



FACILITIES DEPARTMENT

HANDBOOK

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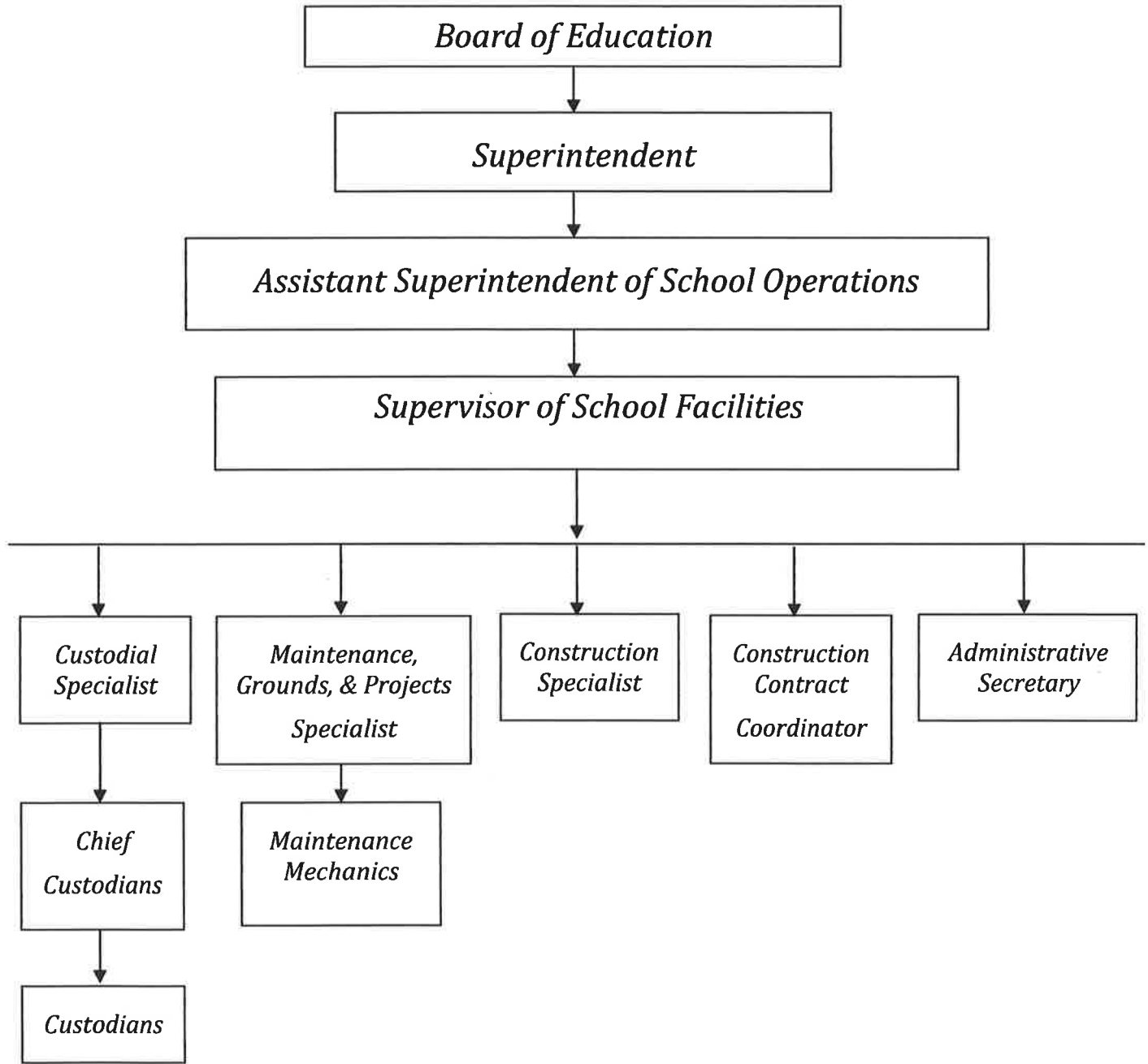
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FORMS

POLICIES AND PROCEDURES

ORGANIZATIONAL CHART



BRANDYWINE SCHOOL DISTRICT

FACILITIES MANAGEMENT DIVISION

PHILOSOPHY

The Facilities Department is responsible for the cleanliness, operation, protection, and preservation of the buildings, grounds, and other facilities that make up the Brandywine School District. The Facilities Department plays an important role in the educational process. We should constantly work to utilize our resources in the most efficient manner, while providing an environment that is clean and safe.

MISSION STATEMENT

To provide the highest quality of service to the District buildings by continuing to improve the quality of our facilities in a fiscally responsible manner. To provide our customers (students, staff, and community) with the highest standards of safety, cleanliness, and ongoing maintenance as possible, so as to enhance the learning experience of our clients.

PROFESSIONAL STANDARDS

The "face" our schools show to teachers, students and visitors depends upon the work we do. Many visitors will receive their entire impression of the schools from the standards of cleanliness and orderliness maintained by the custodial staff. More importantly, the effectiveness of the educational program depends largely upon safe, orderly surroundings that allow students and teachers to concentrate on their work.

This department is a professional team whose difficult job it is to achieve the highest possible standards of cleanliness and maintenance with limited resources. We must take a professional attitude that will result in a high level of productivity and efficiency.

This department must have the highest levels of job knowledge, must be dependable, and have a positive attitude with good work initiative.

This department must understand, "It all starts here."

CHAPTER 1

OPERATIONAL PROCEDURES

The following operational guidelines are not intended to be all-inclusive as far as duties/tasks to be performed. The duties/tasks expected of employees may be modified as deemed necessary by the Principal or Facilities Department, in order to meet the operational needs of the District.

SETTING THE TONE

Did you know?

CURB APPEAL plays a key role in a positive first impression. When a visitor arrives onto school property, the first thing they see is our outside buildings and grounds. Some of the items that outline a good first impression are:

1. A clean parking lot with an emphasis on any public entrance(s) and outside trash picked up.
2. Grass cut to a reasonable height.
3. Bushes and trees trimmed neatly.
4. Building exterior free of graffiti and well maintained.
5. Weeds removed from sidewalks and planted areas.
6. A fence line clear of overgrowth.

Did you also know?

FIRST 50 FEET also plays a key role in a positive first impression. When a visitor enters into the school building, they should walk in to find:

1. Front door is clean and free of handprints.
2. Floors are clean and swept.
3. Walls are free of cobwebs and graffiti.
4. Lights are shining and burned out bulbs are replaced.
5. Bathrooms are clean and free from floor debris.

We need to work together to make sure a visitor's first impression is always **POSITIVE**. A positive impression will carry over into all of their dealings with the school and the district.

EMPLOYEE CONTACT FORM

The Chief Custodian or the Specialist uses this form in the event that disciplinary action is required. In these cases the following rules apply. When a problem arises:

1. The Chief will identify the issue at hand.
2. The Chief will sit down with the Custodian and talk to him/her. He/She will describe the issue in a professional manner. The Chief will make a recommendation to the Custodian about how to resolve the issue.
3. If, after step #2, the problem persists, the Chief will fill out a contact form. When filling out the form a "resolution " to rectify the problem must be documented. The Custodian will sign the form.
4. If the issue is still not resolved, the Facilities Specialist will be notified, and a Fact Finding Meeting will be scheduled.

See the Employee Contact Sheet in Appendix E

INCLEMENT WEATHER PROCEDURES

The removal of snow and ice from the District's Facilities is an extremely important Facilities function that must be taken seriously by all staff members. The safety of the District's staff, students, and visitors depends upon the job we do. The custodial crew assigned to each facility, under the direction of the Chief Custodian and/or the Facilities Specialist, will clear all sidewalks, steps, and ramps, which are not part of the parking area. The District Maintenance Crew will be responsible for clearing all parking lots and driveways for all the facilities .

1. Chief Custodian or designee will make sure motorized snow removal equipment is fully functional, (Example: batteries charged, sufficient gas, test run, etc.).
2. Make sure snow shovels and brooms and ice chippers are available.
3. Make sure there is an adequate supply of ice melt.
4. Alert the custodial staff of the possibility for call in.

The following procedures should be followed with regard to workdays, when we have inclement weather:

DELAYED OPENINGS. You are expected to arrive at work at your usual reporting time unless your position requires that you report earlier than normal because of the conditions.

SCHOOL CANCELLATION. All personnel are expected to arrive at work at their usual reporting time unless notified otherwise. Failure to report for work will be considered an unexcused absence and pay will be deducted in some cases.

OFFICES CLOSED. Day shift personnel are expected to arrive at work at their usual reporting time unless notified otherwise. Chief Custodian or designee will contact night shift if they are required to come in at an earlier time.

The following employees are considered **ESSENTIAL PERSONNEL**:

1. Chief Custodians and Custodial Staff
2. Maintenance Mechanics

Chief Custodians, Custodial Staff, and Maintenance Mechanics shall report to work as usual, when school and offices are closed due to inclement weather. The aforementioned personnel will also report to work during a State of Emergency.

MAINTENANCE WORK ORDER PROCESS

1. Work order process is computerized.
Only emergency work orders should be called into Facilities, (302) 792-3826.
2. Each Chief will have a computer, which will be used for the work order process and the operation of building equipment.
3. Through daily walks of their building, and conversations with their Principal, the Chief or Building Mechanic will:
 - a. See and log the need to repair issues in his/her building.
 - b. Decide if the need can be resolved in-house or not.
 - c. Discuss issues with the Principal.
 - d. If an issue can be resolved in-house, a **building** work order will be generated. Once work is completed, the Chief will close the work order. Copies of the signed work order (if done on internal work order form) will be forwarded to the customer (teacher, etc.) and to the Principal.
 - e. If the issue cannot be resolved with the building, a Facilities work order must be created within the computer system. The Chief or Building Mechanic is responsible for initiating the work order. The following information **must** be entered when creating the work order:
 - Description (brief description of what needs to be done)
 - Location (area of building/Room # where work needs to be done)
 - Building (identify building having the problem)
 - Priority (high, medium, low, emergency and/or safety)
 - Requester (name of Chief Custodian)
 - Request Date (this will be entered automatically)
 - Request Completion Date (date when you would like the work completed)
4. The Building Mechanic will respond to the issue and if possible, repair it. If parts or an outside contractor are needed, this information must be noted. The Facilities Specialist will make a final determination.

Work orders are reviewed on a weekly basis to test for compliance with the established response and completion goals.

CHAPTER 2

CUSTODIAL AND MAINTENANCE STANDARDS, PRACTICES AND TASKS

LONG-TERM GOALS

The Brandywine School District Facilities Department long-term goals are to project the needs of the department for the next five (5) years. These goals should include assessing the buildings in the District annually, to determine what the needs of each building are; and putting together a viable plan to address those needs. These goals must include the continued modernization of the buildings. When possible, the District should undertake the modernization of a building each year. All goals should be based on the direction of the Board of Education, and the decline or growth of the District student population.

SHORT-TERM GOALS

The Brandywine School District will develop a plan that will allow the short-term Maintenance of its buildings, short-term meaning the day to day upkeep of the buildings out one year. These short-term goals will include all areas of short-term maintenance and the ability to track and document the work that was done. It will include a method for replacement of equipment. It will include a survey of the current equipment's condition. The areas to be included in the short-term goals for Facilities:

- Building Exterior
- Building Grounds
- Grounds Equipment
- Building Interior
- HVAC
- Air Handling Equipment
- Electrical
- Controls
- Roofs
- Safety Equipment
- Vehicles
- Plumbing
- Carpentry

FACILITIES DEPARTMENT STANDARDS

The Brandywine School District Facilities Department will set standards for all assets to be taken care of. These standards will include:

1. What is to be taken care of?
2. How often it will be taken care of?
3. Documentation that Preventative Maintenance work was done.
4. Documentation of the quality of work.
5. Documentation of the cost involved.
6. Supervisory checking of the work done.
7. Required ongoing training in each related field.
8. Ongoing review of practices to make sure they are in the best interest of the District.

STAFF STANDARDS

To ensure that the District has the highest caliber of employee in its Facilities Department. The employee must demonstrate that he/she has the skills that are needed for the area in which he/she will be working.

