



West Contra Costa Unified School District

Facilities Management

Comprehensive Review
January 2002

**Administrative Agent
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Superintendent of Schools**

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1.3 School Safety—Plan for Protection of People and Property

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]

Progress on Recommendations and Improvement Plan:

1. The district has completed the development of the Comprehensive Safety Plan. The plan has been put into a large binder covering a wide range of possible safety violations and emergency situations and the district's guidance on how to handle each situation. Each situation noted in the binder has a checklist showing the specific step-by-step process to properly meet the needs of the school.
2. The district currently is training each school site staff on the use of the plan. The district is approximately halfway through training the staff.
3. With the awarding of the contract to the Master Architect, one of the requirements in the development of modernization drawings is the inclusion of security lighting, proper signage, and any additional security measures required by the district.
4. & 5. The district is still requiring all visitors and volunteers to sign in upon arrival at the school sites, and to wear identification badges at all times.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Self-Rating:	6
December 2001 New Rating:	6

Implementation Scale:



1.6 School Safety—Monitoring of Bus Loading/Unloading Areas for Safety

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.

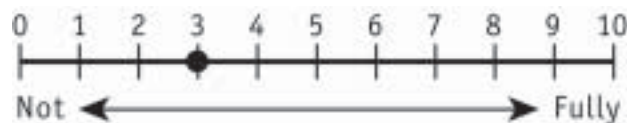
Progress on Recommendations and Improvement Plan:

1. The district has begun the process of painting traffic directions and erecting signage at the school entrances and the parking areas to direct traffic. The consideration of student safety, in loading and unloading from vehicles, is included in the specifications being developed by the Master Architect. The plans are to include additional parking spaces and revised traffic patterns.
2. While the district is working with local law enforcement to increase student safety, the city and county cannot provide crossing guard funding. As a result, most of the assistance provided by the city and county is in increased striping and signage for street crossings.
3. The only crossing guards provided by the district are volunteers. There is no district funding available for additional crossing guards.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Self-Rating:	3
December 2001 New Rating:	3

Implementation Scale:



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, and 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.

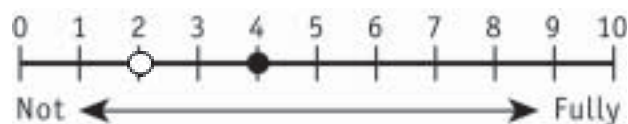
Progress on Recommendations and Improvement Plan:

1. The district has begun a major overhaul of the exterior lighting of all schools. The overhaul is in response to many circumstances, ranging from employee grievances regarding safety to unsafe instances observed during the initial FCMAT site visitations. More than 20 schools have either had existing lighting upgraded or had additional exterior lighting installed.
2. Once the Measure M remodeling and construction is complete, the district plans to include exterior lighting as a part of the planned program maintenance system. Planned program maintenance will be an important key to maintaining well-lit campuses for maximum security.
3. All of the lighting in all schools eventually will be upgraded or replaced as a result of Measure M funding, if the funds are sufficient to meet all of the district's needs.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Self-Rating:	4
December 2001 New Rating:	4

Implementation Scale:



1.8 School Safety—Graffiti and Vandalism Abatement Plan

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.

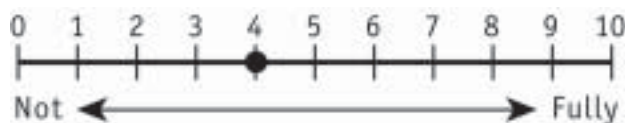
Progress on Recommendations and Improvement Plan

1. The district continues to aggressively perform daily graffiti abatement. Custodians are trained on the proper use of paint and supplies to meet this need. They are also instructed that if they cannot fully abate the graffiti, they are to notify the paint shop immediately for assistance.
2. As schools are remodeled using Measure M funding, additional storage space for the custodians has been requested. This storage space will include room for paint and supplies.
3. Plant managers and site custodians are being evaluated for many areas, one of which is the timeliness of graffiti abatement.
4. While the district has an aggressive graffiti abatement program, it is not seen as a project that will ever end. There are some schools that can keep up with removing graffiti within 24 hours, while others struggle to meet the 24-hour requirement for removal. The graffiti problem is not one that is solved simply with money and muscle.
5. As mentioned in Standard 1.7, the district is upgrading and installing exterior lighting in an effort to provide safe campuses. At the same time, it is hoped that the additional lighting also will be a deterrent to graffiti vandals.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Self-Rating:	4
December 2001 New Rating:	4

