



# Compton Unified School District

Facilities Management

Comprehensive Review  
August 1999

**Administrative Agent**  
**Larry E. Reider**  
**Office of Kern County**  
**Superintendent of Schools**

Chief Executive Officer  
Thomas E. Henry

### 1.3 School Safety - Plan for Protection of People and Property

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#### Legal Standard

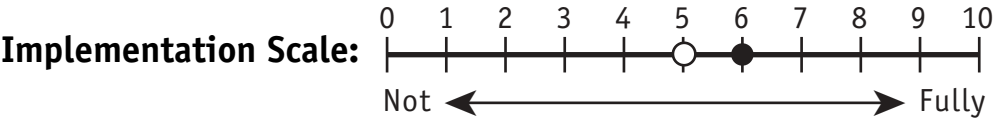
Demonstrate that a plan of security has been developed, which includes adequate measures of safety and protection of people and property. [EC 32020, 32211, 35294-35294.9, 39670-39675]

#### Progress on Recommendations and Recovery Steps

1. New wrought iron fences have been installed at Compton, Centennial and Dominguez High Schools, Bunch and Whaley Middle Schools. The district has contracted for new building security alarms to be installed districtwide. Approximately seventeen of thirty-three sites have been completed. These alarms are monitored via a third party central station.
3. The district has installed security alarms at the following schools: Caldwell, Carver, Dickison, Emerson, Foster, Kelly, Kennedy, Laurel, Mayo, Rosecrans, and Washington, Vanguard Middle School and Whaley Middle School. Security alarms are in the process of being installed at the following schools: Compton, Centennial, and Dominguez High Schools, and Willowbrook Middle School.
4. A new district Key Control policy has been developed that will be submitted to the board for approval.
5. The district has implemented a WE TIP Program which is designed to encourage the community to report crime or vandalism on district property. An information circular has been distributed at school sites and district offices.
6. The re-keying of district schools is in progress. Training on the use of the new security alarm system is being provided.

#### Standard Implemented: Partially

Previous Rating: 5  
Self Rating: 7  
New Rating: 6



## 1.4 School Safety - Restrictions on Flammable and Tonic Materials

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### Legal Standard

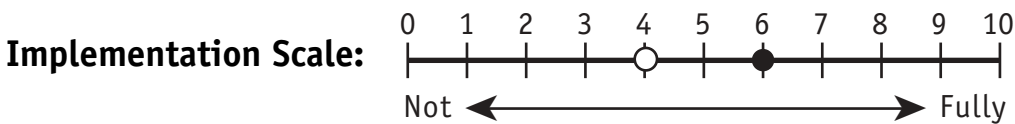
To ensure that the custodial and maintenance staff are regularly informed of restrictions pertaining to the storage and disposal of flammable or toxic materials. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]

### Progress on Recommendations and Recovery Steps

1. In-serve training on hazardous materials and substances began on April 26, 1999. The training was conducted by the district's environmental consultant, Encorp Environmental Management and Services. A contract for services was provided the review team. All training was coordinated with the district's Risk Management Department. Three sessions were held each day starting at 9 a.m. Each session is scheduled to last two hours.
2. All school sites have an Injury Illness and Prevention Plan located in the office. These documents are updated once every six months. The Facilities Department also has copies of each sites IIPP. Each IIPP contains information regarding asbestos, lead and chemicals and their location on campus.
3. The Facilities Department plans to inform, in writing, each vendor working on school district sites as to the location of the IIPP. The IIPP will provide all of the required documentation as to the concerns cited in the initial report. Verification of this practice will be documented in the next 6-month review.
4. In accordance with California Code of Regulation Title 8 section 5194, the district has a Hazardous Communications Program at each school and at the Facilities Department and Maintenance. The district indicated that this documentation is updated quarterly and available upon request.

### Standard Implemented: Partially

Previous Rating: 4  
Self Rating: 8  
New Rating: 6



# 1.5 School Safety - Documented Process for Key Control

## Professional Standard

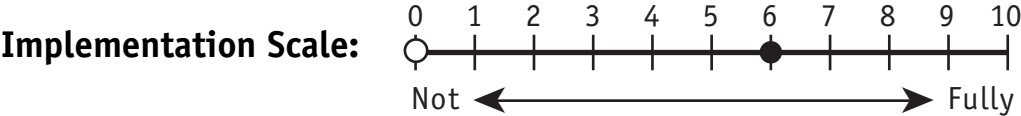
The district has a documented process for the issuance of master and sub-master keys. A districtwide standardized process for the issuance of keys to employees must be followed by all district administrators.

## Progress on Recommendations and Recovery Steps

1. According to Board Policy and Bulletin #98/99-1014 updated December 15, 1998, the issuance, making, inventory and policing of keys is the responsibility of the Lock Shop in the district Maintenance Department.
2. The district has determined that key boxes are an unsafe place to house school site keys as a result of excessive vandalism.
3. According to the board policy cited above, recipients of keys agree to “keep keys attached to me with the chains, clips and rings provided.” Additionally, “keys shall not be left in desk drawers, mail box, cork boards, automobile, or any other area that may be subject to theft or unauthorized use.” Reports of misuse of keys will be reviewed during the next 6-month review.
4. The district policy does not allow for the issuance of grand master keys to any employee. Master keys are issued only to the Principal and Plant Manager. The district has determined that this provides for a higher level of security.

## Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 8  
New Rating: 6



## 1.6 School Safety - Monitoring of Bus Loading/Unloading Areas for Safety

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### Professional Standard

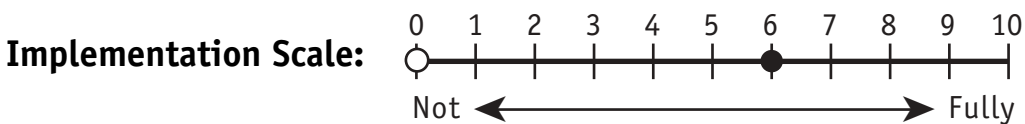
Bus loading and unloading areas, delivery areas, and parking and parent loading/unloading areas are monitored on a regular basis to ensure the safety of the students, staff and community. Students, employees and the public should feel safe at all times on school premises.

### Progress on Recommendations and Recovery Steps

1. The district hired a new Transportation Director. The district has reviewed the existing bus routes, loading/unloading areas, delivery areas, and parent loading/unloading areas to ensure the safety of students, parents and staff personnel.
2. Bus procedures were revised. The district indicated that the crosswalks for all sites with K-8 students are now being monitored.
3. The district indicated safety zones have been established for buses to enter and exit the loading zones.
4. Efforts are being developed to ensure available parking is expanded where feasible.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 7  
New Rating: 6



# 1.7 School Safety - Installation and Operation of Outside Security Lighting

## Professional Standard

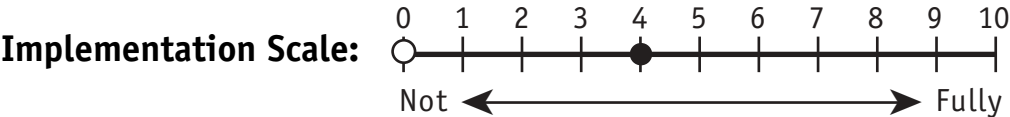
Outside lighting is properly placed and monitored on a regular basis to ensure the operability/adequacy of such lighting to ensure safety while activities are in progress in the evening hours. Outside lighting should provide sufficient illumination to allow for the safe passage of students and the public during after hour activities. Lighting should also provide security personnel with sufficient illumination to observe any illegal activities on campus.

## Progress on Recommendations and Recovery Steps

- 1. The district indicated that it spent \$350,000 on lighting in the 98/99 school year. Knowing that this is a very small amount, the district plans to continue its efforts in securing greatly needed resources to implement the recommendations cited in this standard.
- 2. No specific evidence to verify additional exterior lighting in all hallways, courtyards, between buildings and fields exists. Lighting has been improved at certain schools with funds relying on the OPSC's Modernization Program. The district is completing site assessments and installing necessary lighting to ensure the safety of all personnel.

## Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 6  
New Rating: 4



## 1.8 Graffiti and vandalism abatement plan

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### Professional Standard

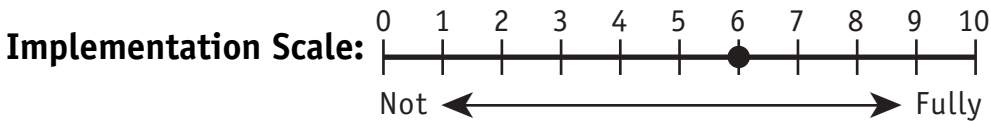
The district has a graffiti and vandalism abatement plan. The district should have a written graffiti and abatement plan that is followed by all district employees. The district provides district employees with sufficient resources to meet the requirements of the abatement plan.

### Progress on Recommendations and Recovery Steps

1. Supplies are provided for the purpose of graffiti abatement to all school sites to manage the minor graffiti abatement.
3. The district has implemented a proactive graffiti abatement program; \$62,500 in start up costs and approximately \$160,000 in graffiti abatement increased annual costs (four-man team) were approved (evidence of approval was provided). Hard to verify reduction in graffiti.

### Standard Implemented: Partially

Previous Rating: 6  
Self Rating: 6  
New Rating: 6



## 1.9 School Site Emergency Procedures Plan

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### Legal Standard

Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607]

### Progress on Recommendations and Recovery Steps

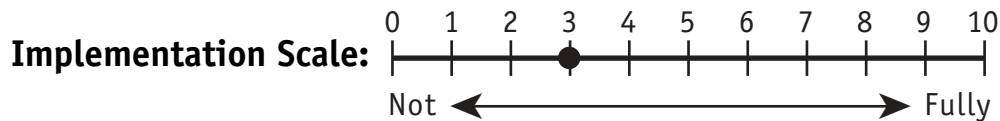
1-4. Actions are underway to complete this recommendation.

### Standard Implemented: Partially

Previous Rating: 3

Self Rating: 4

New Rating 3



## 1.11 School Safety - Knowledge of Chemicals and Potential Hazards

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### Legal Standard

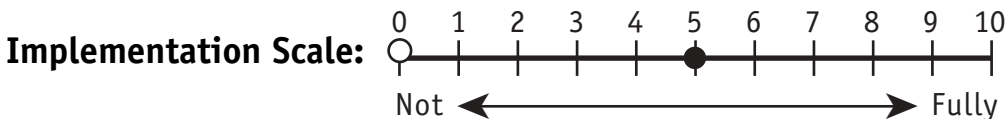
Maintenance/custodial personnel have knowledge of chemical compounds used in school programs that include potential hazards and shelf life. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194}

