



West Contra Costa Unified School District

Facilities Management

Comprehensive Review
January 2003

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Superintendent of Schools**

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1.2 School Safety—Appropriate Security Devices in Buildings

Professional Standard

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].

Progress on Recommendations and Improvement Plan

1. The district reviews the standards more often than annually as recommended. They are reviewed with every new proposed project. The standards are required to be included in all architectural drawings.
2. With the millions of local bond dollars being approved by the community, the district is targeting the modernization of all school sites. Included in the modernization is upgraded security, including three levels of locks, intrusion detection, security windows and frames, zoning of campuses for improved supervision, and new fire alarm systems.
3. The district established priorities for the security issues in the individual bond elections. The first bonds targeted the elementary schools. The latest bond election will fund the modernization of the secondary schools. The Governing Board and the bond oversight committee continually review the priorities of the bond funds to make sure that the funds are spent equitably.

Standard Implemented: Partially

June 2001 Rating:	5
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	6
December 2002 New Rating:	7



1.14 School Safety—Sanitation is Maintained and Fire Hazards are Corrected

Professional 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 Improvement Plan

1. The district maintenance and operations staff works annually with the Fire Departments and the site personnel to recognize and repair potential safety and fire hazards. In addition to recognizing these hazards, the site personnel receive annual training on proper campus cleaning techniques in an effort to keep campuses as neat as possible.
2. The safety committee is only one of many committees focused on the cleanliness of school premises and safety of the students.
3. The Hercules School Student Council created a campus cleanliness program to encourage students to keep the campus clean. The result is a cleaner learning environment and students with pride in their school.
4. Many of the hazards that were noted in the initial site observations are no longer present as a result of the modernization work being performed at a few of the schools. It is anticipated that all of the schools will be free of hazards as the modernization continues.

Standard Implemented: Fully - Substantially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	8
December 2002 New Rating:	8



1.16 School Safety—Fire Extinguishers and Inspection Information Available

Professional Standard

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

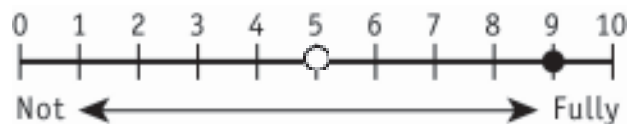
Progress on Recommendations and Improvement Plan

1. The current recharging schedule for all fire extinguishers requires all extinguishers to be checked and recharged annually. Of the extinguishers that were originally noted as overdue during the initial site observations, all had been inspected and recharged within the past two months.
2. During the follow-up site observations, all classes visited had extinguishers easily spotted when entering the rooms. No hooks where extinguishers should be kept were found empty, as in the original site observation.
3. Backup extinguishers are provided as a part of the annual inspections if the original extinguisher is found to be inoperable or needs repair that requires the extinguisher to be gone for any length of time.

Standard Implemented: Fully - Substantially

June 2001 Rating:	5
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	9
December 2002 New Rating:	9

Implementation Scale:



1.20 School Safety—Compliance for Under/Above Ground Storage Tanks

Professional Standard

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

Progress on Recommendations and Improvement Plan

1. Of the two tanks that the district currently owns, only the one tank in the Grounds Department is still being used. It was upgraded in 2001. This tank is only being used for small engine fueling and not for vehicles. The other tank has been cleaned, flushed and abandoned. The district is still reviewing the need to pull this tank.
2. The district has received bids to go to a card fueling system with local gas companies for all of the fueling needs of the district vehicles. This system will allow the district to monitor fuel expenses more closely than the current district pumping system. The card system will also allow the district to increase the amount of time employees can spend on the job, since there are more card fueling stations around the district than just the central district fueling area.
3. Training of staff will begin once the successful vendor is chosen for the card fueling system. The only personnel allowed to use the only existing district fuel tank will be the grounds crew to fill small gas-powered equipment.

Standard Implemented: Partially

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



2.6 Facility Planning—Implementation of an Annual Capital Planning Budget

Professional Standard

The district should develop and implement an annual capital planning budget.

