



West Contra Costa Unified School District

Facilities Management

Comprehensive Review
July 2002

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

Chief Executive Officer
Thomas E. Henry

1.1 School Safety—CDE Civil Defense and Disaster Planning Guide

Legal Standard

All school administrators should be thoroughly familiar with the California Department of Education, Civil Defense and Disaster Planning Guide for School Officials, 1972.

[EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607, CCR Title 5 §550, 560, Title 19 §2400]

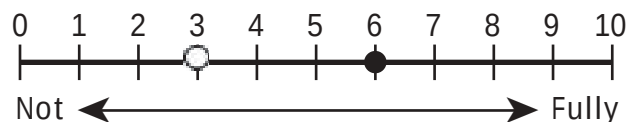
Progress on Recommendations and Improvement Plan

1. The district has completed the task of creating a Disaster and Emergency Response Plan and has disseminated copies to all sites. The district has provided training to staff on how to use the plan. However, during the site visits, some of the schools were unable to find the plan.
2. Some of the schools are still in the process of customizing the Emergency Operations Plan for their sites.
3. While all sites visited had emergency medical kits, the kits were unmarked. The kits contained various emergency training information and supplies, but without proper labeling, the kits looked like tool kits instead of emergency medical kits.
4. All sites visited had emergency cloth bags that contained a wide variety of medical supplies that could be used by central office personnel in case of an emergency. In most cases, the central office staff was able to locate the bags with little effort. However, the cupboards or cabinets where the bags were stored were unmarked, limiting easy retrieval by staff during an emergency.
5. First aid supplies were found in all schools visited. However, only one of these schools actually had the cupboard or cabinet where these supplies are kept marked with a sign noting where they are stored.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	6

Implementation Scale:



1.4 School Safety—Restrictions on Flammable and Toxic Materials

Legal Standard

Ensure that the custodial and maintenance staff is 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]

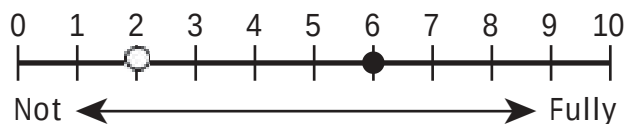
Progress on Recommendations and Improvement Plan

1. Of the sites visited, all custodial staff had a Materials Safety Data Sheets binder readily available. However, it could not be determined when the binders were last updated.
2. Some of the central offices also had MSDS binders available. Again, it could not be determined when the binders were last updated.
3. The district does not have any board policies or procedures regarding the MSDS notebooks.
4. Of the custodial offices observed, there are limited quantities of chemicals stored in the offices. The majority of the chemicals used by the custodians and ordered as inventory is depleted. There are no longer large inventories of chemicals kept on site.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	6

Implementation Scale:



1.9 School Safety—School Site Emergency Procedures Plan

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] [CCR Title 8, §3220]

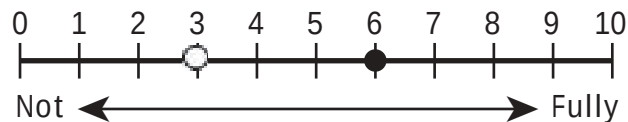
Progress on Recommendations and Improvement Plan

1. Of the sites visited, all had emergency plans and safety plans readily available. One site was in the process of updating the site plan for the most current employee listing and school safety procedures.
2. Half of the schools visited had customized the safety plan to reflect the specifics of the individual school.
3. In one case, the emergency plan was not readily available.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	6

Implementation Scale:



1.11 School Safety—Knowledge of Chemicals and Potential Hazards

Legal Standard

Maintenance/custodial personnel have knowledge of chemical compounds used in school programs that include the 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]

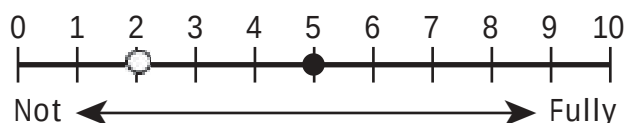
Progress on Recommendations and Improvement Plan