All employees are required to wear Facilities issued shirts OR Administrator authorized shirts that display the name of the school where they are assigned or BSD Logo. If wearing a shirt that displays the school name, it must also designate the individual as "STAFF". Facilities Maintenance Mechanics must wear their required District issued uniform. Employees must look professional at all times.

Whenever possible, Facilities staff members should notify the Chief Custodian or designee when entering a specific site or building.

All staff members will be reviewed on an annual basis. If improvement in quality of work is needed, a written improvement plan will be put in place with the ability to track in writing at regular intervals, the progress of the employee. If an employee fails to meet the District Facilities standards after the Improvement Plan has been put in place, he/she may face disciplinary action or termination.

GENERAL ROUTINE DAY AND NIGHT SHIFTS

The general routine includes, but is not limited, to the following:

- ◇ Vacuum carpeted floors
- ◇ Dust, sweep, and mop floors as needed
- ◇ Tighten screws and bolts on furniture
- ◇ Adjust, replace, or repair window shades, rollers, and mini-blinds
- ◇ Fasten loose trim and moldings
- ◇ Wash windows and sills
- ◇ Maintain the grounds
- ◇ Scrub, strip, and finish floors
- ◇ Clean and/or disinfect restrooms, fixtures, hardware, walls, and floors
- ◇ Replace supplies as needed
- ◇ Replace light bulbs as needed
- ◇ Do minor repairs as listed by the District
- ◇ Clean all tools and equipment after each use and store in proper storage area
- ◇ Set up for special events such as dances, meetings, pep rallies, and athletic events
- ◇ Load and unload supplies and equipment
- ◇ Know location of all emergency cut-off for electric, water, and gas lines
- ◇ Be responsible for the security of the classrooms and building
- ◇ Shut and lock all windows and doors; turn off all lights except those designated to remain on for security
- ◇ Do temporary emergency repairs for building security
- ◇ Report all building vandalism to the Building Chief
- ◇ Report any problems with the heating or cooling system in your area, to the Building Chief

CLEANING STANDARDS GUIDELINES

1. How long should it take?
2. How often should it be done?

TIMES NEEDED FOR CLEANING AREAS (alphabetical):

AUTO SCRUBBING

Unobstructed area	15 minutes per 1,000 SQF
Moderately obstructed area	30 minutes per 1,000 SQF

BUILDING ENTRANCE

5 – 10 minutes

CAFETERIA

Policing and pick-up after each meal	5 minutes
Daily cleaning	2 – 3 hours

CLASSROOMS

Daily cleaning, typical classroom	15 – 20 minutes
Chalkboards	3 – 10 minutes per 50 SQF of board

CORRIDOR CLEANING

Typical school corridor	5 – 10 minutes per 1,000 SQF
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DUSTING

10% or less of area is obstructed	5 minutes per 1,000 SQF
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FLOORS

<u>Daily cleaning – floors and carpets</u>	<u>Dry vacuum</u>	<u>Wet vacuum</u>
Unobstructed area	20 minutes	30 minutes per 1,000 SQF
Moderately obstructed area	30 minutes	40 minutes per 1,000 SQF
Heavily obstructed area	40 minutes	50 minutes per 1,000 SQF

Dry mopping

Unobstructed area	7 minutes per 1,000 SQF
Moderately obstructed area	10 minutes per 1,000 SQF
Heavily obstructed area	20 minutes per 1,000 SQF

Floor machine

Unobstructed area	15 minutes per 1,000 SQF
Moderately obstructed area	30 minutes per 1,000 SQF

TIMES NEEDED FOR CLEANING AREAS (alphabetical):

FLOORS (continued)	
<u>Sealing and refinishing (already stripped) floors</u>	
Unobstructed area	60 minutes per 1,000 SQF
Moderately obstructed area	120 minutes per 1,000 SQF
Heavily obstructed area	180 minutes per 1,000 SQF
<u>Sealing wood floors</u>	2-man job for every 5,000 SQF
<u>Sweeping</u>	
Unobstructed area	10 minutes per 1,000 SQF
Moderately obstructed area	15 minutes per 1,000 SQF
Heavily obstructed area	20 minutes per 1,000 SQF
<u>Wet mopping</u>	
Unobstructed area	30 minutes per 1,000 SQF
Moderately obstructed area	40 minutes per 1,000 SQF
GRAFFITI REMOVAL	3 minutes or more depending on type of marker
GYMNASIUM	30 – 60 minutes
LIBRARY	20 – 40 minutes
LIGHT BULB REPLACEMENT	3 – 7 minutes per bulb or tube
LIGHT FIXTURE CLEANING	5 – 10 minutes per fixture
LOCKER AND SHOWER ROOMS	15 – 30 minutes
MUSIC AND BAND ROOMS	20 – 40 minutes
OFFICE	6 – 12 minutes per office

TIMES NEEDED FOR CLEANING AREAS (alphabetical):

RESTROOMS	15 minutes per restroom 3 minutes per fixture
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SCIENCE LABORATORY	15 – 20 minutes
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SHOP AREAS	30 – 40 minutes
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SPOT WASHING	3 minutes or more depending on type of marker used
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STAIR TOWERS	5 – 8 minutes per section or flight of stairs
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SWIMMING POOLS	60 – 90 minutes
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WALL WASHING	1 – 4 hours per 1,000 SQF
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WASTE REMOVAL	
Per unit, depending on size and type of waste	1 – 5 minutes
Per trip to outside collector, depending on distance and size of container	10 – 30 minutes
Taking trash to dumpster	10 – 30 minutes

WAXING FURNITURE	5 – 10 minutes per unit
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WINDOWS	
Interior window	3 minutes per average window
Outside window washing w/safety belt	8 – 15 minutes per unit depending on size

GENERAL ROUTINE BY LOCATION

AUDITORIUMS

DAILY:

1. Dust mop floor
2. Vacuum all carpets
3. Clean stage when empty
4. Empty trash
5. Check lights

WEEKLY:

1. Dust all railings
2. Dust seats
3. Clean doors and frames
4. Wet mop
5. Clean dressing room area

QUARTERLY:

1. Clean lights
2. Clean walls
3. Clean seats and backs

SUMMER/YEARLY:

1. Dust all surfaces
2. Clean all floors
3. Clean all carpet
4. Check curtains and their hardware for safety
5. Replace burned bulbs
6. Strip and wax
7. If practical, high ceilings

GENERAL ROUTINE BY LOCATION

BUILDING EXTERIOR

DAILY:

1. Put up flag
2. Pick up all litter
3. Check for and remove graffiti
4. Empty all trash containers
5. Take flag down, end of day

WEEKLY:

1. Sweep entrances
2. Clean all marks off exterior walls and doors
3. Clean roof drains
4. Check and replace security lights, as needed

SUMMER/YEARLY:

1. Clean all exterior windows
2. Clean all trash cans

GENERAL ROUTINE BY LOCATION

CAFETERIA AND LUNCH ROOMS

DAILY:

1. Empty all trash containers
2. Check and replace trash liners, as needed
3. Sweep/dust mop/vacuum floors
4. Wet mop floors with disinfectant
5. Wipe tables and set up dining room for next day
6. Clean windows
7. Check lights

3 x WEEK:

1. Wipe doors

WEEKLY:

1. Wash all trash containers
2. Clean all doors and frames
3. Clean all window sills
4. Replace burned out bulbs
5. Clean all walls
6. Replace all ceiling tiles, as needed
7. Wipe chairs
8. Spray and buff

MONTHLY:

1. Wipe walls
2. Clean diffusers

QUARTERLY:

1. Clean windows

SUMMER/YEARLY:

1. Clean all lights and fixtures
2. Clean all shades and blinds
3. Clean and finish, strip and wax floors, as needed
4. Clean carpets
5. Clean drains

GENERAL ROUTINE BY LOCATION

CLASSROOMS

DAILY:

1. Empty all waste containers and pencil sharpeners
2. Dust mop all floors
3. Secure all windows
4. Adjust shades and blinds
5. Wipe desks if smudged or contain graffiti
6. Wipe and clean chalk/eraser trays
7. Wash chalkboards if there is no writing on them
8. Clean door windows
9. Vacuum any carpeted area
10. Check lights and replace burned out bulbs
11. Clean and straighten student furniture; arrange desks
12. Clean sinks
13. Re-stock dispensers

3 x WEEK:

1. Wipe doors

2 x WEEK

1. Wet mop
2. Clean computers (with appropriate cleaners)

WEEKLY:

1. Clean marks and smudges off doors, frames, desks, walls, and lockers
2. Clean all windowsills
3. Dust all areas that need to be dusted
4. Damp wipe uni-vents
5. Wet mop all floors
6. Spray and buff
7. Clean blinds
8. Clean phones

GENERAL ROUTINE BY LOCATION

CLASSROOMS (CONTINUED)

2 x MONTH:

1. Clean Windows

MONTHLY:

1. Open uni-vent and clean all debris from around the fan cages.
2. Wipe shades or blinds.

QUARTERLY

1. Wipe Walls

SUMMER/YEARLY:

1. Clean all furniture, windows, shelves, filing cabinets, lights, light fixtures and walls.
2. Clean and finish floors as needed.
3. Clean all carpeted areas.
4. Fix and replace all burned out lights.
5. Clean all shades and blinds.
6. Clean exterior parts of uni-vents
7. Clean doors and frames.
8. Clean all lockers.
9. Clean all glass surfaces (inside and out)
10. Strip and wax and hard floors as appropriate.

GENERAL ROUTINE BY LOCATION

GYMNASIUMS

DAILY:

1. Dust mop floors.
2. Scrape gum off floors
3. Clean under bleachers
4. Clean drinking fountains and spit bowls
5. Clean bathrooms
6. Clean showers
7. Clean doors and door windows
8. Check lights

WEEKLY:

1. Damp mop bleachers
2. Damp mop floor
3. Wipe all doors and frames
4. Dust all ledges
5. Clean cobwebs
6. Check scoreboards

MONTHLY

1. Clean walls

QUARTERLY

1. Clean all lights and fixtures

SUMMER/YEARLY:

1. Dust all walls
2. Check all motorized equipment
3. Refinish floors

GENERAL ROUTINE BY LOCATION

HALLWAYS

DAILY:

1. Dust mop or sweep floors and vacuum carpets
2. Clean all water fountains
3. Clean all window areas
4. Spot clean all floors
5. Clean marks and smudges off walls
6. Check lights
7. Clean doors and glass doors
8. Clean floor mats

2 X WEEK:

1. Clean windows
2. High dust

3 X WEEK:

1. Dust entrances

WEEKLY

1. Wet mop all floors
2. Spray buff or burnish floors
3. Replace burned out bulbs
4. Clean walk off mats
5. Clean door and frames
6. Replace broken or soiled ceiling tiles
7. Clean cobwebs

MONTHLY:

1. Clean walls

SUMMER/YEARLY:

1. Clean all lights and fixtures
2. Clean all walls
3. Clean and finish, strip and wax as needed
4. Clean carpets

GENERAL ROUTINE BY LOCATION

KITCHENS

DAILY:

1. Empty trash and remove all cardboard boxes
2. Wet mop kitchen floor with disinfectant
3. Clean all door windows
4. Clean all hand wash sinks
5. Check lights

3 X WEEK:

1. Wipe doors

MONTHLY:

1. Wipe walls
2. Clean ceiling diffusers

QUARTERLY

1. Scrub floor with machine
2. Remove filters from exhaust hoods so that cafeteria workers can run them through the dishwasher; clean hoods
3. Clean coils and motors on all refrigerators, ice machines and freezer units
4. Clean windows

SUMMER/YEARLY:

1. Clean all grease traps
2. Scrub all floors
3. Clean all light fixtures and replace burned out bulbs
4. Clean all doors and door frames
5. Clean all refrigerator and freezer motors and coils, also spot check daily for proper temperatures. If the temperature is not correct, report immediately to the Building Chief, who will notify Maintenance.

LOCKER ROOM - BATHROOMS

GENERAL NOTE: Personal protective equipment, such as gloves or in some cases eye protection, should be worn at all times while cleaning any area where an employee could come into contact with blood borne pathogens. The nurses' office, restrooms, and locker rooms are examples of such areas.