### Progress on Recommendations and Recovery Steps

1. In service training on knowledge of chemicals and potential hazards in the work place began on April 26, 1999. Employees were scheduled to receive training on the location of MSDS files as well as how to best interpret the information contained within the MSDS files. The training was conducted by the district's environmental consultant Encorp Environmental Management and Services. All training was coordinated with the district's Risk Management Department. Three sessions were held each day starting at 9 a.m. Each session was scheduled to last two hours.
2. The requested program is contained in the Injury Illness and Prevention Plan located at each school site. Additionally, a survey of each site has been conducted to identify all workplace hazards and their location.
3. The district has a Hazardous Communications Program at each school, and at the Facilities and Maintenance Department. The district indicated that this documentation is updated quarterly and available upon request.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 8  
New Rating: 5



# 1.12 School Safety – Inspection and Correction of Unsafe Conditions

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## Legal Standard

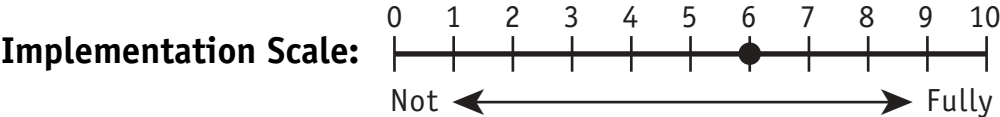
Building examinations are performed, and required actions are taken by the governing board upon report of unsafe conditions. [EC 173679(a)]

## Progress on Recommendations and Recovery Steps

- 1. Facilities have been surveyed and needs prioritized.
- 2. Applications have been completed and filed: Office of Public School Construction (OPSC) 80/20 Applications, OPSC Davis Hardship Application (Middle School), Deferred Maintenance 5-Year Plan, and Master Plan RFP (Evidence submitted only for Davis Middle School).

## Standard Implemented: Partially

Previous Rating: 6  
Self Rating: None  
New Rating: 6



## 1.14 School Safety – Sanitation is Maintained and Fire Hazards are Corrected

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### Legal Standard

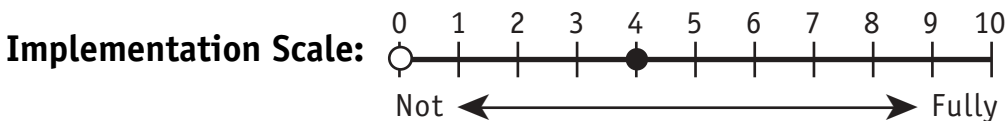
Sanitary, neat and clean conditions of the school premises exist and the premises are free from conditions that would create a fire hazard. [CCR Title 5 §633]

### Progress on Recommendations and Recovery Steps

1. The district has implemented an “Employee Safety Checklist” and a “Safety Hazard Assessment Checklist” to be used by all site operational personnel. All site operational personnel are inserviced in safety and cleanliness.
2. A safety hazard assessment inspection has been conducted for all district sites.
3. The ACLU Grading System has been implemented within the district at each school campus.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 7  
New Rating: 4



# 1.15 School Safety – Injury/Illness Prevention Program Inspections are Done

## Legal Standard

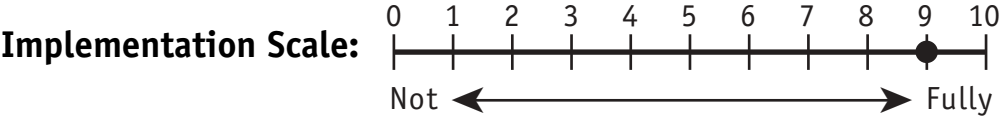
The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]

## Progress on Recommendations and Recovery Steps

- 1. The district indicated the IIPP (Comprehensive School Safety Plan) is updated as required.
- 2. The district indicated it emphasizes the importance of this plan. Training is provided during Principal meetings.

## Standard Implemented: Fully - Substantially

Previous Rating: 9  
Self Rating: 9  
New Rating: 9



## 1.16 School Safety – Fire Extinguishers and Inspection Information Available

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### Legal Standard

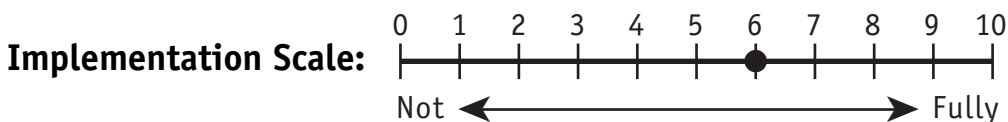
Appropriate fire extinguishers exist in each building and current inspection information is available.  
[CCR Title 8 §1922(a)]

### Progress on Recommendations and Recovery Steps

1. Inspection of all fire extinguishers is expected to be completed by the end of August 1999 to ensure proper size, use, and accessibility.
2. Continual efforts are made to ensure compliance with fire extinguishers to be replaced or serviced once every two years and immediately after each use.
3. Backup extinguishers are part of the district program.
4. A master list is maintained of all fire extinguishers identifying required service intervals and replacement needs.

### Standard Implemented: Partially

Previous Rating: 6  
Self Rating: 8  
New Rating: 6



## 1.17 School Safety – All Exits are Free of Obstructions

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### Legal Standard

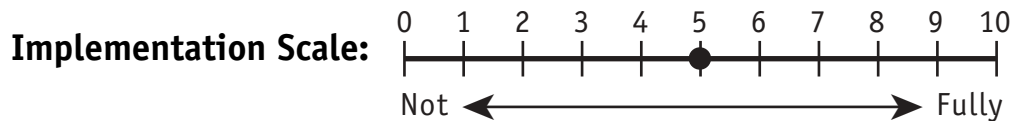
All exits are free of obstructions. [CCR Title 8 §3219]

### Progress on Recommendations and Recovery Steps

1. In-house training is conducted by ENCORP and the district's personnel.
2. Work Place Safety Training sessions, Health Training Programs and Regularly Scheduled Safety Meetings are an integral part of the district's Injury Illness Prevention Program. No evidence provided about quality and outcomes of in-service. No evidence provided about arrival and departure compliance.