1. Of the sites visited, all custodial staff had an MSDS binder readily available. However, it could not be determined when binders were last updated.
2. The district does not have any board policies or procedures regarding the MSDS notebooks.
3. Of the custodial offices observed, there are limited quantities of chemicals stored in the offices. The majority of the chemicals used by the custodians and ordered as inventory is depleted. There are no longer large inventories of chemicals kept on site.
4. While science rooms recently purged all old chemicals, a printed inventory of the new chemicals is not being kept.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	5

Implementation Scale:



1.19 School Safety—An Emergency Action Plan Exists

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] [CCR Title 8, §3220]

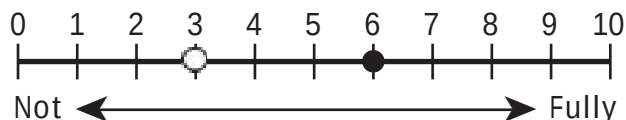
Progress on Recommendations and Improvement Plan

1. The district has made substantial progress in this area since the initial review a year ago.
2. All of the sites visited were able to readily locate the written emergency plans.
3. All of the plans were well organized to reflect responsible parties in case of an emergency, along with emergency exits and paths to be used during an emergency.
4. The schools are in the process of enhancing their school site safety plans to include some of the district emergency plan components.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	6

Implementation Scale:



1.23 School Safety—Safety of Boilers and Fired Pressure Vessels

Legal Standard

Safe work practices exist with regard to boiler and fired pressure vessels. [CCR Title 8 §782]

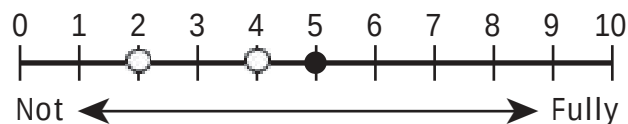
Progress on Recommendations and Improvement Plan

1. The district recently hired a new Maintenance Manager who is familiar with the need to maintain boiler maintenance logs. As a result, it is anticipated that log maintenance will be more complete when the study team makes future site visits.
2. The district has made some progress in cleaning up the work practices of the personnel responsible for the boiler rooms. During the follow-up site visits, two of the boiler rooms were still being used as storage facilities.
3. One of the rooms that had both the heating unit and the electrical panel had furniture and equipment stored in it so that access to the electrical panel required moving numerous pieces of furniture to reach it.
4. One of the rooms had plastic play equipment stored in it. The equipment was leaning against the flex tubing of the water heater, which could result in a gas leak if not removed immediately.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Rating:	4
June 2002 Self-Rating:	6
June 2002 New Rating:	5

Implementation Scale:



2.5 Facility Planning—Properly Staffed and Funded Facility Planning Function

Professional Standard

The district should have a properly staffed and funded facilities planning department.

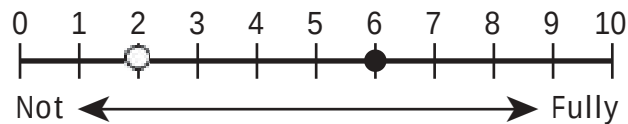
Progress on Recommendations and Improvement Plan

1. With the passage of Measure M, additional facility planning staff members have been hired to coordinate the development sequence of the projects, as well as to keep the public informed of the progress of the projects.
2. During the site visits, the facilities staff showed the team the organizational chart for all of the departments that will be a part of the Measure M process. The organizational chart is a work in progress, but the district has made strides to delineate the responsibilities of all staff.
3. The district is currently in the process of advertising for additional facilities staff. Positions being advertised include the Facilities Director and support staff.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	8
June 2002 New Rating:	6

Implementation Scale:



2.8 Facility Planning—State Allocation Board Waivers for Non-Conforming Facilities

Legal Standard

The district seeks and obtains waivers from the State Allocation Board for continued use of its non-conforming facilities. [EC 17284, 17285]

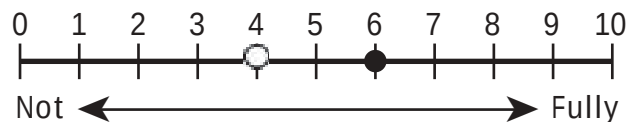
Progress on Recommendations and Improvement Plan