DAILY:

1. Clean, disinfect, and wipe all toilets, toilet seats, and urinals.
2. All sinks and fixtures shall be cleaned with a non-abrasive cleaner, disinfected, and polished.
3. All paper towel, toilet paper, and hand soap dispensers shall be filled and wiped clean, disinfected and polished. **PLEASE NOTE: (3) TIMES A DAY BATHROOMS SHOULD BE WALKED THROUGH AND CHECKED FOR CLEANLINESS AND SUPPLIES.**
4. All waste receptacles and sanitary disposal units shall be emptied and cleaned. Waste and sanitary disposal unit liners shall be replaced.
5. Receptacles shall be washed/cleaned as often as needed.
6. Clean all mirrors and chrome with glass cleaner.
7. Replace any burned out bulbs.
8. All floors, including shower and dressing room floors, shall be swept and then damp mopped nightly using disinfectant.
9. Wipe down all doors to restroom.

WEEKLY:

1. All walls, vertical, and horizontal surfaces shall be wiped clean, disinfected, and dried.
2. Clean all toilets and urinals with bowl cleaner (type of cleaner must be approved by Building Chief).
3. Wash, disinfect, and dry the outside surfaces of all toilets and urinals.
4. Clean all entrance doors.
5. Dust and wipe clean all doorjambes.
6. Clean all floor drains and pour a quart of disinfectant water solution into drains.

SUMMER:

1. Scrub all walls and floors with disinfectant.
2. Pour a quart of disinfectant water solution into floor drains.
3. Replace all burned out lights.
4. Clean and repair light fixtures.
5. Repair or replace any broken dispensers.
6. Replace all washers and clean strainers.

LOCKER ROOM - DRESSING AREA

GENERAL NOTE: Personal protective equipment, such as gloves or in some cases eye protection, should be worn at all times while cleaning any area where an employee could come into contact with blood borne pathogens. The nurses' office, restrooms, and locker rooms are examples of such areas.

DAILY:

1. All waste receptacles and sanitary disposal units shall be emptied and cleaned. Waste and sanitary disposal unit liners shall be replaced.
2. Replace any burned out bulbs.
3. All floors shall be swept and then damp mopped nightly using disinfectant, including shower area and dressing room area.
4. Wipe down all doors.
5. Clean water fountains.

WEEKLY:

1. All walls, vertical, and horizontal surfaces shall be wiped clean, disinfected, and dried.
2. Clean all entrance doors.
3. Dust and wipe clean all doorjambes.
4. Dust and wipe clean all diffusers and ventilators.
5. Clean all floor drains and pour a quart of disinfectant water solution into drains.

SUMMER:

1. Scrub all walls and floors with disinfectant.
2. Pour a quart of disinfectant water solution into floor drains.
3. Replace all burned out lights.
4. Clean and repair light fixtures.
5. Repair or replace any broken dispensers.
6. Replace all washers and clean strainers.
7. Make any appropriate repairs to lockers, benches, etc.

NURSES' OFFICE

GENERAL NOTE: Personal protection should be worn at all times while cleaning any area where an employee could come into contact with blood borne pathogens. The nurses' office, restrooms, and locker rooms are examples of such areas.

DAILY:

1. Clean and disinfect all bathroom surfaces.
2. Clean and disinfect sinks.
3. Vacuum all carpets.
4. Clean and disinfect door hardware and strike plates.
5. Wet mop non-carpeted floor with disinfectant.
6. Clean same as other offices.
7. Disinfect all surfaces.

WEEKLY:

1. Clean and disinfect all desks and chairs (Do not disturb personal belongings; the Nurse will be asked to clear the desk).
2. Clean light fixtures and replace burned out bulbs.
3. Spray and buff.

SUMMER:

The summer cleaning should be very minimal because the level of cleanliness on a daily basis is so high.

1. Clean and re-coat floor as needed.
2. Clean all carpeted areas.
3. Clean all furniture, windows, shelves, filing cabinets, lights, light fixtures, doors, door frames and walls.
4. Fix and replace all burned out lights.
5. Clean all shades and blinds.
6. Clean exterior parts of uni-vents.
7. Clean all lockers.
8. Clean all glass surfaces (inside and out).

OFFICES AND LOUNGES

DAILY:

1. Empty waste receptacles.
2. Vacuum all carpets.
3. Clean door glass.
4. Clean marks off walls.
5. Adjust drapes and blinds.
6. Dust mop hard floors.
7. Check lights.

2 X WEEK:

1. Wipe desk.
2. Wet mop floors.

WEEKLY:

1. Dust all furniture.
2. Clean doors and frames.
3. Clean windows and all glass areas.
4. Wet mop.
5. Clean cobwebs.
6. Clean computers.
7. Clean phones.
8. Spray and buff.

SUMMER/YEARLY:

1. Clean all furniture.
2. Clean lights and fixtures.
3. Clean carpets.
4. Clean shades and blinds.
5. Strip and re-wax floors as appropriate.

RESTROOMS

GENERAL NOTE: Personal protective equipment, such as gloves or in some cases eye protection, should be worn at all times while cleaning any area where an employee could come into contact with blood borne pathogens. The nurses' office, restrooms, and locker rooms are examples of such areas.

DAILY:

1. Clean, disinfect and wipe all toilets, toilet seats, and urinals.
2. All sinks and fixtures shall be cleaned with a non-abrasive cleaner, disinfected and polished.
3. All paper towel, toilet paper, and hand soap dispensers shall be filled and wiped clean, disinfected and polished. **PLEASE NOTE: (3) TIMES A DAY BATHROOMS SHOULD BE WALKED THROUGH AND CHECKED FOR CLEANLINESS AND SUPPLIES.**
4. All waste receptacles and sanitary disposal units shall be emptied and cleaned. Waste and sanitary disposal unit liners shall be replaced.
5. Receptacles shall be washed/cleaned as often as needed.
6. Clean all mirrors and chrome with glass cleaner.
7. Replace any burned out bulbs.
8. All restroom floors shall be swept and then damp mopped nightly using disinfectant
9. Wipe down all doors to restroom.

WEEKLY:

1. All walls, vertical, and horizontal surfaces shall be wiped clean, disinfected, and dried.
2. Clean all toilets and urinals with bowl cleaner (type of cleaner must be approved by Building Chief).
3. Wash, disinfect, and dry the outside surfaces of all toilets and urinals.
4. Clean all entrance doors.
5. Dust and wipe clean all doorjambes.
6. Clean all floor drain and pour a quart of disinfectant water solution into drains.

SUMMER:

1. Scrub all walls and floors with disinfectant.
2. Pour a quart of disinfectant water solution into floor drains.
3. Replace all burned out lights.
4. Clean and repair light fixtures.
5. Repair or replace any broken dispensers.
6. Replace all washers and clean strainers.

STAIRWELLS

DAILY:

1. Sweep stairs
2. Clean marks off walls and doors
3. Spot mop stair steps and landings
4. Dust mop
5. Clean all door glass
6. Check lights and replace burned out bulbs

2 X Week:

1. All stairwells and landings are to be wet mopped

WEEKLY:

1. Dust/ clean all banisters
2. Clean cobwebs
3. Vacuum corners of all steps
4. Clean all floor mats
5. Clean doors, risers, and frames
6. Check and tighten all banisters and door closures

MONTHLY:

1. Clean heating units.

QUARTERLY:

1. Clean lights

SUMMER/YEARLY:

1. Clean all walls
2. Clean lights and fixtures
3. Clean all doors and frames
4. Scrub all stairs
5. Strip and wax
6. Finish landing, only—**NO FINISH IS TO BE APPLIED TO STEPS**
7. Clean all door glass

TASK DEFINITIONS

ROUTINE WORK (ALPHABETICAL)

BOARDS

- CHALK BOARDS:** Use clean water and a sponge to wipe the chalkboards ; allow to air dry.
- CHALK TRAYS:** Damp wipe chalk trays by using a damp sponge or cloth to remove chalk dust from trays. The chalk dust should be emptied into the waste collection cart.
- DRY ERASE BOARDS:** Use appropriate cleaner and sponge to wipe board. Allow to air dry.

CHEMICALS AND SUPPLIES

The materials furnished for the care of our buildings represent a large investment. The proper use of all chemicals depends on common sense. It is important that all chemicals be tightly lidded at all times and are never stored where they may freeze or cause other dangerous hazards. Only use materials supplied on the job site and authorized by the Chief Custodian.

**UNDER NO CIRCUMSTANCES ARE CHEMICAL DRAIN CLEANERS
TO BE USED IN ANY PLUMBING FIXTURES OR DRAINS. THE USE OF A
CAUSTIC DRAIN OPENER CREATES A HAZARD FOR DISTRICT PLUMBERS.**

DRINKING FOUNTAINS

Clean and disinfect, using a spray of germicidal detergent, sponge or cloth, small percolator brush, abrasive pad and lotion cleanser to remove all obvious soil, streaks, smudges, etc., from the drinking fountains and cabinets. Disinfect all porcelain and polished metal surfaces, including the orifices and drain. After cleaning, the entire drinking fountain shall be free from streaks, stains, spots, smudges, scale and other obvious removable soil.

DUSTING

BUILDING & FURNITURE SURFACES:

Use a lightly treated dust cloth, lightly treated hand-held dusting tool, lambs wool dusting tool, tank vacuum with dusting attachments or a combination of these dusting tools to remove all dust, lint, litter, dry soil, etc., from the surfaces of desks, chairs, file cabinets and other types of office furniture and equipment, and from vertical walls, windows, blinds, hand rails, etc., below 7" from the floor surface. After regular dusting, all surfaces shall have a uniform appearance, free from streaks, smudges, dust, lint, litter, etc. In restrooms and food service areas, use cloth or sponge dampened with germicidal detergent, instead of dusting tool or cloth.

TASK DEFINITIONS

ROUTINE WORK (ALPHABETICAL)

DUSTING (CONTINUED)

HIGH DUSTING:

High dusting shall be defined as the removal of dust, cobwebs, oily film, etc. from all fixtures and surfaces 7' to 12' above the floor. This includes lights, grilles, light fixtures, pipes, sprinkler systems, cables, ledges, walls, ceilings, vents, etc. High dusting shall be accomplished by using treated dust cloths, treated dusting tools, a damp sponge, a tank vacuum with crevice tool, brush attachment, and wall attachment. After high dusting, all areas and surfaces 7' to 12' above the floor shall be free from all types of removable soil by dusting or damp wiping, and shall blend with the area below 7'

EQUIPMENT

CARE AND STORAGE: The custodial staff is responsible for the proper care and use of all equipment. Use equipment only for the task for which it was designed. Always clean and store all equipment properly after each use.

FLOORS

AUTOMATIC FLOOR MACHINES:

Empty and clean after each use. Wipe exterior of machine and connect the machine to the battery charger.

CARPET CLEANING, DRY EXTRACTION METHOD:

Dry extraction of carpets shall be defined as the vacuuming, spot cleaning, application of sponges, agitation of sponges, and a re-vacuuming of all carpet in an area. All vacuuming, both before and after shall be done with a heavy-duty power lifter-type vacuum. All stained areas shall be treated with spot cleaning solution, following the directions of the manufacturer. Spot cleaning should be continued until most of the stain has been removed. The extracting shall be done using equipment and materials specifically designed for dry extractions. The instructions provided by the manufacturer of the equipment and materials should be followed during its use. In areas such as corners, which are inaccessible to the agitator, use a manual-scrubbing device. After extracting and allowing sufficient agitation time, the carpet shall be vacuumed following a pattern, which will give the carpet pile a uniform appearance.

TASK DEFINITIONS

ROUTINE WORK (ALPHABETICAL)

FLOORS (CONTINUED):

CARPET CLEANING, DRY FOAM METHOD:

Dry foam shampooing of carpets shall be defined as the spot cleaning, vacuuming, shampooing, and re-vacuuming of all carpet in an area. All vacuuming, both before and after shampooing shall be done with a medium-duty power lifter-type vacuum. All stained areas shall be treated with spot cleaning solution, following the directions of the manufacturer. Spot cleaning should be continued until most of the stain has been removed. The shampooing shall be done using equipment and materials specifically designed for dry foam shampooing. The instructions provided by the manufacturer of the equipment and materials should be followed during its use. Areas such as corners, which are inaccessible to the scrubbing machines, shall be shampooed with foam from the machine and a manual-scrubbing device. After shampooing an allowing sufficient drying time, the carpet shall be vacuumed following a pattern, which will give the carpet pile a uniform appearance.