Implementation Scale:



1.12 School Safety—Inspection and Correction of Unsafe Conditions

Legal Standard

Building examinations are performed and required actions are taken by the Governing Board upon report of unsafe conditions. [EC 17367]

Progress on Recommendations and Improvement Plan

1. Work orders to correct unsafe working conditions continue to be a top priority for the site and district maintenance staff. As the maintenance staff receive safety work orders, they are inserted into the maintenance schedule to eliminate the unsafe conditions as quickly as possible.
2. The district is developing an annual inspection schedule for validation of unsafe conditions and scheduling of repairs.
3. The district has submitted applications to the OPSC for modernization funding; however, the state currently is short of funds to support the program. Until such time as the state passes another school bond, the district will have to pay for the modernization through use of local bond funds.

The substandard and potentially unsafe conditions noted in the initial site visitations still exist in some of the schools and will require long-term solutions. This is one of the assignments given to the Master Architect in developing the reconstruction plans for the district. In some cases, the existing schools are in such need of repair that it is more cost effective to demolish the schools and build new ones. The timeline to build these new schools is between five and seven years, so the unsafe conditions will not be eliminated for some time.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Self-Rating:	6
December 2001 New Rating:	5

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]

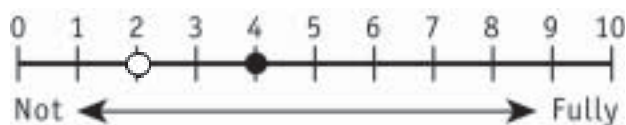
Progress on Recommendations and Improvement Plan

1. The newly hired Maintenance Supervisor has implemented an annual boiler preventive maintenance program to assure that all boilers are safe before firing them up for the new school year. With only two HVAC technicians to perform the preventive maintenance, this consumes the majority of their time during the summer break.
2. Measure M funding will be designated to replace all boilers and fired pressure vessels as the schools are remodeled.
3. The district has begun a regular schedule of site visits to verify that inappropriate materials have been removed from the boiler areas.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Self-Rating:	4
December 2001 New Rating:	4

Implementation Scale:



1.24 School Safety—Maintenance of Materials Safety Data Sheets

Legal Standard

Maintenance of Materials Safety Data Sheets. [EC 49341, 49401.5, 49411, F&AC 12981, LC 6360-6363, CCR Title 8 §5194]

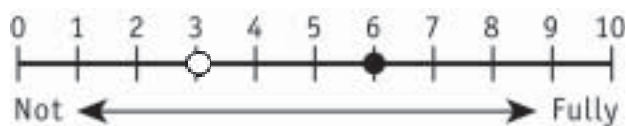
Progress on Recommendations and Improvement Plan

1. The district now receives Materials Safety Data Sheets on CDs from all vendors for hazardous substances or mixtures.
2. The district contracted with a consultant to review all of the MSDS books maintained at the school sites and the custodial areas, to verify that the books were current. If the consultant observed outdated materials in the book, he replaced them with updated sheets. As of the date of the interview, the district had just completed the latest round of updating the MSDS books at all sites.
3. The Director of Maintenance and Operations receives all of the original MSDS sheets and CDs as soon as new supplies are received. He reviews them to decide how to train employees on the proper use and storage of the materials. He also updates the custodial training program to reflect the new requirement.
4. The district has not opted for the fax-on-demand program yet. It has opted for MSDS on CDs instead.
5. All staff that come in contact with any hazardous substances or mixtures are trained annually, at a minimum, in the proper handling of the substances.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Self-Rating:	6
December 2001 New Rating:	6

Implementation Scale:



3.9 Facilities Improvement and Modernization—All Relocatables Meet Statutory Requirements

Legal Standard

All relocatables in use throughout the district meet statutory requirements. [EC 17292]

Progress on Recommendations and Improvement Plan

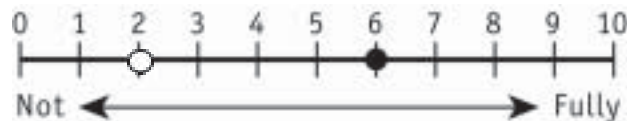
1. Since the initial review of the relocatables earlier this year, the district has received approval for 147 relocatable classrooms from the Division of the State Architect (DSA). This is more than two-thirds of the total number of relocatable classrooms in the district. The balance of the relocatables is being analyzed for demolition, improvement, or replacement.