1. Since the last site visit, the district has replaced the majority of the non-conforming facilities.
2. There are currently only two portable classrooms that require the district to file waivers with the State Allocation Board. The district states that the waivers will be filed with the State Allocation Board in the next 30 days.
3. It is anticipated that, with the addition of the Measure M funding, the two remaining portables soon will be replaced with conforming facilities.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	6

Implementation Scale:



2.18 Facility Planning—School Site Size and Loading Capacity

Professional Standard

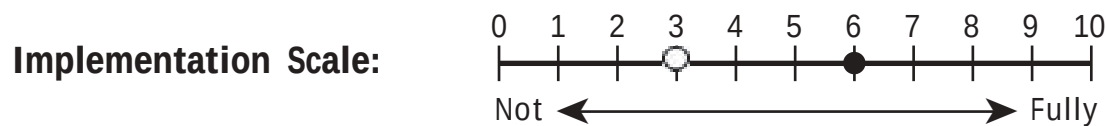
The district complies with California Department of Education recommendations relative to school site sizing.

Progress on Recommendations and Improvement Plan

1. In order to help pass Measures D and M, the district did a thorough analysis of the existing facilities and anticipated student enrollment. Using this information, the master architect has begun development of the projects that were spelled out in the measures.
2. The district is negotiating for the acquisition of three new school sites. As these negotiations progress, the district also is providing excellent information to the public to inform them of the potential new school sites.
3. The district is utilizing the site specifications developed by the California Department of Education in determining the proper size of the potential new school sites.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	6



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

Professional Standard

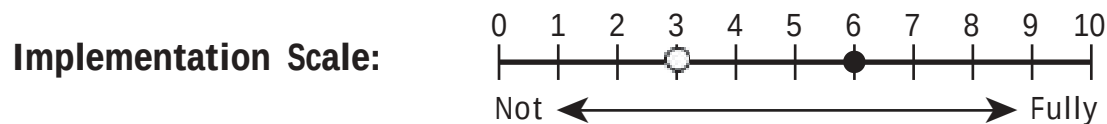
The district establishes and implements interim housing plans for use during the construction phase of modernization projects and/or additions to existing facilities.

Progress on Recommendations and Improvement Plan

1. Not only has the district established interim housing plans for use during modernization, but also it has implemented the plans at Stewart School. As observed during the site visit on April 29, 2002, the district placed a totally portable classroom campus next to the permanent buildings that will be modernized. Now that all staff and pupils have been moved to the temporary site, the whole school can be modernized without having to work around staff and students.
2. During the initial interim housing planning, the district held numerous town hall meetings to provide public input for the district to consider before the portable classrooms were set. The process will be used in the future for all proposed interim housing projects.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	6



3.7 Facilities Improvement and Modernization—Furniture and Equipment Included in Modernization Program

Professional Standard

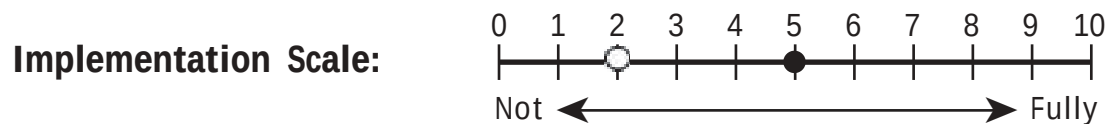
Furniture and equipment items are routinely included within the scope of modernization projects.

Progress on Recommendations and Improvement Plan

1. The wording contained in Measure M stated specifically that one of the ways that the revenues would be spent would be to replace furniture and equipment at the sites that are modernized.
2. During the site visits, it was observed that Measure M funds could provide the students with furniture and equipment that would enhance the educational program. Many of the existing desks and chairs are more than 30 years old and in need of replacement.
3. In all planning meetings, the master architect is required to include furniture and equipment as a part of all modernization projects.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	5



4.1 Construction of Projects—An Appropriate Project Management Structure Exists

Professional Standard

The district maintains an appropriate structure for the effective management of its construction projects.