CARPET CLEANING, WATER EXTRACTION METHOD:

Carpet cleaning, water extraction method, shall be defined as the spot cleaning, vacuuming, operation of the water extraction equipment, and re-vacuuming of all carpet in an area. Vacuuming shall be done both before and after the use of water extraction equipment. All stained areas shall be treated with spot cleaning solution, following the directions of the manufacturer of the solutions. Spot cleaning should continue until as much of the stain as possible has been removed. The water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturer of the water extraction equipment and material shall be followed during their use. After operating the water extraction equipment, use floor fans to promote drying. Allow sufficient drying time, and then carpet shall be vacuumed following a pattern that will give the carpet pile a uniform appearance.

DAMP MOP NON-CARPETED FLOORS:

Prior to being damp mopped, the surface must be swept. A wet mop, mop bucket and wringer, and a neutral detergent solution are used to remove all soil and non-permanent stains from the entire area. The neutral detergent solution must be changed periodically so that it remains clear, and the area damp mopped must be rinsed with clear water. All accessible areas shall be damp mopped. Chairs, trash receptacles, etc., shall be moved when necessary to mop underneath. After damp mopping, the floor should have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of remaining soil. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., and no mop strands should be left.

DISINFECTING NON-CARPETED FLOORS:

Follow same procedure for damp mopping except add germicidal solution to water, changing the water so as to maintain a 400-ppm dilution level (hospital minimum standards). Change water when it begins to cloud with dirt.

TASK DEFINITIONS

ROUTINE WORK (ALPHABETICAL)

FLOORS (CONTINUED):

DUST MOPS:

The dust mop is the tool most used by custodians in the cleaning industry. It is important to use the dust mop as often as possible to remove the grit, which acts like sandpaper under the shoes.

Treating a new dust mop:

1. Lay mop on cardboard and apply mop oil treatment evenly on all threads.
2. Roll mop into a ball and place in a plastic bag.
3. Wait 12 hours before using.

Treating a used dust mop:

1. Clean mop after each use with a stiff bristle brush over a trashcan.
2. Treat with mop oil and hang in custodial closet with threads hanging down.

FLOOR MACHINES

Clean the machine after each use. When storing the machine, always remove the brush, the pad holder, and tilt the machine. Store the brushes by hanging them up. Clean the cord with a damp cloth after each use.

LITTER:

Police floors for litter. All visible litter such as paper, rubber bands, paper clips, chewing gum, etc., must be picked up or swept and placed in a waste collection container.

MOP BUCKETS AND WRINGERS:

Mop buckets and wringers are to be emptied, rinsed, and dried after each job is completed. Lubricate the moving parts regularly.

SPOT MOPPING NON-CARPETED FLOORS:

A wet mop, mop bucket wringer, and a neutral detergent shall be used to remove all obvious soil and non-permanent stains from the entire area. Chairs, trashcans, etc., shall be moved when necessary to spot mop underneath. After being mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue or any evidence of soil. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area. In restrooms, germicidal detergent shall be used instead of neutral cleaner.

TASK DEFINITIONS

ROUTINE WORK (ALPHABETICAL)

FLOORS (CONTINUED):

SPRAY BUFFING FLOORS COATED WITH FLOOR FINISH:

Prior to being spray-buffed, the floor surface shall be dust mopped. A single-disc floor machine, buffing pad, and a spray bottle with spray buffing solution shall be used to restore a uniform gloss and protective finish to finished resilient tile floors. All chairs, trashcans, etc., shall be moved as needed to spray-buff the entire area. After spray-buffing, the entire floor shall have a uniform appearance. All spray-buff solution shall be removed from baseboards, furniture, etc.

STRIP AND REFINISH RESILENT TILE:

Stripping shall be defined as the complete removal, without damage to the floor surface, of all finish and/or sealer from all visible floor surfaces, and from floor surfaces that can be exposed by the removal of non-fixed furnishings. Stripping shall also include the complete removal of all marks, scuffs, stains, etc., except in cases where there is damage to the floor surface. The stripping chemical (s) for the type of finish and/or sealer being stripped shall be used according to the manufacturers directions. The floors shall be scrubbed with a single-disc floor machine equipped with a stripping pad or brush, except those areas in which the use of manual scrubbing devices are necessary to completely remove the finish and/or sealer (along walls, in corners, etc.). The stripping solution and rinse water shall be picked up with a wet/dry vacuum except in areas where its use is impossible or impractical (very small areas, areas with low amperage circuits, etc.). All floor surfaces to which stripper has been applied shall be thoroughly rinsed with clean water and a neutral conditioner. When a wet/dry vacuum is used, the area should be rinsed at least once with a neutralizer after the stripping solution has been removed. If a mop is used to pick up the stripping solution, the area should be rinsed at least twice.

Refinishing shall be defined as the proper application of at least two coats of sealer and three coats of finish to all areas. The sealer and finish shall be applied with a clean, fine strand, rayon mop head. No sealer and finish that has been removed from its original container shall be returned to that container. After the sealer and finish have dried, the reflectance shall be uniform and no streaks, swirls, etc., shall be visible. No stripping solution or finish shall remain on baseboards, doors or other non-floor surfaces.

TASK DEFINITIONS

ROUTINE WORK (ALPHABETICAL)

FLOORS (CONTINUED):

SWEEPING OR DUST MOPPING NON-CARPETED FLOOR:

Prior to sweeping the floor surface, use a mop and neutral detergent to remove spills and obvious soil from the floor; use a putty scraper to remove gum, tar, and other sticky substances from the surface. On resilient tile, terrazzo, smooth sealed concrete or other sealed finished floor surfaces, use a treated dust mop and dustpan to remove accumulated soil and litter. On rough, unsealed concrete floors, where dust mopping is not effective, use a push broom. The entire area to be swept shall be thoroughly cleaned to remove dust, dry soil, and other litter. Chairs and trash receptacles are to be lifted, tilted, or moved where necessary to sweep underneath. After the floor has been swept, the floor surface, including corners and edges, shall be free of streaks, litter, and spots. Carpet-type entrance mats shall be vacuumed to remove soil and grit and to restore the resiliency of the carpet pile. Rubber or polyester entrance mats shall be swept, vacuumed or hosed down to remove soil, lifted to remove soil and moisture underneath, then returned to their correct location.

VACUUM:

Do not let the bag get too full; this will reduce the machine's ability to pick up dirt. Check the belts often. Remove threads and hair that might be around the brush. Adjust the brush to the proper height; a brush lowered too much can damage the carpet pile and decrease the efficiency of the vacuum.

VACUUM CARPET FULLY/COMPLETELY:

Use a vacuum to collect surface dirt and embedded grit from all areas accessible to the carpet vacuum. The beater bar shall be adjusted to correspond with the pile height of the carpet. Chairs and trash receptacles should be tilted or moved where necessary to vacuum underneath. Additionally, as necessary to prevent any visible accumulation of soil or litter in carpeted areas inaccessible to the upright vacuum, a crevice tool and brush attachment shall be used. After the carpeted floor has been completely vacuumed, it shall be free of all visible litter, soil and embedded grit.

VACUUM CARPET PARTIALLY:

Use a carpet vacuum to remove obvious soil and litter from carpet.

TASK DEFINITIONS

ROUTINE WORK (ALPHABETICAL)

FLOORS (CONTINUED)

WET MOPS:

It is impossible to do a good job cleaning if the mop is dirty. Mops should be rinsed and rung dry after each use. Shake strands apart; hang in a well-ventilated place for drying. This will prevent the development of odor or mildew.

WET VACUUMS:

After using the wet vacuum, the tank is to be emptied and dried. Clean cord with a damp cloth and wrap around the motor unit. The hose should be flushed with clean water and the squeegee rinsed after each use. Store in a proper place.

FURNITURE, FIXTURES, WALLS, PARTITIONS AND DOORS

DISINFECT:

Use a cloth and germicidal detergent to damp wipe and disinfect all surfaces of furniture, fixtures, walls, partitions, doors, etc.

REARRANGE OR MOVE, AS REQUIRED:

All furniture moved by the custodial staff during the performance of their work shall be returned to its appropriate location. Additionally, all other office furniture, such as chairs and waste receptacles shall be returned to their initial location.

SPOT CLEAN:

Use a clean cloth and spray bottle of neutral cleaner, germicidal detergent, or glass cleaner as required to remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, furniture, partitions, doors, fixtures, appliances, door hardware, strike plates, etc. Germicidal detergent shall be used in restrooms, locker rooms, food service areas, and drinking fountains. Glass cleaner shall be used on all mirrors and glass surfaces. Lotion cleanser shall be used on hard to remove spots. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots and other evidence of removable soil. Including both sides of the glass in exterior doors, vestibules, interior offices, and labs.

TASK DEFINITIONS

ROUTINE WORK (ALPHABETICAL)

RESTROOMS:

REFILL PAPER TOWEL, TOILET TISSUE, AND HAND SOAP:

All dispensers shall be completely filled to the proper level. The paper supplies and hand soap shall be correctly installed in accordance with the directions of the dispenser and paper manufacturer. Hand soap dispensers and adjacent surfaces shall be wiped to remove spillage.

TOILETS AND URINALS:

De-scale toilets and urinals. Use acid-type bowl cleaner and nylon Johnny Mop to remove scale, scum, mineral deposits, rust stains, etc., from toilets and urinals. After de-scaling, the surface shall be free from streaks, stains, scale, scum, mineral deposits, rust stains, etc. Caution must be used to prevent damage to adjacent surfaces, caused by acid-type bowl cleaners. Do not allow acid-type bowl cleaners to come in contact with chrome or other plated fixtures, as permanent damage will result.

URINAL AND FLOOR DRAINS:

Clean urinal and floor drains in restrooms. Use a screwdriver to remove drain cover and/or strainer. Use a circular, stiff bristle wire brush to remove scale and other soil from the inside of drainpipe, then flush with hot water and germicidal detergent. Use a flat, stiff bristled wire brush to remove scum, scale and other soil from drain cover and/or strainer, then screw drain cover and/or strainer back into place.

WASH BASINS:

Clean and disinfect washbasins. Use a spray bottle to apply germicidal detergent solution to fixtures. Use a sponge and abrasive pad to clean all surfaces of fixtures. Wipe toilet seats (top and bottom) and spray with aerosol germicide; let air-dry.

TRASH/WASTE RECEPTACLES:

EMPTY TRASH RECEPTACLES:

All wastebaskets, pencil sharpeners, and other trash containers within the area shall be emptied and returned to their original location. Any material marked "trash" that is placed near a receptacle, shall be removed. The trash shall be emptied into a designated trash dumpster or receptacle in such a manner as to prevent the nearby area from becoming littered.

TASK DEFINITIONS
ROUTINE WORK (ALPHABETICAL)

RESTROOMS (CONTINUED):

TRASH/WASTE RECEPTACLES (CONTINUED):

REPLACE OBVIOUSLY SOILED OR TORN TRASH RECEPTACLE LINERS:

All plastic liners, which are torn or obviously soiled, shall be removed from trash receptacles and replaced with new liners. The liners shall be folded back over the top rim of the receptacle. Replace liners a minimum of one time per week.

SPOT CLEAN WASTE RECEPTACLES:

The exterior of wastebaskets shall be damp wiped with neutral detergent from a spray bottle and a clean sponge or synthetic fiber cloth used to remove evident soil. Wet spills on the interior of wastebaskets shall be removed. Lotion cleanser and an abrasive pad shall be used on hard-to-remove soil. In restrooms, germicidal detergent shall be used instead of neutral cleaner.

