



Administrative Procedure 7152
**SITE FACILITY COORDINATOR RESPONSIBILITIES –
NON-SCHOOL DAYS**

Responsible: Office of Operations, Department of Housekeeping

PURPOSE

This administrative procedure describes and defines the responsibilities of the School Site Facilities Coordinator (SFC) and custodial staff related to school maintenance during non-school days, to include Fall Start-Up, Winter Break, Spring Break, and summer, in the Washoe County School District ("District" or "WCSD"). This procedure does not constitute nor is it meant to replace the job description as provided by the Office of Human Resources.

PROCEDURE

1. Fall Start-Up

a. Anti-discrimination / Bullying posters

- i. The Site Facilities Coordinator is responsible for conducting an annual walk-through of the school to ensure the District's anti-discrimination notices are appropriately posted throughout the school. Locations should include, but are not limited to:

1. Main Office
2. Hallways
3. Cafeteria
4. Locker Rooms
5. CTE Classrooms

- ii. Additional posters may be obtained through the District's Office of Civil Rights Compliance (via email at titleix@washoeschools.net).

b. Inventory.

- i. Check inventory to ensure all the necessary products and equipment to clean the site is available while school is in session. (I.E. disinfectant /cleaner, degreaser, gum remover, cleanser, rags, paper towels, toilet paper, mops, brooms, etc.)

c. Staff Schedules

- i. Ensure that yours and your staff schedules correspond with the Bell Schedule.
- ii. If the school's Bell Schedule is 7am – 2:30pm the SFC should arrive no earlier than 6:00 am for opening the school and ensuring all systems are operational and allow for vandalism / safety checks. This will allow the overlap time necessary to meet with Lead Custodians

and Night Custodians who should be starting their schedule no earlier than 30 minutes before the Bell schedule ends.

- iii. If the school has a program (I. E. Latch Key, Boys & Girls club) that starts earlier than the bell schedule, the SFC should start a half hour before the program starts. If the program starts so early that there is no overlap time with the Night crew, bring them in early once a week – 15 minutes before the shift end to go over concerns, projects, events, etc.
- d. Roof inspection
 - i. Conduct a roof inspection before the winter comes.
 - ii. Inspection requirements are:
 - 1. Remove all debris from roof surface – includes leaves, large and small branches, rocks, bottles, balls, shoes, etc.
 - 2. Visual inspection of the roof surface, look for – tears, punctures, cracked sealant, & missing drain covers (where applicable).
 - 3. Visual inspection of roof related sheet metal, look for – loose or missing screws, bent or missing metal, rust and cracked metal, cracked or missing sealant.
 - 4. Remove debris from gutters, down spouts, drains, and surrounding areas making sure the aforementioned allow water to flow off the roof unrestricted.
- e. Computer Systems
 - i. The SFC must be operational on the following computer software systems of the District.
 - 1. IFAS – Annex and Custodial Supply ordering. IFAS must be used to order. Drop-ins and email will not be accepted as legitimate orders for either of the District warehouses.
 - 2. Outlook - Email.
 - 3. Work Orders – Maintenance repairs & replacements
- f. Broken Windows, Clogged drains / backups (Housekeeping Operations) and Graffiti / Roof Leaks (Maintenance) are all considered emergencies and can be called in directly to Housekeeping Operations – 851-5696 or Maintenance 851-5690 for immediate dispatch of a vendor.
- g. High Schools and Middle Schools –
 - i. Due to increased outdoor events in the fall, check field and track drains (drain inlets and grate covers) once every two weeks to

ensure they are not clogged with debris – leaves, paper, and event trash.

h. Exterior Lights and Parking Lot Lights

- i. Check all exterior lights and parking lot lights for evening events. Ensure that they are set to come on no more than 30 minutes before it gets dark.
- ii. Check this monthly to ensure that lights come on at proper time as it gets darker earlier.
- iii. Ensure that parking lot lights are set to turn off not more than 30 minutes after the last event or scheduled staff member leaves – Monday through Friday.
- iv. Ensure that parking lot lights do turn on in the morning for early class and staff rivals by 5am and that they turn off no later than 6:30 am Monday through Friday.
- v. For events on weekends, holidays, and breaks, please schedule your parking lot lights for evening events to turn on 30 minutes before the event and turn off 30 minutes after the event is scheduled to be over.