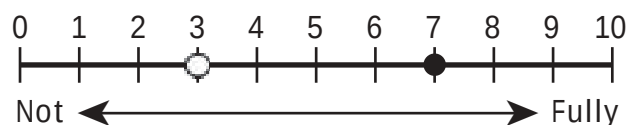
Progress on Recommendations and Improvement Plan

1. With the passage of Measure M, additional facility planning staff members have been hired to coordinate the development sequence of the projects, as well as to keep the public informed of the progress of the projects.
2. During site visits, the facilities staff showed the study team the organizational chart for all of the departments that will be a part of the Measure M process. The organizational chart is a work in progress, but the district has made strides to delineate the responsibilities of all staff.
3. The district is currently in the process of advertising for additional staff for the facilities department. Positions being advertised include the Facilities Director and support staff.
4. The Bond Oversight Committee also will be reviewing the effectiveness of Measure M fund usage during the construction process.
5. In addition to the Bond Oversight Committee, the district has developed a Bond Leveraging Committee to pursue and identify additional funding that can be paired with local bond funds.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	8
June 2002 New Rating:	7

Implementation Scale:



4.4 Construction of Projects—Inspector of Record Assignments are Properly Approved

Professional Standard

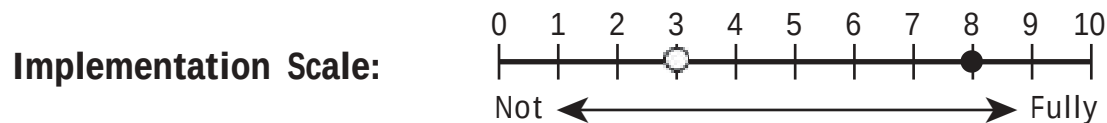
Each Inspector of Record (IOR) assignment is properly approved.

Progress on Recommendations and Improvement Plan

1. The district currently employs only one inspector of record. The inspector is properly certified by the Division of the State Architect.
2. As additional projects are approved under the Measure M funding, additional inspectors will be hired. The hiring process will include verification of proper certification by the DSA.
3. One of the challenges faced by all districts in the state is the lack of quality, qualified inspectors. There are so few inspectors, while there are numerous projects to be performed. This shortage may have an impact on the district's ability to hire additional inspectors.

Standard Implemented: Fully - Substantially

June 2001 Rating:	3
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	8
June 2002 New Rating:	8



8.3 Facilities Maintenance and Custodial—Completion of Energy Analyses

Professional Standard

An energy analysis should be completed for each site.

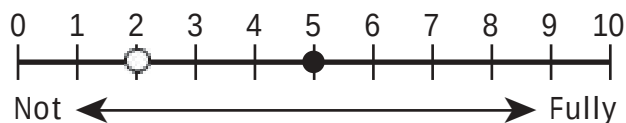
Progress on Recommendations and Improvement Plan

1. The district has contracted for energy audits of seven schools to determine the costs of energy saving measures that could be included in the modernization of the schools.
2. As a result of working with the Department of Energy, and by participating in its Rebuild America program, the district had one of its science rooms completely remodeled for energy efficiency at no cost to the district.
3. The district has also created the Energy Treasure Hunt Program to establish benchmarks to analyze future modernization projects.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	5

Implementation Scale:



8.9 Facilities Maintenance and Custodial—Implementation of a Preventive Maintenance Program

Professional Standard

The district has an effective preventive maintenance program. The district should have a written preventive maintenance program that is scheduled and followed by the maintenance staff. This program should include verification of the completion of work by the supervisor of the maintenance staff.