TASK DEFINITIONS FOR MAINTENANCE WORK

MINOR MAINTENANCE (CUSTODIAL)

The following tasks are included in **Minor Maintenance** duties found in the job descriptions for Custodian, Custodian-Fireman, and Chief Custodian II:

- Tighten screws and bolts in furniture.
- Adjust, repair, or replace window shade rollers and Venetian blinds.
- Replace electric fuses.
- Tighten loose doorknobs.
- Replace doorknobs.
- Adjust door checks and hinges.
- Adjust "adjustable" desks for pupils.
- Clean and service unit ventilators, exhaust fans, and air conditioning units, including changing filters, adjusting dampers, and replacing belts.
- Replace washers and aerators in faucets.
- Regulate the flow in drinking fountains; repair or replace bubblers.
- Clean and prime traps, including dish-rooms and kitchens.
- Clear clogged toilets and drains.
- Fasten loose trim and moldings.
- Repair or replace pencil sharpeners.
- Clean compressors and coils on all refrigerators and freezers.
- Clean boiler and paint boilers as needed.
- Replace light bulbs and tubes.
- Replace urinal and water closet pistons; replace vacuum breakers.
- Grass cutting, snow removal, and grounds keeping, either by hand or power.
- Clean mowers and maintain in working condition
- Small painting jobs up to 100 sq. ft., including spackling if required.
- Moving school equipment, carpets, and furniture as required within school site.
- Lubricate motors and equipment as required.
- Patch floor tile, ceiling tile, and cove base.
- Temporary repairs for building security.
- Removal of graffiti unless specialized equipment is needed.
- Repair lockers.

SAFE MAINTENANCE PRACTICES

The greatest priority bestowed upon us is the safety and security of each student attending our schools. For the Facilities Management team, this means giving continuous attention to all aspects of the building structure and equipment. It also means that each member of the team must acquire a mind-set — a deep sense of personal concern that compels him/her to investigate any suspicious or unexplainable conditions.

In addition to the safety of those who work in and learn in the schools, the Facilities Management team itself faces each day, some special circumstance that call for caution. Certain equipment and chemicals, for example, may create perils for the thoughtless or unwary user. It is essential, therefore, that each team member understand the potential perils, the limitations of his/her tools, and the ways of going about his/her job without creating unnecessary hazards.

In its day-to-day work, the Facilities Management team is primarily concerned with the use of equipment and materials. What follows are some guidelines (alphabetical) for the safety-conscious team.

AISLES AND PASSAGEWAYS:

Keep aisles and passageways clear and in good repair, with no obstruction across or in aisles that could create hazards. The Life Safety Code for Schools requires that primary egress corridors be free of storage; free of movable equipment that reduces passage to less than a minimum width, or interferes with egress traffic flow; and free of refuse containers other than non-combustible units with covers.

COMPRESSED AIR:

In using compressed air for cleaning purposes, do not exceed 30 psi and then, only with effective chip guarding and personal protective equipment.

EMERGENCY FLUSHING:

Where the eyes or body of any person may be exposed to injurious, corrosive materials, provide suitable facilities for quick drenching or flushing of the eyes and body within the work area, for immediate emergency use. The Life Safety code requires pull chain showers and eye flush devices in chemistry laboratories.

EYE AND FACE PROTECTION:

Protective eye and face equipment is required where there is a reasonable probability of injury that can be prevented by such equipment.

FAN BLADES:

Guard the blades of a fan. The guard should have openings no longer than 1/2 inch. The use of concentric rings with space between them, not exceeding 1/2 inch is acceptable, provided they are adequately supported.

SAFE MAINTENANCE PRACTICES (CONTINUED)

FIRE DOORS:

Do not block fire doors or tie them in an open position. Ensure that as your building “settles” it does not cause doors to bind in either open or closed position. Fire doors located in corridors must be closed at all times except where magnetic hold-open devices are engaged, which release the doors to closed position in response to the fire alarm system. Fire doors separating hazardous locations, such as boiler rooms, must be kept closed at all times when the building is occupied.

FIRE PROTECTION:

Provide and maintain in an effective operating condition, portable fire extinguishers suitable to the conditions and hazards involved. Conspicuously locate and mount extinguishers in accordance with state accessibility codes and do not obstruct or obscure them from view. Inspections and testing to portable extinguishers will be performed by an outside contractor at least once a year. A durable tag will be attached to each extinguisher (by the contractor) to show next maintenance or recharge date. In storage areas, clearances between sprinkler system deflectors and top of storage, varies with the type of storage. Check state codes for required clearances.

FLAMMABLE LIQUIDS:

Can be highly hazardous to life and property. Check with local fire department officials for recommendations. Be sure that proper safety containers are available in the school shop finishing area. Bulk flammable liquids and paints should be stored away from the occupied building.

FLOORS:

Keep all floor surfaces clean, dry and free from protruding nails, splinters, loose boards, holes or projections. Where wet cleaning is used, maintain drainage and caution signs. Where practical, provide false floors, platforms, mats, or other dry standing places. In warm, highly humid climates, it may be necessary to maintain constant powered ventilation in a gymnasium with wood flooring, to prevent expansion and buckling.

HAND TOOLS:

Keep tools and equipment clean and in safe condition.

HOUSEKEEPING:

Keep clean, orderly, accessible and in a sanitary condition, all places of employment, passageways, storerooms, and service rooms. Keep doors closed at all times while the building is occupied.

SAFE MAINTENANCE PRACTICES (CONTINUED)

LADDERS, FIXED:

Assure that all fixed ladders will support a minimum concentrated live load of 200 pounds, applied at the center of the rung. The minimum diameter of rungs is:

- * 3/4 inch, if metal (in non-corrosive exposure)
- * 1 inch, if the ladder is constructed of metal rungs embedded in concrete and exposed to a corrosive atmosphere.

Spaced no more than 12 inches apart, the rungs should have a minimum clear length of 16 inches. Vertical fixed ladders shall be spaced out from walls to maintain a minimum of 7 inches, measured from the rung to the wall. Head clearance back of the ladder should allow a minimum of 2 feet, 6 inches measured from the rung, at the right angle to the ladder side rails. Access ladders to elevated platforms shall be extended to a minimum distance of 3 feet, 6 inches above that platform (manhole and roof hatch ladders excepted). Paint or treat metal ladders to resist corrosion or rusting when the location demands.

LADDERS, PORTABLE:

Equip stepladders with a metal spreader or some locking device of sufficient size and strength to securely hold the front and back sections in the open position. Maintain ladders in good condition and remove defective ladders from use. The only authorized ladders in BSD will be made of fiberglass material. Erect non self-supporting ladders on a sound base, at a 1:4 slope, and secure to prevent slipping. The top of a ladder used to gain access to a roof should extend at least 3 feet above the point of contact.

STATIONARY ELECTRICAL DEVICES:

Provide non-current carrying ground at all stationary electrical powered equipment tools and devices, placed within reach of a person who can make contact with any grounded surface or object. Install ground fault interrupter (GFI) outlets.

STORAGE AREAS AND STORAGE PROCEDURES:

Stack, block, interlock and limit in height all storage, so that it is secure against the possibilities of sliding or collapsing. Keep storage areas free from accumulation of materials that constitute hazards or pest harborage. Where mechanical handling equipment is used, allow safe clearance for aisles, at loading docks, and through doorways. Storage areas and storage procedures should consider the following guidelines:

- * Storage areas should be kept orderly and free from accumulation of materials that constitute hazards, whether said hazards are a result of the nature of material stored, or of careless, disorderly placement of stored materials. Regarding storage of flammable materials. — No flammable materials are to be stored inside the building at any time unless they are in approved flame and blast resistant storage containers.
- * Organize storage procedures so as to discourage the harboring of pests. Storage should be racked or spaced clear of the floor. Pest control against rodents and termites may become necessary where storage is long term. Consider the need for a pest management program for the building.

SAFE MAINTENANCE PRACTICES (CONTINUED)

STORAGE AREAS AND STORAGE PROCEDURES (CONTINUED):

- * Outside stock storage should be limited to a safe height, enclosed by safeguard fencing, and should be spaced a minimum of 8 inches free above the earth to discourage pests.

- * Check inside storage areas for Life Safety compliance as to locations and required safety measures. Ensure that all storage in an occupied school building is provided with a heat detector to actuate the building alarm system.

- * Check inside storage areas for Life Safety compliance as to locations and required safety measures. Ensure that all storage in an occupied school building is provided with a heat detector to actuate the building alarm system.

- * Inside storage should be preceded by a determination of floor load capacity and determination of a stored material weight.

- * Where mechanical handling equipment is to be used, allowances for safe-clearance must be made for aisles, at loading docks and through doorways. Determination of existing floor load capacities and those capacities necessary for storage operations should be considered beforehand.

- * Storage should never occupy a non-floored area not suitably separated from occupied spaces.

TRASH:

Collect and remove trash and rubbish in such a manner as to avoid creating a menace to health, and as often as necessary for the maintenance of good sanitary and visual conditions.

SAFE MAINTENANCE PRACTICES (CONTINUED)

SAFETY PRECATIONS:

- In wet weather, dangerous falls can be avoided by the use of mats or runners near entrance areas. This will also prevent the tracking of mud and water onto clean floors.
- When floors are wet, put up caution signs to prevent slips and falls. Usually a large sign reading "WET FLOOR" is sufficient.
- Report unsafe conditions— flooring problems, loose railings, bad stair treads, and dangerous projections from walls, etc., so that they can be repaired.
- Watch how you carry your equipment, mops, brooms, etc., so that no one is injured in the eye or otherwise by the handles sticking out, etc.
- Be careful when cleaning ceilings, not to hit sprinkler heads, or smoke detectors. Also, in areas having low ceilings, special care should be taken to avoid hitting sprinkler heads or pipes with mop and broom handles. A sprinkler leak can cause severe water damage.
- When cleaning stairs, take care when placing buckets and equipment, so someone does not fall over them.
- Keep your area clean and neat and your equipment clean and in good repair.
- Replace burned out light bulbs or fluorescent tubes immediately.
- Never use gasoline for cleaning anything.
- If any liquid gets in your eyes, even just dirty water, flood the eyes with plenty of tap water right away —DO NOT WAIT! Read product labels and MSDS carefully for first aid warnings.
- Watch out for vehicles. Assume they don't see you and stay out of the way.
- Use your safety equipment — gloves, goggles, hard hats, etc.
- When you feel sick, report to your Supervisor at once. Also report when someone is sick or has been hurt.
- When lifting objects, keep feet close together and lift with legs. Keep the weight close to your body.
- Be sure to know the location of fire extinguishers and fire alarm boxes.
- Read directions on all cleaning products and equipment. If you do not know how to use a product or tool, ask for assistance.
- Any safety device or cover must be reinstalled and be operable following any maintenance and prior to use.

CHAPTER 3

PREVENTATIVE MAINTENANCE

Preventative Maintenance can be defined as a program in which wear, tear, and change are anticipated and continuous corrective actions are taken to ensure peak efficiency and minimize deterioration. It involves a planned and controlled program of systematic inspection, cleaning, adjustment, lubrication, and replacement of components, as well as performance testing and analysis.

The following Preventative Maintenance Schedule was formulated in an effort to maintain and protect the assets that make up the physical plant of the Brandywine School District. It is based on daily, weekly, quarterly, semi-annual, and summer schedules. These schedules are issued to the School Chiefs and Custodian-Fireman prior to their due date and are signed off upon responsible party. Repairs that cannot be completed by the Chief or Custodial Fireman are referred to Facilities Department via work order system. The Facilities Management Staff, to ensure that each facility work order is on schedule and that the correct procedures have been followed, performs the record keeping function for this program. Any and all equipment is to be maintained according to the with manufacturer's specifications. The schedule is as follows:

PREVENTATIVE MAINTENANCE CHECKS SUMMARY

DAILY:

1. Drain condensation from air tanks.
2. Check low water cut-off switch.

WEEKLY:

1. Inspect all door hardware.
2. Blow down boilers.
3. Check safety valves.
4. Blow down gauge glass.
5. Check low water cut-off switch.
6. Check all pumps.
7. Inspect AC air dryers.

MONTHLY:

1. Cycle all sump pumps; report any malfunctions.
2. Inspect roofs; report problems.
3. Remove debris from roof.
4. Clean and inspect roof drains.
5. Inspect and repair all door hardware.
6. Adjust door closures for safety.

PREVENTATIVE MAINTENANCE CHECKS SUMMARY CONTINUED

MONTHLY CONTINUED:

7. Inspect door alarm contacts and wiring.
8. Inspect and check all emergency exit lights.
9. Blow down boilers or as necessary to control boiler water chemical levels.
10. Check safety valves.
11. Blow down gauge glass.
12. Check low water cut-off switch.
13. Check all pumps.
14. Check all ATC air compressors for proper operation.
15. Check crankcase oil level on all ATC air compressors and fill as necessary.
16. Inspect ATC air dryers.
17. Check for proper oil level in all circulating pumps and condensation pumps.
18. Check for any indications of coupler wear or failure on all circulating end condensate pumps.
19. Check all uni-vents for proper operation.
20. Check all uni-vent thermostats for proper setting and report any units needing repair by District Maintenance.
21. Inspect filters in all uni-vents; clean or replace as necessary.
22. Lubricate uni-vent fan motors.
23. Check rooftop ventilators/heaters for proper operation.
24. Check all rooftop ventilator/heater thermostats for proper setting and report any needed repairs.
25. Inspect filters on all rooftop ventilator/heaters; clean and replace as necessary.

