

AN ADMINISTRATOR'S GUIDE

Maintenance & Operations
A practical reference for school administrators



MAINTENANCE & OPERATIONS

Supporting safe, clean, functional, and welcoming learning environments throughout the district.

Safe schools | Supportive environments | Well-maintained facilities | Brighter tomorrows

A Message from Our Executive Director

BRIAN HUMPHREYS
Executive Director of Maintenance
& Operations

“A well-maintained environment plays a critical role in fostering student success.”

Hi, my name is Brian Humphreys, I am the Executive Director of Maintenance and Operations. I am honored to serve and support our students, staff, and families by ensuring our facilities are safe, clean, and welcoming. With over 10 years of experience in the educational setting I have a deep understanding of the critical role that a well-maintained environment plays in fostering student success.

I am fully committed to a student-centered approach, where every decision made is focused on creating equitable opportunities for learning and growth.

Thank you for your support as we work together to provide the best possible environment for our students. Should you have any questions or feedback, I encourage you to reach out - I am here to serve you.

Thank you! - Brian

Maintenance & Operations at a Glance

GENERAL MAINTENANCE	Carpentry, locksmith, roof repair, cabinetry
ELECTRICAL	High and low voltage, communications, power distribution, lights, clocks, alarms
MECHANICAL	Heating, ventilation, air conditioning, plumbing, refrigeration
PAINT	Painting, window repair, graffiti removal, signs
GROUNDS	Lawn and grounds care, playground safety, sports field preparation
CUSTODIAL	Facility sanitation, security, building uses
WAREHOUSE	Scheduled weekly deliveries, moving, mail, surplus

How Do I Ask for Help?

To get service from any M&O; department, submit a work request through the district's on-site maintenance management system: **Asset Essentials**.



WAREHOUSE	Complete a warehouse request form for materials. Phone-in requests should be reserved for emergencies.
GROUNDS	Routine mowing, trimming, and weeding do not require a work request. Grounds staff may request class schedules to minimize disruption.
DAY CUSTODIANS	Support day-to-day facility needs, including opening lunch room areas and selected cleaning tasks.
NIGHT CUSTODIANS	Support building uses and complete the bulk of cleaning tasks.
COORDINATION	Specific custodial duties and uses should be coordinated through the custodial supervisor. Evaluation and quality concerns are a joint responsibility of the building principal and custodial supervisor.

What Can You Do to Help Ensure Good Service?



- Limit telephone/email maintenance requests to real emergencies.
- Limit telephone requests for warehouse services and materials.
- Allow ample time between making a request and when the work is needed.
- Put only one work item in each work request.
- Do not label a work order "emergency." If it is truly an emergency, call it in. Descriptions such as "Safety item" or "Handicap access issue" are appropriate only when they accurately apply.
- Provide at least two days' notice for bulk mailing.

Questions, concerns, or suggestions?

Please call the Maintenance & Operations Department at **253-931-4955**.

Regulatory Issues

SCHEDULED BUILDING RESPONSIBILITIES	SCHEDULED MAINTENANCE RESPONSIBILITIES
• Conduct monthly fire drills & report • Conduct monthly E-911 tests & reports • Conduct disaster drills & reports • Monitor chemicals/materials brought into the facility and keep accurate MSDS records on file • Conduct monthly safety inspection (building safety representative)	• Fire drill, disaster drill & E-911 record keeping and submittal to AFD • Annual fire alarm system confidence tests • Annual fire suppression system (sprinklers) maintenance & testing • Annual fire extinguisher maintenance • Semi-annual AHERA (asbestos) inspections • Tri-annual AHERA inspections • Initiate repairs resulting from regulatory inspections, including health department, fire marshal, and state elevator inspector

Room Temperature Reporting



KEEP THIS GUIDE HANDY

A quick-reference companion to the Maintenance & Operations Administrator's Guide webpage.

Maintenance & Operations Department

For current procedures, links, and updates, refer to the district's online Administrator's Guide.

Maintenance & Operations
Auburn School District 408

Department: 253-931-4955
District: 253-931-4900