All new relocatables are required to receive DSA approval prior to placement at a school site.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Self-Rating:	6
December 2001 New Rating:	6

Implementation Scale:



3.10 Facilities Improvement and Modernization—Plan for Maintenance and Modernization Exists

Legal Standard

The district maintains a plan for the maintenance and modernization of its facilities.
[EC 17366]

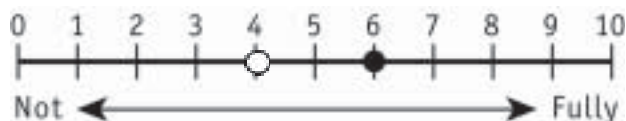
Progress on Recommendations and Improvement Plan

1. With the awarding of the contract to the Master Architect, the facilities master plan, as updated by the bond election documentation, continues to be implemented by the district. The Master Architect has clear marching orders for timelines for completion, and for which school sites are the first, second, and third priority for completion.
2. The facilities master plan will be updated as projects are completed and as new needs are recognized.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Self-Rating:	6
December 2001 New Rating:	6

Implementation Scale:



4.3 Construction of Projects—Appropriate Project Records and Drawings are Maintained

Professional Standard

The district maintains appropriate project records and drawings.

Progress on Recommendations and Improvement Plan

1. The district is moving all construction records to a central office as noted in #2 below. A part of the new storage program is to shift from paper to imaging so that the district does not have to store tons of paper. Instead, all of the current documentation is being scanned to imaging, and all new documentation is initially developed using imaging.
2. The district has made great strides in the storage and maintenance of the facilities records. A new central storage facility at 1300 Portero Avenue has been established for all blueprints and construction documents.
3. As soon as the new storage cabinets have been installed, the district will establish an issuance or checkout procedure for all documents. With the movement to an imaging process, some documents will not need to be checked out since they will be able to be transmitted via the Internet or e-mail.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Self-Rating:	6
December 2001 New Rating:	6

Implementation Scale:



6.3 Special Education Facilities—Adequacy for Instructional Program Needs

Professional Standard

The WCCUSD provides facilities for its special education programs that provide appropriate learning environments in relation to educational program needs.

Progress on Recommendations and Improvement Plan

1. – 5. With the awarding of the contract to the Master Architect, the assessment of special education facilities and the need to reconfigure the schools during the modernization and reconstruction is a top priority. ADA compliance for students with special needs is also a part of the Master Architect's responsibilities.

The district's fiscal needs are being considered as the local bond funds are prioritized. As additional special education classroom needs are recognized, the funding is also being designated to make sure that the schools have adequate special education classrooms.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Self-Rating:	5
December 2001 New Rating:	5

Implementation Scale:



7.4 Implementation of Class-Size Reduction—Plans for Permanent Facilities

Professional Standard

The district has developed a plan for the provision of permanent facilities in which to house its CSR programs.

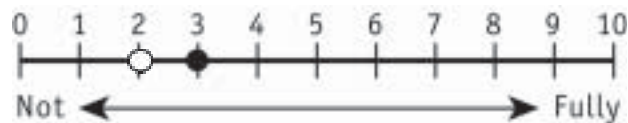
Progress on Recommendations and Improvement Plan

1. An assessment of district facilities for CSR programs has been completed and a plan is being developed.
2. The Master Architect is following the CDE space allocation guidelines in developing the specifications for the remodeled and new schools.
3. The district has included the possibility of replacing portable classrooms with permanent buildings as a part of its total facility plan. However, without adequate state resources for CSR facilities, with the lack of any state funding for new construction of CSR facilities, and with only local bond funds to meet the facilities needs of the district, the replacement of CSR portables with permanent facilities is not a high priority at this time. The district is considering replacing old portables with permanent facilities where possible.