QUARTERLY—1st QUARTER—JULY:

1. All motorized snow removal and/or lawn care equipment should be started quarterly and run for 10-15 minutes.
2. Check kitchen refrigeration equipment.
3. Check all air-cooled condensers; vacuum, clean all dust and dirt from condenser.
4. Lubricate condenser fan motor.
5. Inspect door gaskets; report any needed repairs to Maintenance.
6. Check all fuel oil tanks for water condensation.
7. Inspect all switch plates and covers.
8. Inspect filters in all uni-vents; clean or replace as necessary.
9. Repair minor problems; report major safety hazards to Facilities Management 792-3826.

PREVENTATIVE MAINTENANCE CHECKS SUMMARY CONTINUED

QUARTERLY—2nd QUARTER—OCTOBER:

1. Open and close all valves; grease stems as necessary.
2. Inspect grease traps, flush with hot water, clean as necessary.

QUARTERLY—3rd QUARTER—JANUARY:

1. Inspect all sidewalks and parking lots; report any problems or pot holes to Maintenance for repair.

SEMI-ANNUAL #1 —DECEMBER:

1. Clean or change all air filters on uni-vents, air handlers, and ventilators.
2. Oil and/or grease all roof units; check all drive belts and order replacements from Maintenance as needed.
3. Check fan speeds and change as necessary: low speed for winter, high speed for summer.
4. Prepare all trucks for annual motor vehicle inspection.

SEMI-ANNUAL #2 —JUNE:

1. Disassemble and clean all grease traps; notify Maintenance when completed, so they can be inspected.
2. Alternate boilers; clean the tubes and boiler thoroughly to optimize efficiency when the boiler is brought back on line.
3. Inspect all gymnasium bleachers, report all needed repair to Maintenance.

JUNE AND JULY

1. Inspect all scoreboards; report any necessary repairs.
2. Oil and grease all roof units.
3. Check all drive belts and order replacements from Maintenance as needed.
4. Check fan speeds and change as necessary: low for winter, high for summer.

CONTINUE THROUGHOUT SUMMER:

1. Cycle all sinks, toilets, drains, and urinals at least once a week.
2. Keep all drains full.
3. Report any problems to Maintenance.

CUSTODIAL MAINTENANCE

AIR COMPRESSORS

50 HOURS:

1. Change oil.

WEEKLY:

1. Check belts.
2. Drain water from tank.

MONTHLY:

1. Check pressure relief valve.

2 x YEAR:

1. Lube fan motor.

AIR HANDLING EQUIPMENT

MONTHLY:

1. Grease and check bearings.
2. Check belts.
3. Check intake screens.
4. If filtered, check filters.
5. Check dampers.

2 x YEAR:

1. Lube fan motor.

CUSTODIAL MAINTENANCE

BOILERS

DAILY:

1. Hot Water Boiler
 - Record pressure
 - Record water temperature
 - Record flue gas temperature
 - Check flame
 - Check blow down
 - Check for leaks
 - Check compressor on boiler
 - Check set points
 - Check all pumps for running ok
 - Check all fans for running ok
 - Check chiller if running; record water temperature in and out
 - Check hot water system; record water temperature in and out
 - Check any control system compressors
 - Check any motors
 - Check sub pumps

50 HOURS:

1. Change oil in compressors.

WEEKLY:

1. Check linkages on burner draft
2. Check air damper on burner
3. Check oil compressor
4. Check bearings compressor
5. Check burner bearings

CUSTODIAL MAINTENANCE

BOILERS CONTINUED

MONTHLY:

1. Check safety valves
2. Check limit controls
3. Lube boiler motors and compressors
4. Check low water cut off
5. Check boiler room floor drains
6. Check water make up
7. Rotate boilers
8. Check gas or oil fittings
9. Inspect all fresh air inlet screens
10. Check belts on compressors
11. Drain water from tank compressor
12. Check and oil induced / forced draft fans
13. Clean nozzles
14. Check expansion tank level

2 X YEAR:

1. Change air filter in compressor

YEARLY:

1. Punch tubes
2. Check and clean flue

BUILDING EXTERIOR

DAILY:

1. Check door hardware
2. Inspect windows
3. Lube door hardware
4. Check gutters

YEARLY:

1. Pointing of building
2. Inspect paint

CUSTODIAL MAINTENANCE

BUILDING INTERIOR:

DAILY:

1. Check interior doors and hardware
2. Check gym bleachers

YEARLY:

1. Check classroom paint
2. Check hallway paint
3. Check bathroom paint
4. Check office paint
5. Check paint on doors.

CAR/TRUCK MAINTENANCE

DAILY:

1. Check oil
2. Check all lights
3. Check tires
4. Check horn
5. Clean car/truck

3,000 MILES or 6 MONTHS:

Schedule Service with Facilities Maintenance.

CUSTODIAL MAINTENANCE

CHILLERS:

DAILY:

1. Check operation of chiller
2. Check operation of auxiliary equipment
3. Check motors and components for proper operation
4. Check operation of the control circuit and unloaders
5. Check for proper refrigerant and oil levels

COOLING TOWER:

The following items should be maintained throughout the week and on a rotating basis:

1. Remove any debris from tank.
2. Check float assembly
3. Inspect tower spray nozzles and eliminators
4. Inspect fan assemblies
5. Check oil in gear reducer
6. Inspect belts
7. Check overflow and bleed off system
8. Check strainers
9. Check thermostats
10. Check condenser water temperature
11. Check fan blades
12. Check floats
13. Check overflow

MONTHLY:

1. Oil motor
2. Grease bearings
3. Check tank deposit build-up
4. Check slates

CUSTODIAL MAINTENANCE

ELECTRICAL:

50 HOURS:

1. Check oil in generator.

WEEKLY:

1. Check electrical boxes
2. Change lights school-wide when out
3. Insure that emergency generator is "cycled on" regularly (comes on by itself once a week)

MONTHLY:

1. Check strobe lights
2. Check emergency lighting

2 x YEAR:

1. Check air filters on generator

GROUNDS:

The following items should be maintained throughout the week and on a constant basis:

1. If you have it, check irrigation system
2. Check all outside drains
3. Check fencing
4. Check playground equipment
5. Check all bleachers
6. Check outside lighting
7. Check sport fields
8. Check sidewalks and curbs
9. Rack under playground equipment
10. Edge sidewalks
11. Check parking lot for potholes

CUSTODIAL MAINTENANCE

GROUNDS (CONTINUED):

AS NEEDED:

1. Prune shrubs
2. Spray for weeds
3. Water fields
4. Weeding
5. Rake grounds
6. Trim trees
7. Cut grass

AUTUMN:

1. Fertilize lawns

SPRING:

1. Fertilize lawns
2. Prune shrubs
3. If you have it, check irrigation system
4. Spray for weeds
5. Weeding
6. Lawn seeding
7. Trim trees
8. Check parking lot for potholes

HEATING/AC UNIT IN CLASSROOMS

MONTHLY:

1. Check air intake

2 X YEAR:

1. Oil squirrel cages
2. Oil motors
3. Clean filters
4. Oil damper linkages

SUMMER:

1. Clean interior cabinet
2. Clean coil

CUSTODIAL MAINTENANCE

PLUMBING:

DAILY:

1. Check faucets for leaks
2. Check toilets
3. Check urinals
4. Check drinking fountains
5. Check dishwasher
6. Check showers
7. Check grease traps

PUMPS - HEATING WATER PUMPS:

MONTHLY:

1. Lube motors
2. Rotate pumps

2 x YEAR:

1. Check packing

CUSTODIAL MAINTENANCE

PUMPS - RE-CIRCULATOR PUMPS:

WEEKLY:

1. Check pump and motor for noise

MONTHLY:

1. Lube motors
2. Check and lube pump

2 x YEAR:

1. Check packing

ROOFS:

DAILY:

1. Walk and remove debris
2. Clean drains
3. Clean gutters
4. Check flashing
5. Cover any bare stone areas
6. Check membrane
7. Check for bubbles
8. Check cupola

ROOFTOP AC UNITS:

WEEKLY:

1. Check room thermostats

MONTHLY:

1. Check fan operation
2. Check bearings
3. Check belts, if used
4. Check filters
5. Check air intakes

CUSTODIAL MAINTENANCE

ROOFTOP AC UNITS:

2 x YEAR:

1. Lube bearings
2. Check if unit has dampers and oil

YEARLY:

1. Clean condenser coil
2. Lube all Zone and fresh air damper linkage

ROOM TEMPERATURE CONTROLS:

WEEKLY:

1. Check if calibration is okay

MONTHLY:

1. Check air connections

VALVES:

2 x YEAR:

1. Grease and rotate all valves

GROUNDS MAINTENANCE

CHAIN SAW:

50 HOURS:

1. Clean fuel cap vent
2. Change spark plug
3. Replace filters

DAILY:

1. Check shield and blade

EDGE TRIMMER:

50 HOURS:

1. Lube cutter head
2. Check belts
3. Lube any moving parts

MONTHLY:

1. Change spark plug
2. Change air filter
3. Change oil

***** Check blade before each use.**

FIELD LINER PAINT MACHINE:

EACH USE:

1. Clean unit

***** Lube wheels as needed.**

PUSH MOWERS:

DAILY:

1. Check oil
2. Check blades
3. Clean equipment

GROUNDS MAINTENANCE

SNOW BLOWER:

DAILY:

1. Check oil
2. Clean equipment

TRACTORS:

50 HOURS:

1. Lube PTO shaft
2. Lube wheels
3. Check gear box oil level
4. Lube idle arm pivot bushing

DAILY:

1. *Check oil level.*

MONTHLY CHECKS / INSPECTION:

1. *Sharpen blades if needed*
2. *Lube spindles*
3. *Check tires*
4. *Check air filter*
5. *Grease chassis*
6. *Check battery*
7. *Check bearings on mower deck*
8. *Adjust idle arm stop*
9. *Lube idler sheaves*
10. *Check belts*

YEARLY:

1. *Tune up by Facilities Maintenance*

GROUNDS MAINTENANCE

WEED WACKER:

EACH USE:

1. Check line

YEARLY:

1. Change spark plug

FORMS

Employee Personal Contact Information

NAME: _____

STREET ADDRESS: _____

CITY, STATE & ZIP _____

HOME TELEPHONE #: _____

BSD OWNED CELL PHONE NUMBER: _____

PERSONAL CELL PHONE #: _____
(OPTIONAL)

EMAIL ADDRESS: _____@bsd.k12.de.us

This information is needed during the execution of the operational needs of the District. This information will be held within the appropriate confidentiality guidelines of the District.

SCHOOL: _____

POSITION/CLASSIFICATION: _____

WORK SCHEDULE/SHIFT: _____

BRANDYWINE SCHOOL DISTRICT

Benefits and Compensation Services

1311 Brandywine Boulevard

Wilmington, Delaware 19809

Phone: 302-793-5036 Fax: 302-765-1991

NAME AND ADDRESS CHANGE FORM

Please return completed form to the Benefits and Compensation Services Office

_____Name Change

_____Address Change

Effective Date: _____

Previous Name/Address

Name: _____

Position/Employee ID: _____

Street Address: _____

City, State, Zip Code: _____

School Location: _____

New Name/Address

**Name: _____

Street Address: _____

City, State, Zip Code: _____

New Telephone #: Home: _____

Cell: _____

****NOTE: A copy of current Social Security Card is required for name change. Marriage License or Divorce Decree is required if making changes to Benefits.**

DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY.