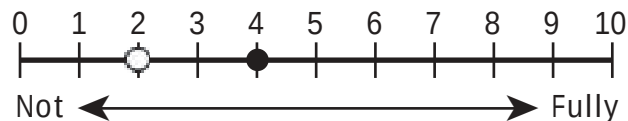
Progress on Recommendations and Improvement Plan

1. With the hiring of the Maintenance Manager, who is familiar with the preventive maintenance concept, the district took the first step in implementing an effective preventive maintenance program.
2. There are already regularly scheduled maintenance plans in place for boiler maintenance and locksmith visits.
3. Schools are provided with adequate air filters and necessary lubricants to perform regularly scheduled maintenance on the HVAC units. Most of the schools visited had performed the filter replacement requirements.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	4
June 2002 New Rating:	4

Implementation Scale:



8.10 Facilities Maintenance and Custodial—All Buildings, Grounds and Bathrooms are Maintained

Legal Standard

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

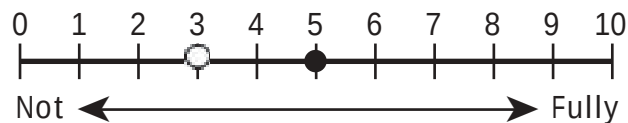
Progress on Recommendations and Improvement Plan

1. The district continues to make strides to try to keep ahead of the ongoing vandalizing of bathrooms and facilities. This is not a money issue. The maintenance and operations staffs are repairing and replacing damaged fixtures as quickly as possible, only to find them demolished or defaced in a very short time.
2. Custodial staff members regularly check on the cleanliness of the bathrooms. At the conclusion of the lunch hour and during recess periods, custodial staff often must perform a follow-up cleaning of the bathrooms.
3. The majority of the sites visited had sanitary conditions, with the exception of the high schools, where the greatest destruction was noted.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	5

Implementation Scale:



9.1 Instructional Program Issues—Plan for Attractive Landscaped Facilities

Professional Standard

The district has developed a plan for attractively landscaped facilities.

Progress on Recommendations and Improvement Plan

1. The district is working with the School Site Councils to determine the landscaping needs of the individual school sites. The funding to meet these needs will come from MRAD revenues.
2. During the site visits, it was observed that the grounds personnel were trimming the foliage around one of the school sites to allow for both attractive landscaping and easy viewing of all activities on the school site. Without the trimming, much of the playground could not be seen from the street, providing unsafe conditions.
3. The district has the availability to develop a landscape master plan under the local bond measures. To date, the plan has not been developed.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Rating:	Not Reviewed
June 2002 Self-Rating:	6
June 2002 New Rating:	5

