FACILITIES SERVICES

Construction ☆ Energy Management ☆ Environmental Maintenance ☆ Operations ☆ Planning ☆ Real Estate

LEADERSHIP SUMMIT

July 2011

Kamal ElHabr, P.E.
Associate Superintendent

SAISD Website / Employees / Departments / Facilities Services / News and Reports

Department Organization

Michael Sanchez, P.E., Executive Director, Maintenance & Operations

- Jerry Fansler, Assistant Director, Interior Maintenance & Scheduling
- Morris Kelman, Assistant Director, Electrical
- Kyle Mikolajczyk, Assistant Director, Mechanical & Electronics
- Fred Padilla, Assistant Director, Heating, Plumbing & Heavy Construction
- Rey Almaraz, Director, Operations, Custodial Services, Grounds Maintenance
- Reggie Stevenson, Assistant Director, Operations

Oscar Perez, Director, Facilities Planning & Construction

- Peter Swerzenski, Assistant Director, Environmental Services

Bond 2010 – Projects Managed by SAISD

- Athletic Tracks
- Playground Equipment
- Safety and Security
  - Fencing
  - Access Control / Door Hardware
  - Security Cameras
- Technology Equipment
- Vocation / Career Instruction
- Alamo Stadium / Convocation Center

Wheatley Sports Complex / Stadium Options

Athletic Tracks

- In progress
  - Construction at Burbank, Edison, Highlands and Sam Houston
- Upcoming – Fall 2011
  - Construction at Brackenridge, Fox Tech, Jefferson and Lanier following conclusion of football season

Playground Equipment

- Complete/Substantially Complete
  - Baskin, Beacon Hill, Bowden, Briscoe, Douglass, Forbes, Herff, Hillcrest, J.T. Brackenridge and Rodriguez
- In progress
  - Franklin, Highland Hills, Highland Park, Maverick, Schenck, Wilson and Woodlawn Hills
- Upcoming – August 2011
  - Gates, De Zavala, Madison and Miller

Security - Fencing

- Complete/Substantially Complete
  - Baskin, Bowden, Franklin, Hillcrest, Lamar and Schenck elementary schools and Irving Middle School
- In progress
  - Briscoe, Collins Garden, De Zavala, Foster, Highland Park, J.T. Brackenridge, Kelly, Davis and Whittier
- Upcoming
  - Beacon Hill, Graebner, Herff, Maverick, Forbes, Pershing and Rodriguez

Security – Access Systems / Door Hardware

- Complete/Substantially Complete
  - Barkley/Ruiz, Baskin, Beacon Hill, Briscoe, Bowden, Forbes, Collins Garden, J.T. Brackenridge, Foster, Gates, and Lamar
- In progress
  - Graebner, Crockett, Beacon Hill and Madison
- Upcoming
  - Herff and Pershing

Security – Security Cameras

- Complete / Substantially Complete
  - Input from affected departments
- In progress
  - Development of standards and design guidelines
- Upcoming
  - Development of bid packages for schools not receiving major construction

Technology Equipment

- In progress
  - Removal of excess equipment at 25 campuses
  - New machines ordered

Vocation/Career Instruction

- Complete/Substantially Complete
  - SmartLab Learning Environment at Davis (in-house)
  - Contract with architect signed
- In progress
  - New Tech High School at Sam Houston (Horizon)
- Upcoming
  - User group meetings

Alamo Stadium / Convocation Center

- Complete/Substantially Complete
  - Contract with architect signed
  - User group meetings June 15-16, 2011
- In progress
  - Programming and preliminary design
  - Site survey
- Upcoming
  - August 4 community meeting

Wheatley Sports Complex - Facilities

- Athletic facilities under construction for $8.1M dollar from County Venue Tax. Includes:
  - Dedicated cross-country track
  - Four soccer fields
  - State of the art nine-lane track
  - Football venue with artificial field

Alamo Stadium Options

Football / Narrow Soccer format <u>with track</u>

- Pros:
  - Ability to play high school soccer and host playoff games
  - Third soccer venue to have games
  - Full control of a track facility
- Cons:
  - Soccer field is not FIFA standard (less game and revenue opportunities

Alamo Stadium Options

Football / FIFA Soccer format <u>without track</u>

- Pros:
  - Opportunities for SAISD students to compete on international standard field
  - Opportunities to host UIL soccer events and other soccer events (more revenue opportunities)
- Cons:
  - Removal of track and loss of UIL Region IV meet
  - Capital will be needed to invest in Wheatley sports facility to make fully usable
  - Operating and Maintenance Costs of Wheatley Sports

