staff and can be repaired by the owner without much effort. These can also be regarded as minor unless allowed to become larger. All of these problems can be handled by sewing or adhering the repairs. To repair minor seam openings or loose seam areas:

1. For in-filled systems vacuum sand or rubber from the turf to be repaired.
2. Be sure that the fabrics to be adhered are dry, free from loose sand, dirt, old adhesive and other foreign matter.
3. Remove the area of debris.
4. Position the fabric to check for satisfactory final placement.
5. Be sure the seaming tape to which the fabric will be adhered is itself adhered to the underlying pad (If system uses an underlying pad).
6. Apply a small amount of caulk onto seaming tape. Avoid excessive adhesive to reduce the possibility of bleed through or bleed out. Spread the adhesive with a trowel and trowel so that the entire fabric is coated lightly and evenly.
7. Press the fabric into the adhesive bed uniformly.
8. Weight down the area and allow to cure for a minimum of 2 hours.
9. For in-filled systems, spread appropriate rubber or sand on the repaired area and brush into the turf thoroughly until even with surrounding playing areas.

SMOKING SHOULD BE STRICTLY PROHIBITED IN THIS AREA!

OTHER TYPICAL REPAIRS CIGARETTE / FIREWORK BURNS

Use a hand held metal brush (such as is used to remove paint) and brush the spot vigorously to separate the fibers. If brushing the turf does not remove the damage, take a razor knife and cut the fused area away.

PROHIBITED ACTIVITIES ON A SYNTHETIC TURF SYSTEM:

- Storage of materials such as drums, lumber, equipment, etc
- Unnecessary vehicle traffic
- Shot putting, javelin or discus throwing, and the use of any metal spiked shoe

References:

PSFA:
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
☐ Supersedes all Previous	

Approved: _____ Date ____/____/____

- Open flame, fireworks, welding, etc.
- Use of wire brushes in any form
- Use of cleaning equipment, methods or materials not authorized
- High-pressure water sprays exceeding 1000 psi
- Re-installation of used turf on school grounds.
- Introduction of in-fills that varies from the Turf specifications

References:

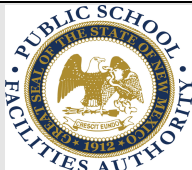
PSFA:
NM State Statute

Original Date **MM/YY**

Review/Revision Date **MM/YY**

☐ **Supersedes all Previous**

Approved: _____ **Date** ____/____/____

 New Mexico PSFA	Snow Day Procedures	Policy 22.0
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In the event of a 2 hour School delay or cancellation, all custodial and maintenance staff will report for duty as follows: If your normal starting time is 7:00 AM or before, report for duty as close to your scheduled time as possible without compromising your safety. If you have **ANY OTHER** starting time, report for duty as close to 8:00 AM as you can safely do. **This applies to substitute custodial staff as well.** This will facilitate the removal of snow/ice on all sidewalks in order to provide a safe environment for the arrival of the teachers and students. Custodians are responsible for snow removal during their shifts, even if it has not stopped snowing. For safety reasons, snow removal has priority over normal duties.

Clean-up operations after a storm shall involve completion of opening all walks and entryways and de-icing. Please have your custodians follow the guidelines listed below.

- Steps, large walk-through and large entryways shall be shoveled with a path along the railings for initial opening of these areas. **Handicap areas must be fully accessible.** Entrances will be appropriately maintained throughout the day as well as handicap ramps leading to the building entrances to maintain safe pedestrian access. All emergency exits will be cleared as soon as reasonable possible.
- Shovel early, shovel often. There is no substitute for muscle and elbow grease for snow and ice removal. Use a hoe, shovel or other tools to chip or scrape ice off the surface before any deicers are applied. Deicers work best when there is only a thin layer of snow or ice that must be melted. Scrape the melting snow away from the walkway.
- Apply salt early, but sparingly. A little goes a long way. Additional salt will not speed up the melting process, so follow directions for application carefully and **remember to first remove as much snow and ice as you can.** The recommended application rate for salt is about a handful per square yard.
- During the last hour of second shift, after students have left, custodians may resume normal duties with **priority** being the removal of trash from the classrooms.

- The Transportation Director/Supervisor will assess the snow/ice conditions for bus travel. Note: Areas of concern are our east side schools and Highland Meadows, (West of the Interstate on Hwy 6), due to greater amounts of snow, ice, and wind conditions at higher elevations.
- The Superintendent will receive a report from the Transportation Director/Supervisor at approximately 5:00 a.m., at which time the decision will be made about a delayed or cancelled day.
- Once a decision has been made television stations will be immediately notified.

The Deputy Superintendent, Chief Finance Officer, and Assistant Superintendents will call Principals to inform them of the inclement weather conditions and how it will affect our school day.

Please follow the guidelines listed below for a DELAYED DAY or CANCELLED DAY:

TWO-HOUR DELAYED SCHEDULE

1. All administrators, secretaries, office aides, campus security, maintenance and custodial staff will report to school as close to regular scheduled time, and as safely as possible. This will assist in responding to phone calls and removal of snow/ice, on all sidewalks.
2. All teachers and other staff members will operate on a two-hour delay from regular start-up

time.

3. Principals will create a “telephone calling tree” to notify all staff members at that site of the weather conditions and school schedule. **All assistant principals will be called by their principals. Directors will be called by their immediate supervisor.**
4. Buses will depart to pick-up students two hours after the students’ regular pick-up bus scheduled time.
5. Classes will begin two hours after the regular start-up time.
6. Breakfast will not be served on delayed days.
7. There is no preschool on delayed days.
8. Two-hour delayed snow days are **NOT** required to be made-up.

CANCELLED SCHOOL DAY- DUE TO SNOW

1. Los Lunas Employees who are on less than a 244-day contract will not report to work on these declared days.
2. All Los Lunas Employees who are on a 244-day contract will report to school as close to regular scheduled time, and as safely as possible.
3. Cancelled school days due to snow or inclement weather will be made-up on a designated “Snow Make-up” Day.

MEDIA ANNOUNCEMENTS

1. KOB TV CH. 4
2. KOAT TV CH.7
3. KRQE TV CH.13
4. LLS WEBSITE

References:

PSFA:
NM State Statute

Original Date MM/YY

Review/Revision Date MM/YY

☐ Supersedes all Previous

Approved: _____ Date ____/____/____