### Standard Implemented: Partially

Previous Rating: 5  
Self Rating: 8  
New Rating: 5



## 1.19 School Safety – An Emergency Action Plan Exists

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### Legal Standard

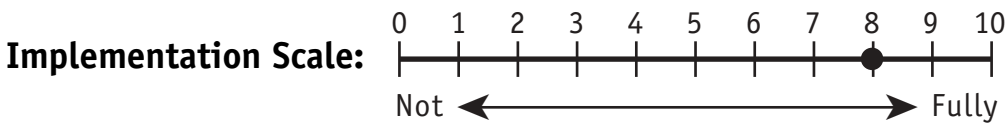
An emergency action plan exists. [CCR Title 8, §3220]

### Progress on Recommendations and Recovery Steps

1. Instructions regarding emergency plans are of a continual emphasis to students and employees. No documentation provided.
2. By the end of August 1999, the district is scheduled to complete its review of all its comprehensive emergency action plans.
3. The district began its recertification program for first aide and cardiopulmonary resuscitation (CPR) in June 1999 with plans to complete recertification by August 1999.

### Standard Implemented: Fully - Substantially

Previous Rating: 8  
Self Rating: 8  
New Rating: 8



# 1.20 School Safety – Compliance for Under/Above Ground Storage Tanks

## Legal Standard

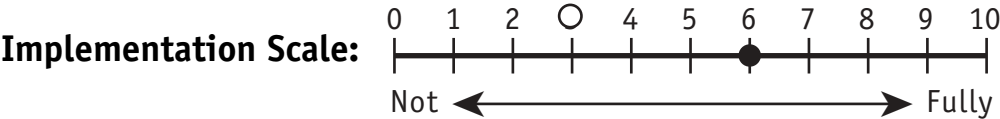
Requirements are followed pertaining to underground storage tanks. [H&SC 25292, CCR Title 26 §477, Title 23 § 2610])

## Progress on Recommendations and Recovery Steps

1. All district underground storage tanks have been replaced and inspected and found to be in compliance with Sections 25291 and 25292 of the California Health and Safety Code. This inspection took place on November 9, 1998. The certified compliance report was provided to the review team.
2. All district underground storage tanks have been found to be in compliance.
3. Training of maintenance/custodial/cafeteria staff on the general industry testing, monitoring and inspection orders are scheduled to be completed prior to September 1999.

## Standard Implemented: Partially

Previous Rating: 3  
Self Rating: 8  
New Rating: 6



## 1.21 School Safety – Compliance with Federal AHERA Laws

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### Legal Standard

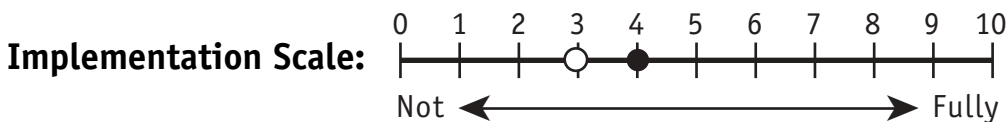
All asbestos inspection and asbestos work completed in the US is performed by Asbestos Hazard Emergency Response Act (AHERA) accredited individuals. [EC 49410.5, 40 CFR Part 763]

### Progress on Recommendations and Recovery Steps

1. Documentation is still needed concerning the district's complete, updated management plans for asbestos and its availability. The district indicates that periodic inspections are completed.
2. The district indicated that training has been provided but documentation is still needed. Maintenance personnel received 16 hour awareness training by ASCIP. The district has not indicated a plan for sustaining this training. Significant district personnel did not complete asbestos training. Memo provided showing of the 46 individuals starting a course at ASCIP only 28; completed the course.
3. The district has recommended that the custodian be eliminated from this recommendation as it is not appropriate for them to perform these duties.
4. The district indicated that extensive asbestos abatement work is being completed by California Certified Asbestos Abatement Contractors.

### Standard Implemented: Partially

Previous Rating: 3  
Self Rating: 7  
New Rating: 4



## 1.25 School Safety – Maintenance of a Comprehensive Employee Safety Program

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### Professional Standard

The district maintains a comprehensive employee safety program. Employees should be aware of the district safety program and the district provides inservice training to employees on the requirements of the safety program.

### Progress on Recommendations and Recovery Steps

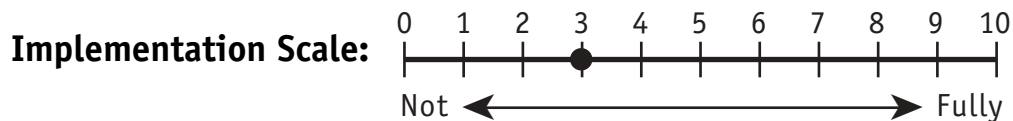
1. The district has begun the process of updating its board policies.
2. A districtwide safety committee was formed as part of the principal's meeting.
3. The district is planning to publish a safety newsletter for the beginning of the 1999-00 school year.