COMMENTS:

Processor Initials: _____ Date: _____ cc: HR: _____

PRELIMINARY REPORT FOR WORKERS' COMPENSATION CLAIM

<p>This form must be submitted to the person listed below within 24 hours of the injury. The Industrial Accident Board imposes a fine for late reporting, this amount will be charged against the budget of the School or Department. If all information is not completed, and the Workers' Compensation Office is unable to process the form to meet the deadline any fines imposed will be charged against the budget of the School or Department.</p>			
Name of injured employee:		Social Security #:	
Address of employee:			
Employee Phone Number		Hire Date	
Status: Single Married	# of dependents:	Birth Date:	
Normal Starting Time:	AM PM	Time of Injury:	AM PM
Date of injury:		Date you knew of injury:	
Time Lost due to injury:	YES NO	Return To Work Date:	
Employee's first day out:	whole day ½ day	Employee Type:	Full-time Part-time
Date of return to work:			
Place of injury (If not on School/District property, list exact address):			
What was the employee doing when injured? Using tools? If so, what tools? Was he/she using equipment properly or as instructed?			
How did injury occur? (be specific)			
Do you or the supervisor feel injury was caused by mechanical defect?		YES	NO
If Yes, save the equipment until you are contacted by the Workers' Compensation Bureau. Do not allow anyone to use or touch the equipment.			
Does anyone think this injury was caused by an unsafe act?		YES*	NO
*If so, name of person(s) and explanation of unsafe act (attach separate sheet)			
Did any amputation result?		YES	NO
What part of the body was injured? (i.e.: head, leg, arm, right, left, upper or lower etc.)			
Nature of the injury? (cut, burn, sprain etc.)			
Name and address of attending physician, emergency room or hospital? (If unsure, call the employee to obtain this information)			
Name & Title of person submitting this report (If you are not the Supervisor, be sure to inform them)			
Name/Title:		School/Building:	
Signature:		Telephone #:	
<p>I certify the information contained in this report is correct to the best of my knowledge.</p> <p>Employee's Signature: _____ Date: _____</p> <p>Telephone #: _____</p>			

SEND THIS REPORT TO: **Brandywine School District
Workers' Compensation Coordinator, District Office
1311 Brandywine Boulevard, Wilmington, DE 19809
Attn: Denise Gallier, Compensation Services (302)793-5022 Fax (302)765-1991**

POLICIES & PROCEDURES



School Facilities

3305 Green Street, Claymont, Delaware 19703
302-792-3826 Phone 302-792-3931 Fax

PROCEDURES FOR RECORDING ATTENDANCE, REPORTING ABSENCE AND REQUESTING PAID TIME OFF FOR CUSTODIAL, MAINTENANCE AND SCHOOL FACILITIES PERSONNEL

The Board of Education Policy Statement on Employee Attendance (06.5) has been developed and implemented for the purpose of setting clear expectations in regard to employee attendance and punctuality and to provide a mechanism for addressing occurrences of excessive absenteeism, tardiness, and inappropriate use of paid time off. Effective November 25, 2013, all custodial, maintenance, and other school facilities personnel ("Employees") are expected to comply with the established departmental procedures below to ensure accurate employee attendance records and proper shift coverage. It should be noted that employees are subject to disciplinary action and/or termination of employment for failure to comply with these procedures or when their attendance record is unacceptable.

I. Recording Attendance

1. Employees shall record the actual time reported to work using the "Sign In/Out" sheet, in their own handwriting, each shift worked.
2. The Chief Custodian (or designee) will make the "Sign In/Out" sheet accessible to employees in each school and/or school facilities location.
3. Employees shall sign in, in their own handwriting, at the beginning of their scheduled shift and record the actual time they enter the facility.
4. Employees leaving the property during their scheduled shift for **ANY** reason are required to complete the "Leaving Building During Work Hours" section on the **reverse side** of the "Sign In/Out" sheet.
5. Substitute employees are required to sign in, in their own handwriting, at the beginning of their scheduled shift and record the actual time they enter the facility in the section labeled "Substitute Custodian".
6. Employees are required to Sign Out and record the actual time they leave the facility at the end of their scheduled shift. **Under NO circumstances are employees to sign out prior to the end of their shift, except in a case of an emergency.**
7. Employees who do not complete their shift as scheduled are required to complete the "Reason Left Early" section upon signing out.

II. Reporting Absence

1. Employees are required to report their absence by calling the Brandywine School District Attendance System at **1-877-882-8835** and must provide the following information
 - a. Name, Work Location and hours of assigned shift.
 - b. Reason for Absence (NOTE: "Vacation Day" is not an acceptable reason for absence).
 - c. Employee Phone Number.
2. Employees are required to report their absence (or call off) at least **1 ½ hours BEFORE** the beginning of their scheduled shift.
3. Employees are required to call off if they are unable to report to work as scheduled regardless of the reason.
4. Once the absence has been reported, the Attendance System will forward the information to the School Facilities Office and to the School for which the Employee is assigned. The School Facilities Office will coordinate available substitute custodial coverage.
5. Employees responsible for opening any school or building must report their absence to the Attendance System **AND** contact their immediate supervisor (or designee).
6. Chief Custodians responsible for opening any school or building are required to arrange for appropriate custodial coverage to ensure timely and appropriate opening of the location.

III. **Paid Time Off Requests**

Requests for paid time off are subject to approval by the Facilities Specialist (or designee), who may delay or modify such requests, based upon the operational needs of the District. Requests for paid time off are **NOT** approved until the School Facilities Specialist (or designee) has approved the request in the Data Service Center (DSC) System, and the approved request is received by the Employee via District e-mail.

A. **Personal Days**

1. For any foreseeable absences, employees are required to submit a request for Personal Day through DSC at least **4 (four)** workdays in advance.
2. The Chief Custodian will assess the operational needs of the school/building to determine whether or not it will be adversely impacted by the requested absence and inform the School Facilities Specialist (or designee).
3. The Facilities Specialist (or designee) will approve/deny the request based upon the Chief Custodian's assessment.
4.
 - a. Any **unforeseeable** Personal Day taken with less than a 4 (four) days advance notice, will be considered an EMERGENCY (provided that the employee has not exhausted the allotted 3 days per Fiscal year as given by the District) and the employee will call the Attendance Line to report the absence.
 - b. When taking Personal time off, Chief Custodians must make their Building Principal aware of their absence.

B. **Vacation Days**

1. Employees are required to submit a request for Vacation through DSC at least **4 (four)** workdays in advance.
 - a. When taking vacation days, Chief Custodians are required to advise the Building Principal of their intended absence.
 - b. Failure to comply with the above mentioned perimeters will result in a delay in the processing and/or approval of the request.
2. The Chief Custodian (or designee) will review staffing and building operational needs before time off is approved. This is to insure that the building/school will not be adversely impacted by the request.
3. The Chief Custodian (or designee) will approve the request (in DSC) and it will be forwarded to the Facilities Specialist (or designee) at the School Facilities Office.
4. The Facilities Specialist (or designee), upon receipt, will approve/deny the request and the employee will receive DSC correspondence via District e-mail.
5. Vacation Day requests are **NOT** considered approved until the School Facilities Specialist (or designee) has approved within DSC and the employee receives an e-mail confirmation.

Bereavement Leave (Funeral Days)

Delaware Code, Title 14, Section 1328(b) (d), governs absences due to the death of immediate family and/or death of near relative of an employee.

ODE 05 Death of Immediate Family:

Employees shall be entitled to a maximum of 5 days absence for the death of an immediate family member.

12 Month Employees: Maximum of 5 days absence for death of an immediate family member must be used within 3 months of the date of death.

Members of the employee's *immediate family* shall be defined as the:

Employee's spouse or domestic partner

Parent

Step-Parent

Child of the employee or domestic partner

Employee's grandparent

Employee's grandchild

Employee's sibling

Spouse of employee's child

Any relative who resides in the same household

Any minor child for whom the employee has assumed and carried out parental responsibilities

CODE 06 Funeral Relative:

Employees are entitled to 1 day of absence on the day of the funeral for near relative.

Near relative of the employee shall be defined as:

First Cousin

Aunt

Uncle

Niece

Nephew

Brother-In-Law

Sister-In-Law

Grandparent-In-Law

Any other friend living in the employee's household

Employees should indicate the relationship when calling out to the attendance line for verification of Code 05 or Code 06. All documentation submitted to Facilities for backup for Code 05 or Code 06 should have the employee name written on the page so we know which employee file the documentation should be filed under.

Absence Request (Vacation, Personal, PD) QuickTips

The Data Service Center's Absence Request application allows users to submit requests for time off. Users may also view their attendance history, including vacation and sick leave balances.

Important: Depending on your District/Charter School policy, Time Requested may be entered in either percent of day or hours.



Log into DSC Web Applications

www.dataservice.org

Type your username and password
Click the down arrow for your District

Click Login

DSC Web Applications » Main Menu

Web Application Bulletins

Welcome to the DSC web accessible applications. Any questions about the system should be directed to the Helpdesk@dataservice.org.

Select an Application

- Absence Request (Vacation, Personal, PD)
- DPAS & Walkthrough
- I-Tracker Pro
- Online Test Scoring
- Professional Development
- RAP - Referral Action Profile
- Standardized Test Reporting
- Change Preferences/Password
- Log-Off System

Once logged into the DSC, click **Absence Request (Vacation, Personal, PD)**

Absence Request System- Main Menu


Entry

1. Submit Vacation Request
2. Submit Personal Day Request
3. Submit Other Absence Request
4. Submit Professional Leave Request
5. Submit Sick/Religious Holiday Request
6. QuickTip Instructions

Reports

1. History of Requests
2. Absence Calendar by Month

Select the type of leave Request you would like to submit from the Entry Menu.

 [Questions or Comments](#)



Have a question?
Call the OSC Help Desk
at (302) 504-7222

Submitting Requests



Vacation Request

Employee Name: _____
 Employee ID: _____
 Email: _____

I hereby request approval for vacation for the following date(s):

Start Date:* 7/17/2014 **End Date:**

Time Requested:* 3.5 Hours

Begin Time: **Return Time:**

Comment:

5:00am	5:15am	5:30am	5:45am
6:00am	6:15am	6:30am	6:45am
7:00am	7:15am	7:30am	7:45am
8:00am	8:15am	8:30am	8:45am
9:00am	9:15am	9:30am	9:45am
10:00am	10:15am	10:30am	10:45am
11:00am	11:15am	11:30am	11:45am

Request will be submitted to:
 Level 1 : _____

Current Fiscal Year 2015					
Vacation	Hours	(Days)	Sick	Hours	(Days)
Balance:	206.25	27.50	Balance:	696.88	92.92
Carryover:	41.25	5.50	Carryover:	609.38	81.25
Entitlement:	180.00	24.00	Entitlement:	90.00	12.00

• **Enter the Start Date**
Note: The End Date is only needed for multiple day requests.

• **Enter the Time Requested**
Note: the Time Requested will default to your standard work day which is typically 7.5 hours.

Important: Depending on your District/Charter School policy, Time Requested may be entered in either percent of day or hours.

• **Click on either the field or the clock icon for Begin Time.** Select the desired time from the drop down that appears. If the desired time is not listed, you can type the time in the field. Once the time is selected the Return Time will be entered automatically based on the number of hours selected in the Time Requested field. You can select a different time if needed.

Important: The times entered into the Begin Time and Return Time are informational only. They do not impact the time charged.

• Once all fields are complete, click the **Submit Request** button.

How to Use the Late Arrival and Not Returning Check Boxes.

Note: Your work day start and end times are not stored in the system. Therefore, when you select Late Arrival you will need to enter the Return Time. Or if you select Not Returning you will need to enter the Begin Time.