i. Drills

- i. Be prepared to do monthly Fire and/or other emergency Drills beginning the first month of school. Public Schools are required by Nevada state law (NRS 392.450) to conduct Fire Drills each month of each school year.
- ii. These drills need to be scheduled at various times to allow all staff and students to participate.

j. Grounds Equipment

- i. Prepare grounds equipment that is necessary for snow removal - (snow blowers, tractors w/blades, trucks w/plows, oil, filters, plugs) - to ensure proper operation. The first snow fall often comes quickly.

k. Playgrounds and Athletic Areas

- i. Check soft fall to make sure there is plenty in place for student safety on play grounds.
- ii. Ensure outdoor athletic areas are safe and clear of debris.

l. Plywood

- i. Maintain a sufficient supply of plywood to secure at least five (5) windows. Update this stock monthly during school year if depleted.

m. Pests and Rodents

- i. Check site every two weeks to look for pest and rodent access. Ensure there is an adequate supply of caulk, steel wool, and expanding foam to plug holes and areas of access for pests and rodents. Fall is when they begin looking for shelter from the cold.

n. Preventative Maintenance

- i. Bi-monthly preventative maintenance checks should be completed on all custodial equipment, (I.E. vacuums, scrubbers, extractors, indoor/outdoor vacuums, etc.) to ensure equipment is in proper working condition. Check belts, filters, cords, motors.

o. Installation reminder

- i. Be aware of District policy and procedure before installing equipment or mounting items on walls for staff and administrators. Per OSHA and the EPA, there are certain protocols that must be adhered to before installing or mounting items on walls, floors, ceilings, and roofs that contain asbestos, led, fiberglass, and other materials considered hazardous by these agencies.
- ii. Failure to follow these protocols, even at the instruction of the site administrator, can result in fines and discipline for both staff and the District.

2. Winter Break

a. Cleaning Guidelines

i. Multi-purpose and kitchen

1. Clean walls of any food stains, etc.
2. Clean doors
3. Clean drinking fountain
4. Scrub and re-coat hard floors

ii. Restrooms

1. Clean walls and partitions
2. Clean and remove rings from toilets and urinals
3. Scour and clean all sinks and fixtures
4. Clean and refill all dispensers
5. Scrub and re-coat hard floors

iii. Classrooms

1. Dust all surfaces

2. Clean doors and around light switches
3. Clean white boards
4. Vacuum
5. Clean sinks, remove any rings
6. Clean and refill all dispensers

iv. Hallways

1. Spot clean walls as needed
2. Clean drinking fountains
3. Vacuum or scrub and re-coat "main hall"
4. Vacuum, clean and buff, or re-coat side halls, as needed.

v. Office, Faculty Room, Faculty Restroom and Clinic

1. In these areas follow b-for restrooms and c-for all other areas, clean phones in place of the whiteboards.

vi. It is very important that the process cleaning program is followed the night of December _____. This would minimize the time spent in classrooms during the break. Would be best if all hard floors were to be scrubbed and re-coated during the week your site has the help of the 4-hr person.

a. The last 2 hours on Friday, January _____ should be to prepare primary barrel and sanitation cart for first day back. Clean all entry glass and entryways. This schedule would require a full staff during the eight days of the winter break.

b. Priority Maintenance Items Reminder

i. Winter Site Break Times

1. The winter break time schedule for all District Sites is 7:00 AM until 3:30 PM. This time coordinates with the Skilled Trade Technicians in Plant Facilities so they can enter your site while it is occupied in order to complete Work Orders. If your site will have a schedule that is different than 7:00 AM until 3:30 PM, please inform Housekeeping Operations at 851-5696. This will allow us to inform the Plant Facilities Maintenance Department so that their staff will be able to schedule the work at your site accordingly.