### Standard Implemented: Partially

Previous Rating: 3

Self Rating: 3

New Rating: 3



## 1.26 School Safety – Conduct of Periodic Safety Training for Employees

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### Professional Standard

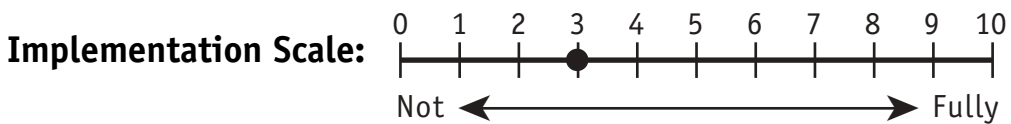
The district conducts periodic safety training for employees. District employees should receive periodic training on the safety procedures of the district.

### Progress on Recommendations and Recovery Steps

1. The district indicated that periodic safety training is being conducted. No documentation of dates, number of attendees, or topics was provided.

### Standard Implemented: Partially

Previous Rating: 3  
Self Rating: 9  
New Rating: 3



# 1.27 School Safety – Conduct of First Aid Training for School Site Personnel

## Professional Standard

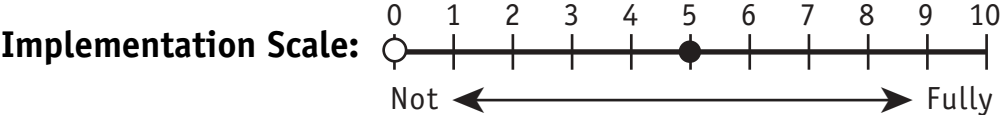
The district should conduct periodic first aid training for employees assigned to school sites.

## Progress on Recommendations and Recovery Steps

- 1. No evidence of board policies developed. SOS International, Inc., was contracted to complete first aid training for approximately 300 district personnel at a cost of approximately \$3,750. Plans are underway to ensure currency of training and need for retraining.
- 2. First aid training was provided beginning April 28, 1999. Invoices for contracted training were provided the review team.
- 3. Upon completion of the initial training, records for retraining will be maintained.
- 4. No records exist to review at this time.

## Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 7  
New Rating: 5



## 2.1 Facility Planning – Maintenance of a Long-Range Facilities Master Plan

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### Professional Standard

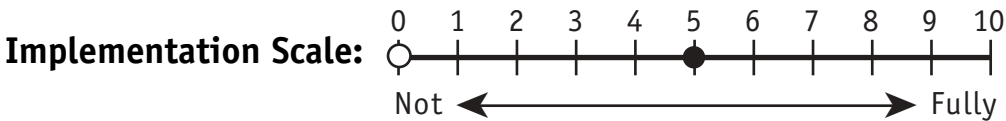
Compton Unified School District should have a long-range school facilities master plan.

### Progress on Recommendations and Recovery Steps

1. The district sent out the request for bids on April 12, which closed on May 14. The bid went to Fields & Devereaux and was approved July 14 for a sum of \$98,000. The master plan is scheduled to be completed within 90 to 120 days. The plan is to include five major areas: Review of the Planning Process, Assessment of Facilities, Demographic Patterns of the K-12 Enrollment and projected changes, Development of Housing Options for Future Students, and Development of Financial Plan.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 7  
New Rating: 5



## 2.2 Facility Planning – CDE Facilities Planning and Construction Guide

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### Professional Standard

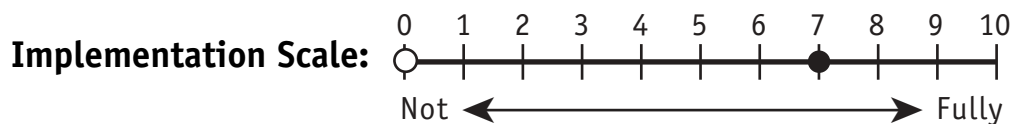
Compton Unified School district should possess a California State Department of Education Facilities Planning and Construction Guide (dated 1991).

### Progress on Recommendations and Recovery Steps

1. The district has requested and has received the Facilities Planning and Construction Guide from the California State Department of Education.
2. The district has replaced sand and footings in most schools. New playground equipment has been purchased for some schools. At the time of this 6-month review, the new certification regulations had still not been published.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 8  
New Rating: 7



## 2.3 Facility Planning – Efforts to Seek State and Local Matching Funds

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### Professional Standard

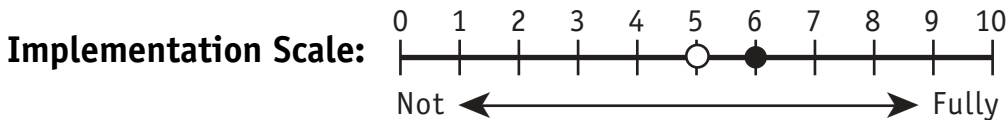
Compton Unified School District should seek state and local funds.

### Progress on Recommendations and Recovery Steps

1. The district unsuccessfully attempted to pass a GOB for a third time in April 1999. The district has resubmitted to OPSC and requested to transfer eligible modernization site from 50/50 to 80/20. Total need for all projects is estimated to be approximately \$70,000,000 which included approximately \$55,000,000 for modernization and \$15,000,000 for new construction.

### Standard Implemented: Partially

Previous Rating: 5  
Self Rating: 7  
New Rating: 6



## 2.4 Facility Planning – Existence of a district Facility Planning Committee

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### Professional Standard

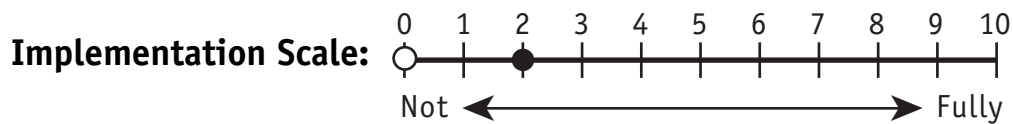
Compton Unified School District should have a facility planning committee.