Bond 2010 – Projects Managed by Muñoz Jacobs

- 14 Elementaries and Academies
- 9 Secondary Schools
- Projects in programming phase
- Schematic designs are scheduled for school/ community presentations in September

Operations – Custodial and Grounds

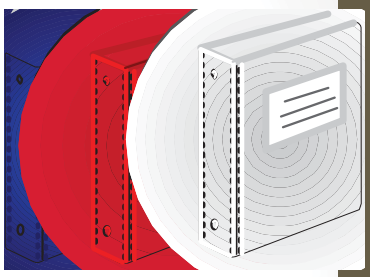
- Custodial allocations are reduced compared to last year:
  - State financial crisis and SAISD budget
  - Food Service employee allocations
  - Student enrollment compared to capacity
- 53 schools are impacted:
  - 8 high schools
  - 13 middle schools
  - 32 elementary schools and academies

Schools With Reduced Staffing
Middle Shift Will be Staffed by Food Service

Middle Schools			
YWLA	Longfellow	Poe	Twain
Connell	Lowell	Rhodes	Wheatley
Davis	Page	Rogers	Tafolla
Irving			
Elementary Schools and Academies			
Beacon Hill	Forbes	Lamar	Smith
Bonham	Gates	Bowden	Steele
JT Brackenridge	Green	Miller	Storm
Cameron	Highland Hills	Mission Academy	White
Collins Garden	Huppertz	Nelson	Woodlawn
Crockett	Japhet	Ogden	Woodlawn Hills
DeZavala	ML King Academy	Pershing	Carroll
Fenwick	Sara King	Rogers	Carvajal

Environmental - Asbestos

- Campus Asbestos Management Plan (AMP)
  - Must be accessible (campus library)
  - Inform staff / contractors / guardians
    - SAISD Parent Student Handbook
    - SAISD website – Facilities Services: Environmental
    - Posted "Campus Asbestos Management Plan Availability" flyers (on web)
- Training and Information
  - Mandatory awareness training (+hazcom)
    - New / reassigned custodians and maintenance workers
    - Presented by Environmental at least 3 times/year



AMP – Where the asbestos is: How we manage it

Environmental – IAQ Issues

- Ensure routine IAQ checks are performed
  - Walk-through all spaces: storage rooms, unused spaces, storage / remote bldgs. closets, shower and locker areas, known problem areas
  - High humidity, condensation, leaks?
  - Disconnect hoses from sinks
  - Portable AC units, heaters, fans, etc. and lights off
  - Areas secured
- Call-in IAQ / Mold Issues to **Dispatch *299-2685*** for work order
  - Stop water source / dry area ASAP

Direct costs to remove:
~$10,000
Other costs - $$$

Environmental – Hazardous Chemicals

Hazard Communications

- SAISD program *(on web)*
- Required training and info
  - Post "Notice…" *(on web)*
  - Included with Asbestos Awareness (new employees)
- Chemical labels
- Material Safety Data Sheets on web
- Employee rights

NOTICE TO EMPLOYEES

The Texas Hazard Communication Act (revised 1993), codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brief summary of the law follows.

HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

MATERIAL SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current material safety data sheets (MSDSs), which detail physical and health hazards and other pertinent information on those chemicals.

LABELS

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the toll free number provided below.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM $50 TO $100,000 FOR EACH VIOLATION OF THIS ACT

Further information may be obtained from:

Texas Department of State Health Services
Division for Regulatory Services
Enforcement Unit
1100 West 49th Street
Austin, Texas 78756
(512) 834-6665
Fax: (512) 834-6606

Texas Department of State Health Services

Posted in Workplace!

Environmental – Hazardous Chemicals cont.

Manage Chemical and Waste

- Review current MSDS
- Order / store small quantities
- Check containers before accepting
- No chemicals from home
- Samples - MSDS first
  - Can return unused?
- Storage
  - Segregate incompatibles
  - Temp, humidity levels, etc.
  - Proper disposal (and storage of wastes)

Direct costs to remove: ~$10,000; Other costs - $$$

Environmental can assist with disposal bids and arranging for hazardous waste pickup and disposal by qualified environmental firms.

Energy Conservation

1. Policy CL (Local)
2. Turn off lights, computers, office equipment, non-essential appliances, and air conditioning equipment with local controls when they are not needed or when leaving for the day or extended periods.
3. Close exterior doors and windows in heated or cooled spaces when target/humidity and makeup air levels temperatures are met.
4. Unplug when not in use, and/or eliminate use of non-instructional personal electric equipment such as coffee makers, refrigerators, telephone chargers, etc.

Energy Conservation cont.