Progress on Recommendations and Improvement Plan

1. The district has the paperwork started for submission to the Division of the State Architect in January 2003 for the first nine elementary schools to be modernized. It is anticipated that, if funds are available, the district would receive between \$10-15 million to assist the local bond funds in paying for the modernizing of the elementary schools. Once these first nine have cleared the State Architect's office, the district will submit the plans for the next nine elementary schools. When those plans are approved, the district will submit the plans for the secondary schools. If state funds are available, the district could receive more than \$100 million to help pay for the modernization.
2. The Facilities Department continuously reviews all possible funding sources available to pay for the modernization of all schools.
3. Based on the current estimated cost to complete the modernization of all of the schools, the district will need additional funding for completion of the projects as proposed. The district, in conjunction with the Bond Oversight Committee and the Governing Board, is reviewing the estimated costs and establishing priorities for the use of the funds.
4. The district has contracted with a consultant to keep the district informed of available state funding and other financing sources that may be available to meet the needs of the district.
5. The district is anticipating meeting with local agencies to analyze whether joint use projects may also benefit the students.

Standard Implemented: Fully - Substantially

June 2001 Rating:	6
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	9
December 2002 New Rating:	9



2.14 Facility Planning—Collection of Statutory Developer Fees

Professional Standard

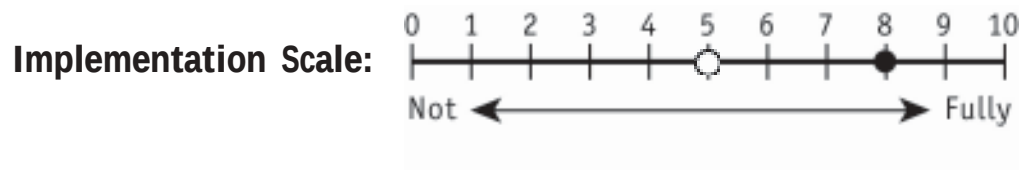
The district should collect statutory school fees [EC 17620, GC 65995, 66000].

Progress on Recommendations and Improvement Plan

1. The district has contracted with a consultant to develop the developer fee justification report, and to assure that the district receives the maximum amount of fees that can be collected on each project. The justification report will include justification of both Level I and Level II fees.

Standard Implemented: Fully - Substantially

June 2001 Rating:	5
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	8
December 2002 New Rating:	8



2.15 Facility Planning—Consideration of an Asset Management Plan

Professional Standard

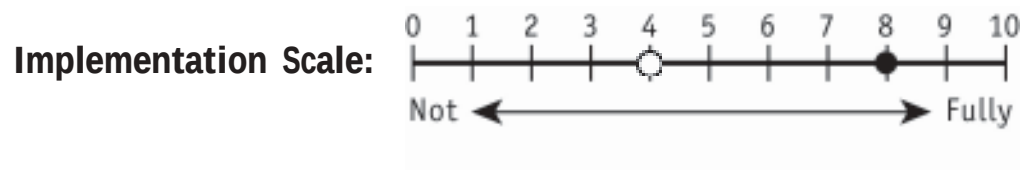
The district should consider developing an asset management plan.

Progress on Recommendations and Improvement Plan

1. Since the initial review, the district has opened three new schools to alleviate some of the overcrowding from growth. The district is also reviewing possible boundary changes and grade level adjustments with the Boundary Committee to maximize the use of facilities.
2. The district has no schools that are actually closed. There is one school located near an earthquake fault line that the district no longer uses for pupil education. It is used for staff development only. The district has one other school that is used solely for staff development, primarily due to the shift in population.

Standard Implemented: Fully - Substantially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	8
December 2002 New Rating:	8



2.17 Facility Planning—Priorities and Scheduling of Projects

Professional Standard

The district has established and utilizes an organized methodology of prioritizing and scheduling projects.