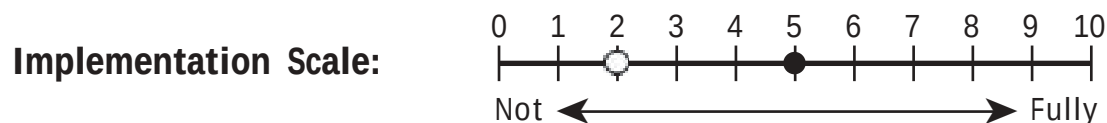


Chart of Facilities Management Standards

Progress Ratings Toward Implementation of the Improvement Plan

Facilities Management					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
1.1	All school administrators should be thoroughly familiar with the California Department of Education, Civil Defense and Disaster Planning Guide for School Officials, 1972. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607, CCR Title 5 §550, 560, Title 19 §2400]	3	NR	6	
1.2	The district includes the appropriate security devices in the design of new buildings as well as in modernized buildings. [EC 32020, 32211, 35294-35294.9, 39670-39675]	5	NR	NR	☐
1.3	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]	4	6	NR	
1.4	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]	2	NR	6	
1.5	The district has a documented process for the issuance of master and sub-master keys. A district-wide standardized process for the issuance of keys to employees must be followed by all district administrators.	7	NR	NR	
1.6	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.	3	3	NR	
1.7	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-hours activities. Lighting should also provide security personnel with sufficient illumination to observe any illegal activities on campus.	2	4	NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
1.8	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.	4	4	NR	
1.9	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] [CCR Title 8, §3220]	3	NR	6	
1.10	Each elementary and intermediate school at least once a month, and in each secondary school not less than twice every school year, shall conduct a fire drill. [EC 32000-32004, 32040, CCR Title 5 §550]	7	NR	NR	
1.11	Maintenance/custodial personnel have knowledge of chemical compounds used in school programs that include the 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]	2	NR	5	
1.12	Building examinations are performed, and required actions are taken by the governing board upon report of unsafe conditions. [EC 17367]	3	5	NR	
1.13	Each school which is entirely enclosed by a fence or partial buildings must have a gate of sufficient size to permit the entrance of ambulances, police and fire fighting equipment. Locking devices shall be designed to permit ready entrance.	9	NR	NR	
1.14	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]	4	NR	NR	☐
1.15	The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]	5	NR	NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
1.16	Appropriate fire extinguishers exist in each building and current inspection information is available. [CCR Title 8 §1922(a)]	5	NR	NR	☐
1.17	All exits are free of obstructions. [CCR Title 8 §3219]	9	NR	NR	
1.18	A comprehensive school safety plan exists for the prevention of campus crime and violence. [EC 35294-35294.9]	6	NR	NR	
1.19	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] [CCR Title 8, §3220]	3	NR	6	
1.20	Requirements are followed pertaining to underground storage tanks. [H&SC 25292, CCR Title 26 §477, Title 23 § 2610]	5	NR	NR	☐
1.21	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]	6	NR	NR	
1.22	All playground equipment meets safety code regulations and is inspected in a timely fashion as to ensure the safety of the students. [EC 44807, GC 810-996.6, H&SC 24450 Chapter 4.5, 115725-115750, PRC 5411, CCR Title 5 §5552]	8	NR	NR	
1.23	Safe work practices exist with regard to boiler and fired pressure vessels. [CCR Title 8 §782]	2	4	5	
1.24	Materials Safety Data Sheets are maintained. [EC 49341, 49401.5, 49411, F&AC 12981, LC 6360-6363, CCR Title 8 §5194]	3	6	NR	
1.25	The district maintains a comprehensive employee safety program. Employees are made aware of the district safety program and the district provides in-service training to employees on the requirements of the safety program.	9	NR	NR	
1.26	The district conducts periodic safety training for employees. District employees should receive periodic training on the safety procedures of the district.	8	NR	NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
1.27	The district should conduct periodic first aid training for employees assigned to school sites.	6	NR	NR	
2.1	The district should have a long-range school facilities master plan.	8	NR	NR	
2.2	The district should possess a California State Department of Education Facilities Planning and Construction Guide (dated 1991).	10	NR	NR	
2.3	The district should seek state and local funds.	10	NR	NR	
2.4	The district is in the process of finalizing a Citizens Oversight Committee to ensure the appropriateness of expenditures related to the recent passage of the district's local school bond measure (Measure M). In essence, this committee will function as an advisory/facility planning type of committee.	6	NR	NR	
2.5	The district should have a properly staffed and funded facility planning department.	2	NR	6	
2.6	The district should develop and implement an annual capital planning budget.	6	NR	NR	☐
2.7	The district should have standards for real property acquisition and disposal. [EC 39006, 17230-17233]	10	NR	NR	
2.8	The district seeks and obtains waivers from the State Allocation Board for continued use of its non-conforming facilities. [EC 17284, 17285]	4	NR	6	
2.9	The district has established and utilizes a selection process for the selection of licensed architectural/engineering services. [GC 17302]	6	NR	NR	
2.10	The district should assess its local bonding capacity. [EC 15100]	6	NR	NR	
2.11	The district should develop a process to determine debt capacity.	10	NR	NR	