Standard Implemented: Partially

June 2001 Rating:	2
December 2001 Self-Rating:	3
December 2001 New Rating:	3

Implementation Scale:



8.7 Facilities Maintenance and Custodial—Procedures for Evaluation of Custodial Staff

Professional Standard

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 are expected to perform, and on which they will be evaluated.

Progress on Recommendations and Improvement Plan

1. The new contract provisions cited in the initial report do not apply directly to the evaluation of the custodial staff. The custodians are represented by the Local 1 contract.
2. Site principals are encouraged to use the special evaluation option available in the contract. The Custodial Supervisor works closely with the principals to validate the quality of the work performed by the custodians so that the assessment can be included in the evaluation.
3. The district is in the process of updating all of the classified job descriptions. As vacancies arise, job descriptions are reviewed by the Director of Maintenance and Operations, updated, and presented to the collective bargaining group with final approval by the Governing Board of the district. In addition, a consultant has been hired by the district to update all job descriptions by June 2002.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Self-Rating:	5
December 2001 New Rating:	5

Implementation Scale:



8.11 Facilities Maintenance and Custodial—Implementation of a Planned Program Maintenance System

Professional Standard

The district has implemented a planned program maintenance system, but it 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 will be needed to keep the facilities in good condition can be established. Until such time, no financial plan can be created.

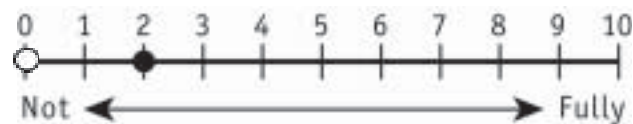
Progress on Recommendations and Improvement Plan

1. A board policy has not been developed. It is anticipated that the policy will be developed as the Measure M funds are spent and planned program maintenance becomes a part of the total facilities maintenance package.
2. While a formal inventory of the facilities is not yet available, creating an inventory at this time would not be helpful. The inventory would have to be completely revised once the reconstruction is complete.
3. Once the schools are reconstructed and the inventory is completed, the dollar amount that will be needed to keep the facilities in good condition can be established. Until such time, no financial plan can be created.
4. The newly hired Maintenance Manager has begun the development of a planned program maintenance system. The first portion of the system has been implemented in the area of boiler maintenance.

Standard Implemented: Partially

June 2001 Rating:	0
December 2001 Self-Rating:	2
December 2001 New Rating:	2

Implementation Scale:



9.4 Instructional Program Issues—Bathroom Facilities are Clean and Operable

Legal Standard

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]

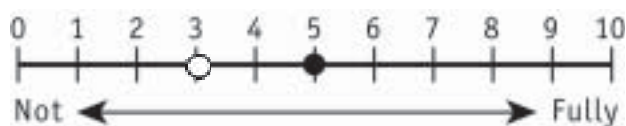
Progress on Recommendations and Improvement Plan

1. One of the areas that Measure M funds are going to be used for is the overhaul of the existing restroom facilities. These funds are being used in conjunction with other district funds, such as Deferred Maintenance.
2. A comprehensive restroom cleaning plan has been developed. The first area of the district to receive the higher standards is in the Pinole area. Based on input from the 40 participants of the Bathroom Cleaning Standards Committee of the Pinole area schools, the new standards for restroom cleaning were established and implemented. The district intends to provide the same availability for input in all of the communities of the district. As the new standards are implemented, custodial staff is trained to use the new cleaning standards.
3. The supervisory staff and vendor representatives train custodial staff members in the proper use of cleaning products to reduce and eliminate unsanitary conditions or potential health and safety issues.
4. Until the schools are modernized and the actual square footage of classroom space and restroom facilities established, it is premature to evaluate custodial staffing levels. This area will be reviewed in a follow-up to this report.
5. The Master Architect was hired by the district to develop all new school specifics in full compliance with the Americans with Disabilities Act. Some of the plans developed already include the installation of elevators in multi-story schools and replacement of narrow door enclosures.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Self-Rating:	5
December 2001 New Rating:	5

Implementation Scale:



9.10 Instructional Program Issues—Environment Conducive to High-Quality Teaching and Learning

Professional Standard

The learning environments provided within respective school sites within the district are conducive to high-quality teaching and learning.