### Progress on Recommendations and Recovery Steps

1. The district has established a “Facilities Task Force” with representative members including City staff which meets approximately every 90 days.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 7  
New Rating: 2



## 2.5 Facility Planning – Properly Staffed and Funded Facility Planning Function

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### Professional Standard

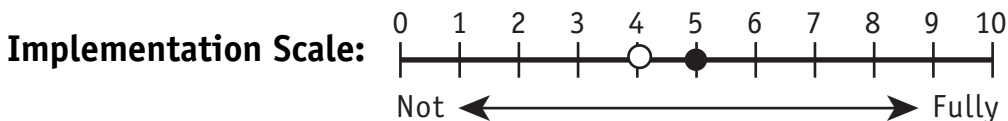
Compton Unified School District should have a properly staffed and funded facility planning department.

### Progress on Recommendations and Recovery Steps

1. Employees are now being screened by Personnel. Employees are receiving training on state programs; plans are made for ongoing training efforts. Staff evaluation utilized performance standards. No documentation given for status of current employees matching required skill qualifications.
2. Documentation regarding results of employees performance evaluation program not available.
3. The district has made a concerted effort to fund facility needs; in the past two years approximately \$16.65 million has been diverted from the General Fund to complete major facility needs. No documentation provided regarding proper staffing for facilities. Facilities reorganization occurred. Job descriptions were written for several jobs.
4. Evidence is anticipated available in 60 to 90 days for employee reassignment for those employees not meeting minimum qualifications.

### Standard Implemented: Partially

Previous Rating: 4  
Self Rating: 6  
New Rating: 5



## 2.6 Facility Planning – Implementation of an Annual Capital Planning Budget

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### Professional Standard

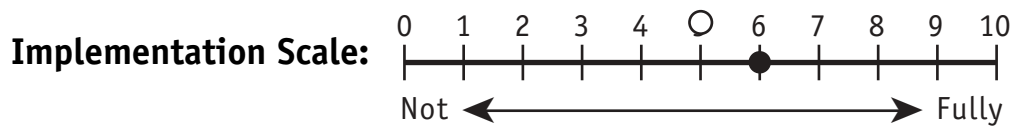
Compton Unified School District should develop and implement an annual capital planning budget.

### Progress on Recommendations and Recovery Steps

1. Three unsuccessful general obligation bonds have been attempted. The district pursued State funding for approximately 28 eligible Modernization Projects and one new school construction project.
3. The capital planning budget is consistent with the district's master plan.

### Standard Implemented: Partially

Previous Rating: 5  
Self Rating: 7  
New Rating: 6



## 2.7 Facility Planning – Standards for Real Property Acquisition and Disposal

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### Legal Standard

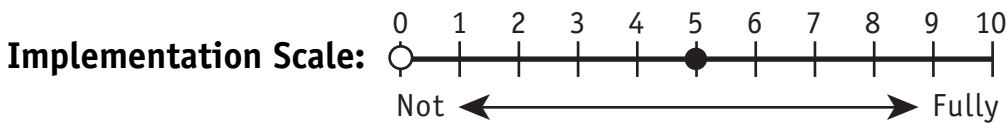
Compton Unified School District should have standards for real property acquisition and disposal. [EC 39030, 39290, 39295, 39360, 39390, 39480] )

### Progress on Recommendations and Recovery Steps

1. Master Plan bid was awarded and a completed master plan is anticipated by February of school year 1999-00.
2. Master Plan approved bid included capacity of existing school facilities, projected long range student enrollments, analysis of locations of surplus school sites and potential future school sites.
3. The district is awaiting Master Plan in regards to recommended use of real properties.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 7  
New Rating: 5



## 2.14 Facility Planning – Collection of Statutory Developer Fees

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### Legal Standard

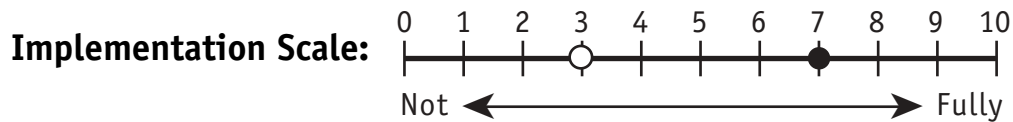
Compton Unified School District should collect statutory school fees. [EC 17620, GC 65995, 66000]

### Progress on Recommendations and Recovery Steps

1. In July 1999, a Developer Fee Study was completed.
3. The district has increased the fees for residential development and commercial/industrial development to \$1.93 and \$.31 respectively, and is collecting at the same rate. This is the full statutory impact fee allowable.

### Standard Implemented: Partially

Previous Rating: 3  
Self Rating: 7  
New Rating: 7



### 3.1 Facilities Improvement and Modernization – Appropriate Use of the Deferred Maintenance Fund

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#### Professional Standard

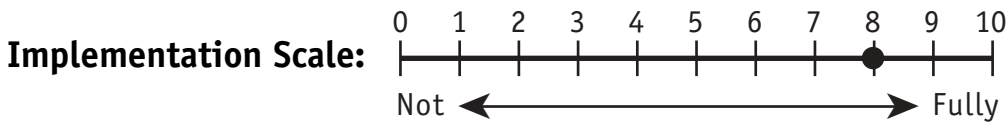
The district has a restricted deferred maintenance fund and those funds are expended for maintenance purposes only. The deferred maintenance fund should be a stand-alone fund reflecting the revenues and expenses for the major maintenance projects accomplished during the year.