2.12	The district should be aware of and monitor the assessed valuation of taxable property within its boundaries.	10	NR	NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
2.13	The district should monitor its legal bonding limits. [EC 15100, 15330]	10	NR	NR	
2.14	The district should collect statutory school fees. [EC 17620, GC 65995, 66000]	5	NR	NR	☐
2.15	The district should consider developing an asset management plan.	4	NR	NR	☐
2.16	The district has pursued state funding for joint-use projects through the filing of applications through the Office of Public School Construction and the State Allocation Board.	4	NR	NR	
2.17	The district has established and utilizes an organized methodology of prioritizing and scheduling projects.	5	NR	NR	☐
2.18	The district complies with California Department of Education (CDE) recommendations relative to school site sizing.	3	NR	6	
2.19	The district should distribute facility funding in an equitable manner to all communities served and to all school levels.	8	NR	NR	
3.1	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.	6	NR	NR	
3.2	The district has pursued state funding for deferred maintenance - critical hardship needs by filing an application(s) through the Office of Public School Construction and the State Allocation Board. [State Allocation Board Regulation §1866]	6	NR	NR	
3.3	The district applies to the State Allocation Board for facilities funding for all applicable projects.	5	NR	NR	☐
3.4	The district consistently reviews and monitors its eligibility for state funding so as to capitalize upon maximal funding opportunities.	6	NR	NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
3.5	The district establishes and implements interim housing plans for use during the construction phase of modernization projects and/or additions to existing facilities.	3	NR	6	
3.6	The district has established and maintains a system for tracking the progress of individual projects.	6	NR	NR	
3.7	Furniture and equipment items are routinely included within the scope of modernization projects.	2	NR	5	
3.8	The district obtains approval of plans and specifications from the Division of the State Architect and the Office of Public School Construction (when required) prior to the award of a contract to the lowest responsible bidder. [EC 17263, 17267]	5	NR	NR	☐
3.9	All relocatables in use throughout the district meet statutory requirements. [EC 17292]	2	6	NR	
3.10	The district maintains a plan for the maintenance and modernization of its facilities. [EC 17366]	4	6	NR	
3.11	The annual deferred maintenance contribution is made correctly. The district should annually transfer the maximum amount that the district would be eligible for in matching funds from the state.	6	NR	NR	
3.12	The district actively manages the deferred maintenance projects. The district should review the five-year deferred maintenance plan annually to remove any completed projects and include any newly eligible projects. The district should also verify that the expenses performed during the year were included in the state approved five-year deferred maintenance plan.	6	NR	NR	
3.13	Staff within the district is knowledgeable of procedures within the Office of Public School Construction (OPSC).	6	NR	NR	
3.14	Staff within the district is knowledgeable of procedures within the Division of the State Architect (DSA).	6	NR	NR	
4.1	The district maintains an appropriate structure for the effective management of its construction projects.	3	NR	7	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
4.2	Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.	4	NR	NR	☐
4.3	The district maintains appropriate project records and drawings.	3	6	NR	
4.4	Each Inspector of Record (IOR) assignment is properly approved.	3	NR	8	
5.1	The district complies with formal bidding procedures. [GC 54202, 54204, PCC 20111]	9	NR	NR	
5.2	The district has a procedure for requests for quotes/proposals. [GC 54202, 54204, PCC 20111]	6	NR	NR	
5.3	The district maintains files of conflict of interest statements and complies with legal requirements. Conflict of interest statements should be collected annually and kept on file.	7	NR	NR	
5.4	The district ensures that biddable plans and specifications are developed through its licensed architects/engineers for respective construction projects.	4	NR	NR	☐
5.5	The district ensures that requests for progress payments are carefully evaluated.	5	NR	NR	
5.6	The district maintains contract award/appeal processes. [GC 54202, 54204, PCC 20111]	8	NR	NR	
5.7	The district maintains internal control, security, and confidentiality over the bid submission and award processes. [GC 54202, 54204, PCC 20111]	7	NR	NR	
6.1	The district complies with California Department of Education (CDE) requirements relative to the provision of Special Education facilities.	4	NR	NR	
6.2	The district provides facilities for its Special Education programs which ensure equity with other educational programs within the district and provides appropriate learning environments in relation to educational program needs.	4	NR	NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
6.3	The district provides facilities for its Special Education programs which provide appropriate learning environments in relation to educational program needs.	4	5	NR	
7.1	The district applies for state funding for class size reduction facilities. The district should apply for class size reduction facilities funding annually.	9	NR	NR	
7.2	The district has provided adequate facilities for the additional classes resulting from the implementation of Class Size Reduction (CSR).	5	NR	NR	