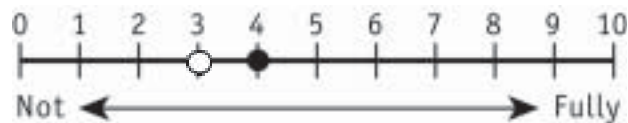
Progress on Recommendations and Improvement Plan

1. As noted in the district’s publication, “Measure M Action Plan Presentation,” the Master Architect receives input from a wide range of people, including technology, safety, M&O, food services, and the Bond Oversight Committee representing the public. Based on the input from these people, the Master Architect is developing school specifications to meet the needs of the students.
2. The teaching staff is included in the discussions at each school that is scheduled to be remodeled or reconstructed.
3. Educational specifications are included in the documents developed by the Master Architect.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Self-Rating:	4
December 2001 New Rating:	4

Implementation Scale:



9.11 Instructional Program Issues—Facilities Reflect Community Standards and Expectations

Professional Standard

Facilities within the district reflect the standards and expectations established by the community.

Progress on Recommendations and Improvement Plan

1. & 2. The district has begun making strides to reflect the community standards for the individual schools. During the recent modernization of Cesar Chavez School, district personnel met with the students and community regarding the colors that the school should be painted. As a result of this input, a school that was tagged routinely is now relatively tag free because the colors used for the exterior paint of the school reflect the colors of the students' heritage. The students and community members take pride in the school and respect it.
3. & 4. As noted in the district's publication, "Measure M Action Plan Presentation," the Master Architect receives input from a wide range of people, including technology, safety, M&O, food services, and the Bond Oversight Committee representing the public. Based on the input from these people, the Master Architect is developing school specifications to meet the needs of the students. Educational specifications are included in the documents developed by the Master Architect.

Standard Implemented: Partially

June 2001 Rating:	3
December 2001 Self-Rating:	4
December 2001 New Rating:	4

Implementation Scale:

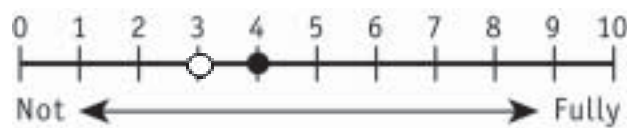


Chart of Facilities Management Standards

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Progress Ratings Toward Implementation of the Improvement Plan

Facilities Management					
Standard to be addressed		June 2001 Rating	Dec. 2001 Focus	Dec. 2001 Rating	June 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	☐
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	
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	
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	☐
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	
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	
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	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Focus	Dec. 2001 Rating	June 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	
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	☐
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	
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	☐
1.12	Building examinations are performed, and required actions are taken by the governing board upon report of unsafe conditions. [EC 17367]	3	☐	5	
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	
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	
1.15	The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]	5		NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Focus	Dec. 2001 Rating	June 2002 Focus
1.16	Appropriate fire extinguishers exist in each building and current inspection information is available. [CCR Title 8 §1922(a)]	5		NR	
1.17	All exits are free of obstructions. [CCR Title 8 §3219]	9		NR	
1.18	A comprehensive school safety plan exists for the prevention of campus crime and violence. [EC 35294-35294.9]	6		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	☐
1.20	Requirements are followed pertaining to underground storage tanks. [H&SC 25292, CCR Title 26 §477, Title 23 § 2610]	5		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	
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	
1.23	Safe work practices exist with regard to boiler and fired pressure vessels. [CCR Title 8 §782]	2	☐	4	☐
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	
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	
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	

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

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

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

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

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Focus	Dec. 2001 Rating	June 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	
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	
7.2	The district has provided adequate facilities for the additional classes resulting from the implementation of Class Size Reduction (CSR).	5		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	
7.4	The district has developed a plan for the provision of permanent facilities in which to house its CSR programs.	2	☐	3	
8.1	An Energy Conservation Policy should be approved by the board of education and implemented throughout the district.	4		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	
8.3	An energy analysis should be completed for each site.	2		NR	☐
8.4	Cost-effective, energy-efficient design should be a top priority for all district construction projects.	5		NR	

Facilities Management (continued)					
Standard to be addressed		June 2001 Rating	Dec. 2001 Focus	Dec. 2001 Rating	June 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	
8.4b	The district should act toward improving the energy efficiency of all sites, including those not included in the local bond.	7		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	
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	
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	
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	
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	

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

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

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