#### Progress on Recommendations and Recovery Steps

2. Five-year Deferred Maintenance Plan has been updated annually with the last update April 1999. Funding for Five-year Deferred Maintenance Plan is in place and funds have been exhausted resulting in application for critical hardship funds in the amount of approximately \$750,000 with unfunded approval received.
3. Long Range Facility Master Plan due in 90–120 days is expected to incorporate deferred maintenance projects.

#### Standard Implemented: Fully - Substantially

Previous Rating: 8  
Self Rating: None  
New Rating: 8



### 3.4 Facilities Improvement and Modernization – Determination of Maximum Eligibility for State Funding

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#### Professional Standard

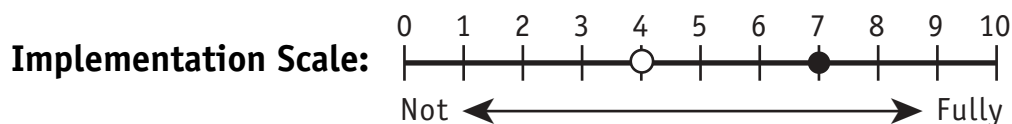
The CUSD consistently reviews and monitors its eligibility for State funding so as to capitalize upon maximal funding opportunities.

#### Progress on Recommendations and Recovery Steps

1. The district has increased efforts to participate in the State School Building Program. Applications have been completed and on file with: Office of Public School Construction (OPSC) 80/20 Applications, OPSC Davis Hardship Application (Middle School), Deferred Maintenance Five-year Plan, and Master Plan RFP. The district unsuccessfully attempted to pass a GOB for a third time in April 1999. The district has resubmitted to OPSC and requested to transfer eligible modernization site from 50/50 to 80/20. Total need for all projects is estimated to be \$70,000,000 which included approximately \$55,000,000 for modernization and \$15,000,000 for new construction. Eleven confirmed with a possibility of 17 of the 80/20 applications for Modernization will be on the July State Board Meeting.
2. Since 1998, the district has utilized the use of new outside specialists such as Osborn Architects, Lauterbach and Associates, Fields & Devereaux, and Viron Corporation who have assisted with the state applications.

#### Standard Implemented: Partially

Previous Rating:	4
Self Rating:	7
New Rating:	7



### 3.5 Facilities Improvement and Modernization – Interim Plans for Student Housing During Construction

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#### Professional Standard

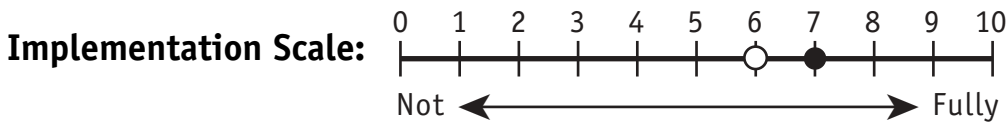
The CUSD establishes and implements interim housing plans for use during the construction phase of modernization projects and/or additions to existing facilities.

#### Progress on Recommendations and Recovery Steps

1. a. Site-level administrators have been included in construction phasing plans on campuses.
- b. The new architect contracts for interim housing (4 major outside consultants are currently working in the district) have included a required provision for coordination services amongst all involved parties relative to project scheduling. Educational specification were included in the scope of work for all new firms.
- c. The district addressed the construction administration phase of modernization projects by contracting with Viron Corporation for responsibility of construction management.

#### Standard Implemented: Partially

Previous Rating:	6
Self Rating:	7
New Rating:	7



## 5.4 Compliance with Public Contracting Laws and Procedures – Development of Biddable Plans and Specifications

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### Professional Standard

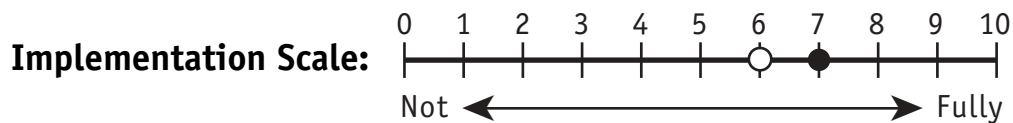
The CUSD ensures that biddable plans and specifications are developed through its licensed architects/engineers for respective construction projects.

### Progress on Recommendations and Recovery Steps

1. The district analyzed the “bid-ability” of plans and specification for projects by utilizing the services of Lisa Sachs (AOR) of Construction Control Group.

### Standard Implemented: Partially

Previous Rating:	6
Self Rating:	8
New Rating:	7



## 8.2 Facilities Maintenance and Custodial – Preparation of Energy Analyses

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### Professional Standard

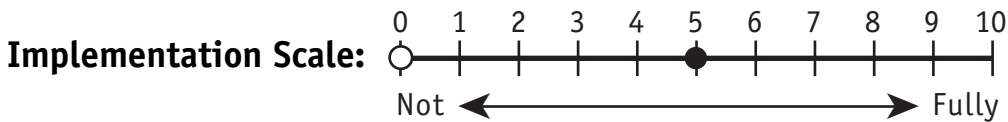
The district should have a comprehensive analysis of their utility bills (all sites) as it relates to their energy consumption.