Progress on Recommendations and Improvement Plan

1. As mentioned in previous six-month progress reviews, the district has established an outstanding communication system within the Facilities complex. By having the Bond Oversight Committee, the Governing Board, the architects, and the district Facilities staff all working on how the bond revenues should be spent, the district is on top of the scheduling and prioritizing of all projects.
2. Since the initial analysis, the district has hired more employees assigned specifically to construction and modernization. This provides the district with greater buy-in on the decisions made and provides for maintenance of historical information once the projects are complete and the contract workers leave.

Standard Implemented: Fully - Substantially

June 2001 Rating:	5
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	8
December 2002 New Rating:	8



3.3 Facilities Improvement and Modernization—Application to State Allocation Board for Facilities Funding

Professional Standard

The district applies to the State Allocation Board for facilities funding for all applicable projects.

Progress on Recommendations and Improvement Plan

1. The district has contracted with a consultant to pursue all state funding possible. Many of the recently hired employees are also knowledgeable in the basics of the State Allocation Board funding methodologies.

Standard Implemented: Fully - Substantially

June 2001 Rating:	5
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	8
December 2002 New Rating:	9



3.8 Facilities Improvement and Modernization—Approval of Plans and Specifications Prior to Contract Award

Professional Standard

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]

Progress on Recommendations and Improvement Plan

1. All of the district personnel and contracted personnel are following procedures that are in full compliance with all aspects of the Public Contract Code. The district obtains approval for all plans and specifications prior to the letting of bids for contracts on modernization.

Standard Implemented: Fully - Substantially

June 2001 Rating:	5
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	9
December 2002 New Rating:	9



4.2 Construction of Projects—Change Orders are Processed and Receive Prior Approval

Professional Standard

Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.

Progress on Recommendations and Improvement Plan

1. The Director of Facilities receives the change orders. After reviewing them, she forwards them to the Assistant Superintendent for final review and approval, if deemed appropriate. As a result of pre-construction reviews of construction documents and aggressive negotiations with contractors regarding requested changes, the district has reduced the percent of change orders from 10 percent of the total project cost to the latest completed project having only 1 percent increased cost resulting from change orders. This is definitely a remarkable reduction in change orders and allows the district to reflect on how well it is managing the bond revenues.
2. All of the inspectors of record are required to follow the procedures for proper processing of change orders. The inspectors of record are required to process change orders through the Director of Facilities, including a clear explanation of why the change order is necessary in their opinion.

Standard Implemented: Fully - Substantially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	7
December 2002 New Rating:	8



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

Professional Standard

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

Progress on Recommendations and Improvement Plan

1. The district has established a constructability standard for all plans prior to their submission to the state. As mentioned previously in this report, the result has been a major reduction in change orders.
2. With the current configuration and staffing within the Facilities complex, all parties that are needed to review and approve construction documents are available at a moment's notice.
3. Included in all of the meetings between the architects and the Facilities staff are discussions relating to budgets, changes to original plans, and how program needs will be met.
4. All changes recommended from the project constructability review are considered prior to the approval of the documents for bid.

Standard Implemented: Fully - Substantially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	8
December 2002 New Rating:	8



8.3 Facilities Maintenance and Custodial—Completion of Energy Analyses

Professional Standard

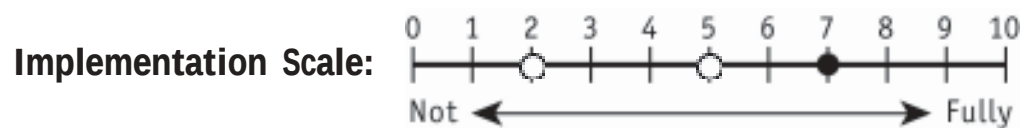
An energy analysis should be completed for each site.

Progress on Recommendations and Improvement Plan

1. The district has completed energy analyses on seven of the sites and future analyses are planned for the balance of the schools in the district.
2. The Bond Reconstruction Team is working on including energy efficiency in all schools as they are modernized.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Rating:	Not Reviewed
June 2002 Rating:	5
December 2002 Self-Rating:	8
December 2002 New Rating:	7



8.6 Facilities Maintenance and Custodial—Procedures for Evaluation of Maintenance and Operations Staff

Professional Standard

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.