ii. Priority Maintenance Items

1. Check your inventory to ensure you have all the necessary product and equipment to clean your site during the winter

- break. (I.E. floor finish, degreaser, gum remover, cleanser, rags, etc.)
2. High Schools and Middle Schools – make sure you have checked your field and track drains (drain inlets and grate covers) to ensure they are not clogged with debris – leaves, paper, event trash.
 3. If they are clogged and you are unable to clear them due to the type of debris – large amounts of dirt/sand, tree roots, etc., Email Housekeeping Operations and give a detailed assessment of the obstruction to the drain and what you have already done to try and clear the inlet and/or grate covers.
 4. Check chill boxes, refrigerators, and the temperature of freezers daily. Maintain a log of time and temperatures. Contact Nutrition Services if a problem arises.
 5. On Tuesdays and Thursdays or Fridays, run all faucets, and flush all toilets and urinals. Pour water down floor drains.
 6. Please be sure to always leave a note in the office and in delivery areas regarding where you and your custodial team is working.
 7. Where applicable, check boilers and chillers daily.
 8. Check grounds equipment that is necessary for snow removal - (snow blowers, tractors w/blades, trucks w/plows) - to ensure proper operation.
 9. Check playground equipment once a week, and send report to Risk Management Office on biweekly basis.
 10. The break is an excellent time to complete your monthly Regulated Systems and Assessment checks for fuel tanks, fire alarms, fire sprinkler/ansul systems, and fire extinguishers. If they are due send them in by fax to Regulated Systems and Assessment at Facilities Management at 851-5695.
 11. Maintain a sufficient supply of plywood to secure at least five (5) windows.
 12. Maintain a sufficient supply of caulk, steel wool, and expanding foam to plug holes and areas of access for pests and rodents. Winter is when they are looking for shelter from the cold.
 13. Check all custodial equipment, (I.E. vacuums, scrubbers, extractors, indoor/outdoor vacuums, etc.) to ensure

equipment is in proper working condition. Check those items stored in non-heated areas.

14. Check exterior lighting once during each week to ensure all lights are working properly and that they are set to the correct time schedule.
15. Maintain daily safety, and vandalism exterior walk-arounds.
16. Check drains, rain gutters, and outside drain inlets for debris build up weekly.
17. Follow up on work orders at least once during the break to make sure they are in the Maintenance schedule.

3. Spring Break

a. Cleaning Guidelines

i. Multi-purpose and kitchen

1. Clean walls of any food stains, etc.
2. Clean doors
3. Clean drinking fountain
4. Scrub and re-coat multi-purpose floor (one coat only) if needed

ii. Restrooms

1. Clean walls and partitions
2. Clean and re-move rings from toilets and urinals
3. Scour and clean all sinks and fixtures
4. Clean and re-fill all dispensers
5. Scrub hard floors

iii. Classrooms

6. Dust all surfaces
7. Clean doors and around light switches
8. Clean white boards
9. Vacuum
10. Clean sinks, re-move any rings
11. Clean and re-fill all dispensers

iv. Hallways

12. Spot clean walls as needed

13. Clean drinking fountains
 14. Vacuum or scrub "main hall"
 15. Side halls, vacuum or clean and buff.
 - v. Office, Faculty Room, Faculty Restroom and Clinic
 16. In these areas follow b-for restrooms and c-for all other areas, clean phones in place of the whiteboards.
 - vi. It is very important that the process cleaning program is followed the night of _____. This would minimize the time spent in classrooms during the break. During the week - your site has the help of the 4-hr person.
 - vii. The last 2 hours on Friday _____ should be to prepare primary barrel and sanitation cart for first day back. Clean all entry glass and entryways. This schedule would require a full staff during the five days of the spring break.
- a. Times and Priority Maintenance Items Reminder
- i. Spring Site Break Times
 1. The spring break time schedule for all District Sites is 7:00 AM until 3:30 PM. This time coordinates with the Skilled Trade Technicians in Plant Facilities so they can enter your site while it is occupied in order to complete Work Orders. If your site will have a schedule that is different than 7:00 AM until 3:30 PM, please inform Housekeeping Operations at 851-5696. This will allow us to inform the Plant Facilities Maintenance Department so that their staff will be able to schedule the work at your site accordingly.
 - ii. Priority Maintenance Items
 1. Check your inventory to ensure you have all the necessary product and equipment to clean your site during the spring break. (I.E. floor finish, degreaser, gum remover, cleanser, rags, etc.)
 2. High Schools and Middle Schools – make sure you have checked your field and track drains (drain inlets and grate covers) to ensure they are not clogged with debris – leaves, paper, event trash.
 3. If they are clogged and you are unable to clear them due to the type of debris – large amounts of dirt/sand, tree roots, etc., Email Housekeeping Operations and give a detailed