### Progress on Recommendations and Recovery Steps

3. The district has utilized the firm of Viron Corporation to complete a comprehensive study of energy utilization including the analysis of utility bills. A full utility bill analysis was conducted for power in 1997-98. Recommendations and preliminary design were done to ensure energy conservation measures and the required foot candle levels in the classrooms. Currently, an analysis is underway for energy conservation for mechanical systems. Recommendations and facilities improvements are planned to be incorporated in the district's Master Plan and particularly in the modernization projects forthcoming.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 6  
New Rating: 5



## 8. 5 Facilities Maintenance and Custodial – Adequate Maintenance Records and Inventories

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### Professional Standard

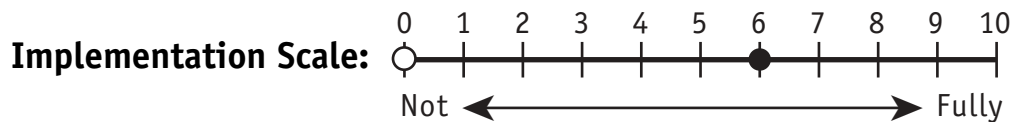
Adequate maintenance records and reports are kept, including a complete inventory of supplies, materials, tools and equipment. All employees required to perform maintenance on school sites should be provided with adequate supplies, equipment and training to perform maintenance tasks in a timely and professional manner. Included in the training is how to inventory supplies and equipment and when to order or replenish them.

### Progress on Recommendations and Recovery Steps

1. Maintenance Department staff is in the process of being reorganized into Mobile Teams and assigned to specific sites by schedule. Materials are to be purchased only by the project supervisor. Inventory of maintenance supplies is planned to be done via computer in coordination with the Purchasing Warehouse and checked out by project tracking via the maintenance coordinator. Work orders and materials are to be project/site specific. Final sign-off of a maintenance project is completed by one of five shop supervisors after consultation with site principal and/or other appropriate site personnel indicating the job is completed.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: 6  
New Rating: 6



## 8.11 Facilities Maintenance and Custodial – All Buildings, Grounds and Bathrooms are Maintained

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### Legal Standard

Toilet facilities are adequate and maintained. All buildings and grounds are maintained. [CCR Title 5 § 631]

### Progress on Recommendations and Recovery Steps

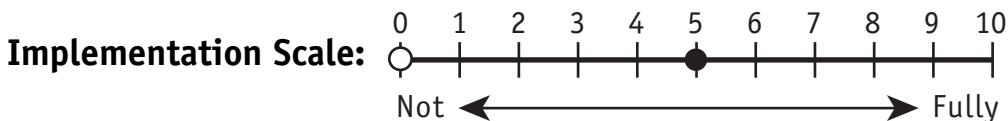
1. Restroom inspection is currently completed three times daily by a custodian and verified by the site principal in writing at each school site for cleanliness and adequate supplies. All sites are in the process of being inspected by Facilities Planners for short- and long-term needs. Restroom needs are prioritized daily by the district Maintenance Supervisory Staff.

The Maintenance Department implemented a Restroom Renovation Crew Schedule in April 1999 to address the published schedule of restroom renovation at all sites except the ones already addressed via modernization.

2. Training for all district maintenance staff working in restrooms was provided in the district by the Operations Area Supervisors. An orientation process for new employees was held individually. For current employees, in-service was provided when new equipment, building materials and/or supplies were brought into the district.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: None  
New Rating: 5



## 8.12 Facilities Maintenance and Custodial – Implementation of a Planned Program Maintenance System

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### Professional Standard

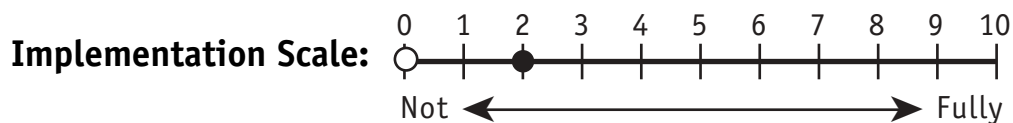
The district has implemented a planned program maintenance system. The district should have a written planned program maintenance system that includes an inventory of all facilities and equipment that will require maintenance and replacement. This program should include purchase prices, anticipated life expectancies, anticipated replacement timelines and budgetary resources necessary to maintain the facilities.

### Progress on Recommendations and Recovery Steps

1. No board policy regarding planned program maintenance systems and funding was established. The State Administer did approve the Revised Deferred Maintenance Plan, Revised Maintenance Staffing, and the contract for the Master Plan which included funding options.
2. No complete inventory of all facility and equipment requiring cyclical program maintenance has been established. An inventory of building structures systems, e.g., lightening fixtures, heating, plumbing, doors, and windows, has been completed. A needs assessment survey of building systems has been completed.
3. Funding for Five-year Deferred Maintenance Plan is in place and funds have been exhausted resulting in application for critical hardship funds in the amount of approximately \$750,000 with unfunded approval received. A planned program maintenance system financial plan will be developed.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: None  
New Rating: 2



## 9.7 Instructional Program Issues – Adequate Heating and Ventilation Exists in all Schools

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### Professional Standard

All schools shall have adequate heating and ventilation.

### Progress on Recommendations and Recovery Steps

1. An outside engineering firm, Viron, is completing a study to make recommendations for replacement of HVAC systems districtwide. This study will be the beginning of the establishment of district standards for such systems.

### Standard Implemented: Partially

Previous Rating: 0  
Self Rating: None  
New Rating: 2