Progress on Recommendations and Improvement Plan

1. The district hired a Maintenance Manager to oversee the evaluation process. The Manager is a prior HVAC technician and is knowledgeable in the basic needs of many maintenance areas. This allows him to be a key part of the evaluation of the maintenance staff.
2. By implementing an annual evaluation program with clearly defined evaluation standards, the district has been able to recognize employees who have shown outstanding performance. These employees received letters of commendation and recognition.
3. Employees who needed to improve to meet the minimum standards of the position received appropriate disciplinary action and guidelines for improvement that must be met prior to the next evaluation, or additional action will be taken.

Standard Implemented: Fully - Substantially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Self-Rating:	8
December 2002 New Rating:	8



9.6 Instructional Program Issues—Plan to Maintain Equality/Equity of District Facilities

Professional Standard

The district has developed and maintains a plan to ensure equality and equity of its facilities throughout the district [EC 35293].

Progress on Recommendations and Improvement Plan

1. The concerns for equality and equity are a daily challenge to the district, especially when it comes to allocating scarce resources for facility maintenance. The Governing Board received a presentation on April 24, 2002, that outlined the guidelines for meeting facilities needs that is very clear and provides the Bond Management Team and Facilities Department with clear guidance in general. However, the Facilities Department is still faced with making tough decisions on a daily basis as to which school should receive priority.
2. The Bond Oversight Committee meets monthly to review the status of the projects and to provide their input on how they believe the projects should be prioritized. These are then forwarded to the Governing Board for consideration. If approved, the priorities are implemented by the Facilities Department.

Standard Implemented: Partially

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

Implementation Scale:



Chart of Facilities Management Standards

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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 Rating	June 2003 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	NR	
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	7	
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	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	NR	
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	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	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	NR	☐

Facilities Management (continued)						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 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	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	NR	
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	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	NR	
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	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	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	8	
1.15	The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]	5	NR	NR	NR	

Facilities Management (continued)						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Focus
1.16	Appropriate fire extinguishers exist in each building and current inspection information is available. [CCR Title 8 §1922(a)]	5	NR	NR	9	
1.17	All exits are free of obstructions. [CCR Title 8 §3219]	9	NR	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	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	NR	
1.20	Requirements are followed pertaining to underground storage tanks. [H&SC 25292, CCR Title 26 §477, Title 23 § 2610]	5	NR	NR	6	
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	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	NR	
1.23	Safe work practices exist with regard to boiler and fired pressure vessels. [CCR Title 8 §782]	2	4	5	NR	
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	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	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	NR	

Facilities Management (continued)						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Focus
1.27	The district should conduct periodic first aid training for employees assigned to school sites.	6	NR	NR	NR	
2.1	The district should have a long-range school facilities master plan.	8	NR	NR	NR	
2.2	The district should possess a California State Department of Education Facilities Planning and Construction Guide (dated 1991).	10	NR	NR	NR	
2.3	The district should seek state and local funds.	10	NR	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	NR	☐
2.5	The district should have a properly staffed and funded facility planning department.	2	NR	6	NR	
2.6	The district should develop and implement an annual capital planning budget.	6	NR	NR	9	
2.7	The district should have standards for real property acquisition and disposal. [EC 39006, 17230-17233]	10	NR	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	NR	
2.9	The district has established and utilizes a selection process for the selection of licensed architectural/engineering services. [GC 17302]	6	NR	NR	NR	
2.10	The district should assess its local bonding capacity. [EC 15100]	6	NR	NR	NR	
2.11	The district should develop a process to determine debt capacity.	10	NR	NR	NR	
2.12	The district should be aware of and monitor the assessed valuation of taxable property within its boundaries.	10	NR	NR	NR	