assessment of the obstruction to the drain and what you have already done to try and clear the inlet and/or grate covers.

4. Check drains, rain gutters, roofs, and outside drain inlets for debris build up during week and to ensure they are operating properly.
5. Check chill boxes, refrigerators, and the temperature of freezers daily. Maintain a log of time and temperatures. Contact Nutrition Services if a problem arises.
6. On Tuesdays and Thursdays or Fridays, run all faucets, and flush all toilets and urinals. Pour water down floor drains.
7. Please be sure to always leave a note in the office and in delivery areas regarding where you and your custodial team is working.
8. Where applicable, check boilers and chillers daily.
9. Check grounds equipment to ensure proper operation.
10. Check playground equipment, and athletic equipment for safety issues once during the week.
11. The break is an excellent time to complete your monthly Regulated Systems and Assessment checks for fuel tanks, fire alarms, fire sprinkler/ansul systems, and fire extinguishers.
12. Maintain a sufficient supply of plywood to secure at least five (5) windows.
13. Maintain a sufficient supply of caulk, steel wool, and expanding foam to plug holes and areas of access for pests and rodents.
14. Check all custodial equipment, (I.E. vacuums, scrubbers, extractors, indoor/outdoor vacuums, etc.) to ensure equipment is in proper working condition.
15. Check exterior lighting once during week to ensure all lights are working properly and that they are set to the correct time schedule.
16. Maintain daily safety, and vandalism exterior walk-arounds.
17. Follow up on work orders at least once during the break to make sure they are in the Maintenance schedule.

4. Summer Break

- a. Cleaning Guidelines – Multi-Track Year-Round Sites

- i. Multi-Purpose And Kitchen
 - 17. Clean Walls Of Any Food Stains, Etc.
 - 18. Clean Doors
 - 19. Clean Drinking Fountain
 - 20. Scrub And Re-Coat Multi-Purpose Floor (One Or Two Coats Only) If Needed
- ii. Restrooms
 - 1. Clean Walls And Partitions
 - 2. Clean And Re-Move Rings From Toilets And Urinals
 - 3. Scour And Clean All Sinks And Fixtures
 - 4. Clean And Re-Fill All Dispensers
 - 5. Scrub Hard Floors
- iii. Classrooms
 - 1. Dust All Surfaces
 - 2. Clean Doors And Around Light Switches
 - 3. Clean White Boards
 - 4. Vacuum
 - 5. Clean Sinks, Re-Move Any Rings
 - 6. Clean And Re-Fill All Dispensers
- iv. Hallways
 - 1. Spot Clean Walls As Needed
 - 2. Clean drinking fountains
 - 3. Vacuum or scrub "main hall"
 - 4. Side halls, vacuum or clean and buff.
- v. Office, faculty room, faculty restroom and clinic
 - 1. In these areas follow b-for restrooms and c-for all other areas, clean phones in place of the whiteboards.
- vi. It is very important that the process cleaning program is followed the night of _____. This would minimize the time spent in classrooms during the break. Would be best if all hard floors were to be scrubbed and re-coated (if needed) during the week your site has the help of the 4-hr person.

- vii. The last 2 hours on Friday _____ should be to prepare primary barrel and sanitation cart for first day back. Clean all entry glass and entryways. This schedule would require a full staff during the nine days of the summer break.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District’s Strategic Plan and aligns/complies with the governing documents of the District.

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
5/1/2017	1.0	Adopted – replaces CSI Procedures HKO-G308, HKO-G309, HKO-G310, HKO-G311, HKO-G318, HKO-G322