7.3	The district has complied with CDE suggested space requirements relative to the provision of educational environments for the implementation of Class Size Reduction (CSR).	5	NR	NR	
7.4	The district has developed a plan for the provision of permanent facilities in which to house its CSR programs.	2	3	NR	
8.1	An Energy Conservation Policy should be approved by the board of education and implemented throughout the district.	4	NR	NR	
8.2	Create and maintain a system to track utility costs and consumption and to report on the success of the district's energy program.	4	NR	NR	
8.3	An energy analysis should be completed for each site.	2	NR	5	☐
8.4	Cost-effective, energy-efficient design should be a top priority for all district construction projects.	5	NR	NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
8.4a	The district should be in discussion and working as a team with agencies that can provide professional assistance and funding.	10	NR	NR	
8.4b	The district should act toward improving the energy efficiency of all sites, including those not included in the local bond.	7	NR	NR	
8.4c	The district should analyze the possibility of using alternative energy sources as a means to reducing the financial impact of utilities on the district.	5	NR	NR	
8.5	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.	6	NR	NR	
8.6	Procedures are in place for evaluating the work quality of maintenance and operations staff. The quality of the work performed by the maintenance and operations staff should be evaluated on a regular basis using a board-adopted procedure that delineates the areas of evaluation and the types of work to be evaluated.	4	NR	NR	☐
8.7	Major areas of custodial and maintenance responsibilities and specific jobs to be performed have been identified. Custodial and maintenance personnel should have written job descriptions that delineate the major areas of responsibilities that they will be expected to perform and will be evaluated on.	4	5	NR	
8.8	Necessary staff, supplies, tools and equipment for the proper care and cleaning of the school(s) are available. In order to meet expectations, schools must be adequately staffed and staff must be provided with the necessary supplies, tools and equipment as well as the training associated with the proper use of such.	4	NR	NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
8.9	The district has an effective preventive maintenance program. The district should have a written preventive maintenance program that is scheduled and followed by the maintenance staff. This program should include verification of the completion of work by the supervisor of the maintenance staff.	2	NR	4	
8.10	Toilet facilities are adequate and maintained. All buildings and grounds are maintained. [CCR Title 5 § 631]	3	NR	5	
8.11	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.	0	2	NR	
8.12	The district has a documented process for assigning routine repair work orders on a priority basis.	5	NR	NR	
9.1	The district has developed a plan for attractively landscaped facilities.	2	NR	5	
9.2	The goals and objectives of the technology plan should be clearly defined. The plan should include both the administrative and instructional technology systems. There should be a summary of the costs of each objective and a financing plan should be in place.	5	NR	NR	
9.3	The governing board shall provide a warm, healthful place in which children who bring their own lunches to school may eat their lunch. [EC 17573, CCR Title 5 §14030]	6	NR	NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
9.4	The governing board of every school district shall provide clean and operable flush toilets for the use of pupils. [EC 17576, CCR Title 5 §14030]	3	5	NR	
9.5	The district has plans for the provision of extended day programs within its respective school sites. [EC 17264]	5	NR	NR	
9.6	The district has developed and maintains a plan to ensure equality and equity of its facilities throughout the district. [EC 35293]	3	NR	NR	☐
9.7	All schools shall have adequate heating and ventilation.	7	NR	NR	
9.8	All schools shall have adequate lighting and electrical service.	6	NR	NR	
9.9	Classrooms are free of noise and other barriers to instruction. [EC 32212]	8	NR	NR	
9.10	The learning environments provided within respective school sites within the district are conducive to high quality teaching and learning.	3	4	NR	
9.11	Facilities within the district reflect the standards and expectations established by the community.	3	4	NR	
10.1	The district should have a plan to promote community involvement in schools.	7	NR	NR	
10.2	Education Code Section 38130 establishes terms and conditions of school facility use by community organizations, in the process requiring establishment of both "direct cost" and "fair market" rental rates, specifying what groups have which priorities and fee schedules.	4	NR	NR	
10.3	Districts should maintain comprehensive records and controls on civic center implementation and cash management.	4	NR	NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Focus
11.1	The district's public information office should coordinate a full appraisal to students, staff and community of the condition of the district's facilities.	8	NR	NR	
11.2	The district should apprise students, staff and community of efforts to rectify any substandard conditions.	9	NR	NR	
11.3	The district should provide clear and comprehensive communication to staff of its standards and plans.	8	NR	NR	
11.4	All stakeholder groups should be directly involved in a meaningful manner regarding the district's facilities.	7	NR	NR	