5. Portables – turn off lights and A/C wall pak units/ window units
6. Select assembly areas to minimize energy consumption at the school sites, i.e. portables, PE facilities, office area with window units.
7. District collaboration with CPS - retrofit of lighting and equipment.
8. Promote educational energy awareness programs for staff and students.

Fire Drills

- Call SAISD Police at 271-3124 to notify dispatcher of planned fire drill.
- Assign a staff member to activate alarm system by pulling a manual pull device. Record start time.
- Confirm all building occupants have evacuated.
- Allow qualified staff member to silence alarm and reset device used to initiate drill. Record end time.
- After fire alarm panel reads "All Systems Normal", allow students and staff to re-enter building.
- Notify SAISD Police when fire drill is completed and fire alarm system is in normal condition.
- Complete appropriate fire drill form and submit quarterly to the Leadership Executive Director.

Lease Of School Facilities

Board Policies GKD Legal, GKD Local, and Administrative Procedure G-1

- School-related, school-affiliated or neighborhood-based groups
  - Authorized by principal
  - Request Form G1-A
  - Fees may be assessed for overtime of custodial staff or police
- Community groups and government entities
  - Facilitated by Facilities Services with principal concurrence
  - Request Form G1-B, Coach Roster Form G1-C, and Student Roster Form G1-D
  - Certificate of General Liability Insurance
  - Fees are assessed per Rental Fee Schedule
  - Contract signed by Superintendent

Lease Of School Facilities cont.

- Commercial Groups
  - Facilitated by Facilities Services with principal concurrence
  - Request Form G1-B
  - Certificate of General Liability Insurance
  - Fees are assessed per Rental Fee Schedule
  - Board of Trustees Approval

Maintenance Priorities

1. Work Requests
   - Work requests received at Plant Services from campus sites through website or call to Service Center at 229-2685
     - Work hours 7:00 a.m. to 3:30 p.m.
     - Routine and new work requests ➔ website
     - Emergency ➔ Service Center
   - Sorted by Craft
     - Air Conditioning, Carpentry, Electrical, Heating, Mill Shop, Painting, Plumbing, Etc.
   - Prioritized and distributed by Foremen to the Craftsmen

Maintenance Priorities cont.

2. How we prioritize work requests
   - General priority criteria:
   - Emergency
     - Immediate health, safety and security condition
     - Critical condition affecting the teaching environment
   - Routine
     - Code compliance and mandatory inspections
     - Preventative maintenance of major systems (air conditioning, drainage, electrical, heating, plumbing,)
     - Routine maintenance in response to work requests addressing functional conditions
   - New work

Maintenance Priorities cont.

3. Facilities Related Safety, Health, and Security Emergencies
   - Call Service Center at 299-2685 during school hours for maintenance related issues
   - Call SAISD Police at 271-3124 after school hours for emergencies
     Examples:
     - Broken exterior locks
     - Flooding in building
     - Gas smell
     - Hazardous chemical spills
     - Power loss
   - Condition that has existed for several months may not be an emergency

Maintenance Priorities cont.

4. Typical Types of Work
   - Routine Maintenance Work
     - Air conditioning system repairs
     - Asphalt patching, filling holes repairs
     - Graffiti removal
     - Water intrusion repairs
     - Window repairs
   - New Work
     - Build/modify walls
     - Paint rooms: auditoriums, hallways, kitchens, portables, restrooms, large segments of buildings or campuses
     - Re-do parking areas
     - New roofs
     - Replace air conditioning system

Maintenance Priorities cont.

5. New Work Planning
   - Activities requiring several months of planning include:
     - Grant proposals
     - Special events and carnivals
     - Relocation of a program
     - Installation of new equipment
     - Facility enhancements
   - Contact Plant Services early in the planning stages
   - Identify and convey the "complete scope of work" to prevent a piece-meal plan
   - Budget appropriately

Maintenance Priorities cont.

6. How to Submit, Query and Generate Reports of Work Requests?
   - Contact Michael Sanchez or Jerry Fansler for one-on-one training
   - Teamworks®

Air Conditioning Issues

- Most A/C systems are over 20 years old
- Old systems have limited capabilities and controls
- Cold morning – hot and humid days
- Sun and shade exposure
- Thermostat control
- A/C overrides must be submitted two days in advance. E-mail Kyle Mikolajczyk or fax to 225-6852.

Other Concerns

- Protect school buildings, grounds, and equipment
- Vandalism and graffiti prevention
- Control access
- Maintain safe exits in case of emergency
- Do not store furniture, equipment and combustibles in mechanical/electrical rooms or under buildings.
  - Fire code violations can result in a citation which will require a court appearance.

Thank you!