Facilities Management (continued)						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Focus
2.13	The district should monitor its legal bonding limits. [EC 15100, 15330]	10	NR	NR	NR	
2.14	The district should collect statutory school fees. [EC 17620, GC 65995, 66000]	5	NR	NR	8	
2.15	The district should consider developing an asset management plan.	4	NR	NR	8	
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	NR	☐
2.17	The district has established and utilizes an organized methodology of prioritizing and scheduling projects.	5	NR	NR	8	
2.18	The district complies with California Department of Education (CDE) recommendations relative to school site sizing.	3	NR	6	NR	
2.19	The district should distribute facility funding in an equitable manner to all communities served and to all school levels.	8	NR	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	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	NR	
3.3	The district applies to the State Allocation Board for facilities funding for all applicable projects.	5	NR	NR	9	
3.4	The district consistently reviews and monitors its eligibility for state funding so as to capitalize upon maximal funding opportunities.	6	NR	NR	NR	

Facilities Management (continued)						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 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	NR	
3.6	The district has established and maintains a system for tracking the progress of individual projects.	6	NR	NR	NR	☐
3.7	Furniture and equipment items are routinely included within the scope of modernization projects.	2	NR	5	NR	
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	9	
3.9	All relocatables in use throughout the district meet statutory requirements. [EC 17292]	2	6	NR	NR	
3.10	The district maintains a plan for the maintenance and modernization of its facilities. [EC 17366]	4	6	NR	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	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	NR	☐
3.13	Staff within the district is knowledgeable of procedures within the Office of Public School Construction (OPSC).	6	NR	NR	NR	☐
3.14	Staff within the district is knowledgeable of procedures within the Division of the State Architect (DSA).	6	NR	NR	NR	☐
4.1	The district maintains an appropriate structure for the effective management of its construction projects.	3	NR	7	NR	

Facilities Management (continued)						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Focus
4.2	Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.	4	NR	NR	8	
4.3	The district maintains appropriate project records and drawings.	3	6	NR	NR	☐
4.4	Each Inspector of Record (IOR) assignment is properly approved.	3	NR	8	NR	
5.1	The district complies with formal bidding procedures. [GC 54202, 54204, PCC 20111]	9	NR	NR	NR	
5.2	The district has a procedure for requests for quotes/proposals. [GC 54202, 54204, PCC 20111]	6	NR	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	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	8	
5.5	The district ensures that requests for progress payments are carefully evaluated.	5	NR	NR	NR	
5.6	The district maintains contract award/appeal processes. [GC 54202, 54204, PCC 20111]	8	NR	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	NR	
6.1	The district complies with California Department of Education (CDE) requirements relative to the provision of Special Education facilities.	4	NR	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	NR	☐

Facilities Management (continued)						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 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	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	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	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	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	NR	
8.1	An Energy Conservation Policy should be approved by the board of education and implemented throughout the district.	4	NR	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	NR	☐
8.3	An energy analysis should be completed for each site.	2	NR	5	7	
8.4	Cost-effective, energy-efficient design should be a top priority for all district construction projects.	5	NR	NR	NR	

Facilities Management (continued)						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 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	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	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	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	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	
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	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	NR	☐

Facilities Management (continued)						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 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	NR	
8.10	Toilet facilities are adequate and maintained. All buildings and grounds are maintained. [CCR Title 5 § 631]	3	NR	5	NR	
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	NR	☐
8.12	The district has a documented process for assigning routine repair work orders on a priority basis.	5	NR	NR	NR	
9.1	The district has developed a plan for attractively landscaped facilities.	2	NR	5	NR	
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	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	NR	

Facilities Management (continued)						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 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	NR	
9.5	The district has plans for the provision of extended day programs within its respective school sites. [EC 17264]	5	NR	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	7	
9.7	All schools shall have adequate heating and ventilation.	7	NR	NR	NR	
9.8	All schools shall have adequate lighting and electrical service.	6	NR	NR	NR	
9.9	Classrooms are free of noise and other barriers to instruction. [EC 32212]	8	NR	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	NR	
9.11	Facilities within the district reflect the standards and expectations established by the community.	3	4	NR	NR	
10.1	The district should have a plan to promote community involvement in schools.	7	NR	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	NR	
10.3	Districts should maintain comprehensive records and controls on civic center implementation and cash management.	4	NR	NR	NR	

Facilities Management (continued)						
Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 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		