When...	Then...	Example...
<ul style="list-style-type: none"> Time Requested and Begin Time is entered, 	<ul style="list-style-type: none"> the Return Time will automatically calculate. You may enter/change the Return Time. 	I hereby request approval for vacation for the following date(s): Start Date: 7/18/2014 <input type="text"/> End Date: <input type="text"/> Time Requested: 3.5 Hours Begin Time: 11:00am <input type="button" value="Late Arrival"/> Return Time: 2:30pm <input type="button" value="Not Returning"/> Comment:
<ul style="list-style-type: none"> The Begin Time is the work day start time, 	<ul style="list-style-type: none"> check the box for Late Arrival. <i>Note: Enter either the Begin Time or check the box for Late Arrival</i> 	I hereby request approval for vacation for the following date(s): Start Date: 7/18/2014 <input type="text"/> End Date: <input type="text"/> Time Requested: 3.5 Hours Begin Time: <input type="text"/> <input type="button" value="Late Arrival"/> Return Time: 11:30am <input type="button" value="Not Returning"/> Comment:
<ul style="list-style-type: none"> The Return Time is the work day end time, 	<ul style="list-style-type: none"> check the box for Not Returning <i>Note: Enter either the Return Time or check the box for Not Returning</i> 	I hereby request approval for vacation for the following date(s): Start Date: 7/18/2014 <input type="text"/> End Date: <input type="text"/> Time Requested: 3.5 Hours Begin Time: 12:30pm <input type="button" value="Late Arrival"/> Return Time: <input type="text"/> <input checked="" type="button" value="Not Returning"/> Comment:

Submitting Requests (continued)

Personal Day Request

Employee Name:
Employee ID:
Email:

Section 1318(f), Title 14, DELAWARE CODE provides that "An employee may be absent without loss of pay no more than three (3) days per fiscal year for personal reasons of the employee. Such absences shall be included in the sick leave of the employee. Such absences must be approved by the Chief School Officers."

Request for such absence(s) must be submitted to your immediate supervisor for approval prior to the absence except in case of an emergency.

DO NOT MAKE PLANS OR ARRANGEMENTS PRIOR TO RECEIVING ALL APPROVALS.

I hereby request approval to take personal day(s) on the following date(s):

Date(s)	Time Requested	Leave Begin Time	Leave Return Time	Comments
* 7/17/2014	5.0 Hours	11:00am <input type="checkbox"/> Late Arrival	<input checked="" type="checkbox"/> Not Returning	
<input type="text" value=""/>	7.5 Hours			
<input type="text" value=""/>	7.5 Hours			

• Enter Date for Personal Day Request.

Note: Up to 3 personal days may be entered.

Other Absence Request

Employee Name:
Employee ID:
Email:

I am requesting approval to be absent from work on the following date(s):

Start Date: * 7/17/2014
End Date:
Absence Reason: * Jury Duty
Time Requested: * 7.5 Hours

Comment:

• For Other Absence Requests, select the Absence Reason from the drop down menu.

Note: Other Absence Request reasons are district specific and can include: Jury Duty, Death, Funeral, Military Duty, etc

Sick Day Request

Employee Name:
Employee ID:
Email:

I hereby request approval for a sick day for the following date(s):

Start Date: * 7/17/2014
End Date:
Absence Reason: * Personal Illness
Time Requested: * 2.5 Hours
Begin Time: 9:00am Late Arrival Return Time: 9:00am Not Returning

Comment:

WE DO NOT USE THIS FEATURE

• For each form, once all fields are complete, click the Submit Request button.

Confirming Requests

Vacation Request

Employee Name:
Employee ID:
Email:

Please click **Confirm Request** to complete your request

After submitting the request, click the **Confirm Request** button to complete request, or click the **Make Changes** button to edit your request.

Total days requested: 1

Absence Date	Day of Week	Time Requested	Leave Begin Time	Leave Return Time
7/17/2014	Thursday	3.5 Hours	12:30pm	Not Returning

Note: The Time Requested will be deducted from your totals after final approval.

Request History

Request History

Employee Name:
Employee ID:
Email:

From the Main Menu, click on **History of Requests** on the Report menu.

Status of Requests Awaiting Approval

Approval Status	Request Type	Begin Date	End Date	Requested Time	Submit Date
View Request Submitted	Vacation	7/17/2014 (Thu)		3.50 (0.47 days)	7/17/2014 Cancel Request

To Cancel a Request Awaiting Approval, click on the **Cancel Request** link.

Fiscal Year: 2015

Request Summary - Approved

Request Type	Total Approved Time
Other Absence	11.00 (1.47 days)
Sick	2.50 (0.33 days)
Vacation	15.00 (2.00 days)

To view the details for a request, click on the **View** link

Current Fiscal Year 2015					
Vacation	Hours	(Days)	Sick	Hours	(Days)
Balance:	206.25	27.50	Balance:	696.88	92.92
Carryover:	41.25	5.50	Carryover:	609.38	81.25
Entitlement:	188.00	24.00	Entitlement:	90.00	12.00

Requested Date	Absence Date	Request Status	Request Type	Absence Type	Requested Time	Vacation Charged Time	Sick Charged Time
View 7/17/2014 (Thu)	7/17/2014 (Thu)	Approved	Vacation	Vacation	7.50	7.50	
View 7/31/2014 (Thu)	7/31/2014 (Thu)	Approved	Vacation	Vacation	7.50	7.50	
View 7/17/2014 (Thu)	7/17/2014 (Thu)	Approved	Personal Illness	Personal Illness	2.50		2.50
View 7/14/2014 (Mon)	7/14/2014 (Mon)	Approved	Vacation	Vacation	2.00		
View 7/14/2014 (Mon)	7/14/2014 (Mon)	Approved	Vacation	Vacation	2.50		
View 7/10/2014 (Thu)	7/10/2014 (Thu)	Approved	Vacation	Vacation			
View 7/8/2014 (Tue)	7/8/2014 (Tue)	Approved	Vacation	Vacation	3.00		
View 7/8/2014 (Tue)	7/8/2014 (Tue)	Approved	Vacation	Vacation	3.50		

Total: 15.00 (2.00 days) Total: 2.50 (0.33 days)

Adjustment History

There are no adjustments for the selected fiscal year

Employee Workflows

Request Type	Workflow	Workflow
Travel		View Approvers
Vacation		View Approvers
Personal Leave		View Approvers
Other Absence		View Approvers
Sick		View Approvers



School Facilities

3305 Green Street, Claymont, Delaware 19703
302-792-3826 Phone 302-792-3931 Fax

DISTRICT ISSUED CELL PHONES GUIDELINES

Employees are required to bring District issued cell phones to the workplace, and the purpose of this guideline is to regulate their use so that such use does not interfere with safety and/or work assignments for which the employee is responsible. This guideline applies to all School Facilities Employees who have been issued a District owned cell phone, and governs the use as such for all business related matters concerning the District.

DEFINITIONS:

Cell Phone – A wireless telephone device and any associated “hands-free” equipment which uses radio frequencies to send and receive communications with other telephones, both wireless and land-based.

Use of Cell Phone – The action of the employee whereby they are sending and/or receiving calls and/or text messages on the District issued cell phone device.

GUIDELINES:

- * Employees are expected to assure the battery is fully charged on a daily basis, or as needed to assure the phone is operable at all times.
- * Employees are expected to report any mechanical/maintenance/repair issues related to the functions of the District issued cell phone to their immediate supervisor immediately, or as reasonably practical.
- * Employees are expected to keep the District issued cell phone on their person at all times, including after hours, weekends and/or holidays.
- * Employees are expected to answer all calls to the District issued cell phone at all times.
- * Personal Calls, both incoming and outgoing, are prohibited at all times on the District issued cell phone. Personal calls, regardless of the phone used, can interfere with employee productivity, safety and be distracting to others.
 - ✓ Audits may be conducted to assess any personal use of the District issued cell phone. Employees found to have used the District issued cell phone for personal use will be liable for all associated fees, payable to the District.
- * **Chief Custodian** – for all “planned” absences (vacation, personal and/or medical leave of absence), the Chief Custodian is required to temporarily reassign the District issued cell phone to the employee designated as the “Acting Chief Custodian” during their absence.
 - ✓ The “Acting Chief Custodian” will be held accountable to the standard of this guideline.
 - ✓ The Chief Custodian is expected to retrieve the District issued cell phone from the Acting Chief Custodian by no later than 7:00 a.m. on the first morning of return from a “planned” absence or a mutually acceptable time.
- * **Custodian-Fireman/Building Mechanics** – for all “planned” absences (vacation, personal and/or medical leave of absence), the Custodian-Fireman/Building Mechanic is required to temporarily turn the District issued cell phone into their immediate supervisor (or designee).

- ✓ All employees designated as the “Acting Custodian-Fireman/Building Mechanic” by the Chief Custodian (or designee) will be held accountable to the standard of this guideline.
- ✓ The Custodian-Fireman/Building Mechanic is expected to retrieve the District issued cell phone from the Acting Custodian-Fireman/Building Mechanic by no later than 7:00 a.m. on the first morning of return from a “planned” absence or at a mutually acceptable time.
- * **Night Lead Custodians** – for all “planned” absences (vacation, personal and/or medical leave of absence), the Night Lead Custodian is required to temporarily turn the District issued cell phone into their immediate supervisor (or designee).
 - ✓ All employees designated as the “Acting Night Lead Custodian” by the Chief Custodian (or designee) will be held accountable to the standard of this guideline.
 - ✓ The Night Lead Custodian is expected to retrieve the District issued cell phone from their immediate supervisor (or designee) on the first day of return from a “planned” absence or at a mutually acceptable time.
- * Chief Custodians and Custodian-Fireman/Building Mechanics may use the District issued cell phone for consultation with a Facilities Maintenance Mechanic, i.e., for a maintenance related issue.
- * The first incident whereby a District issued cell phone is lost and/or stolen, the equipment will be replaced free of charge.
 - ✓ Additional incidents whereby the District issued cell phone is lost and/or stolen, the Employee responsible for the District issued cell phone at the time will be required to reimburse the District \$50.00 for replacement equipment.
- * Employees should inform friends and family members of these departmental guidelines.

Revised: 10/20/14

It is the directive of the Board of Education that the Brandywine School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic. All policies, regulations and practices of the District shall be guided by this directive.



School Facilities

3305 Green Street, Claymont, Delaware 19703
302-792-3826 Phone 302-792-3931 Fax

PERSONAL CELL PHONE USE GUIDELINES

Employees may bring cell phones to the workplace; however, the purpose of this guideline is to regulate their use so that such use does not interfere with safety and/or work assignments for which the employee is responsible. This guideline applies to all School Facilities Employees.

DEFINITIONS:

- A. Cell Phone – A wireless telephone device and any associated “hands-free” equipment that uses radio frequencies to send and receive communications with other telephones, both wireless and land-based.
- B. Use of Cell Phone – The action of the employee whereby they are sending and/or receiving calls and/or text messages, accessing the internet, playing games, etc. on the personal cell phone device. Any cell phone device that is visible is considered in use; therefore employees are encouraged to store their phones in a secure place during their scheduled work hours.

GUIDELINES:

Use of personal cell phones by Brandywine School District—School Facilities Employees is limited during work hours. Employees may use cell phones during designated / scheduled break and/or lunch/dinner periods. Other use, including text messaging, is prohibited during the workday unless authorized by the employee’s immediate supervisor (or designee). Employees may request authorization from the immediate supervisor (or designee) to use the cell phone during the workday for the purpose of making calls regarding child care, day care providers, to family members regarding schedule changes, emergencies and other medical necessary business.

- This guideline does not prohibit use of any device that is necessary for medical purposes and is worn by the employee because of a condition that requires it.
- This guideline does not prohibit normal business use by employees who have been assigned a District cell phone by the School Facilities Department for work purposes.
- Employees should inform friends and family members of this guideline. Employees may inform family members of the District Cell phone number (Chief or Night Lead) at their assigned location, for the purposes of contacting you for emergencies.

My signature indicates that I have read and received a copy of this notice, but does not indicate that I agree with its contents.

Signature of Employee

Signature of Reviewing Supervisor

It is the directive of the Board of Education that the Brandywine School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic. All policies, regulations and practices of the District shall be guided by this directive.

10/23/14

How to log into your email account ... for the first time Using Outlook Web Access (OWA)

What is Outlook Web Access?

Microsoft Outlook Web Access (OWA) is the same as Microsoft Outlook, except you can get to your email from anywhere in the world! * (* As long as you have access to the Internet.)

OWA is actually synchronized to your Microsoft Outlook 2010 email. So anything that is set using the web interface (email messages, appointments, etc.) will automatically be set in Outlook 2010.

Starting Outlook Web Access

Step 1: Go to the Internet:

- To use Outlook Web Access, you will need access to the Internet.
- Open Internet Explorer (or whatever Internet provider you choose) You do not have to be inside the state's network to get to this site. You can get access to this site from anywhere in the world.

Step 2: OWA Web Address:

- In the URL Address box, type the following address: <httpS://mail.bsd.k12.de.us>
- Press the **Enter** key or click the **Go** button - * Remember to type the "s" in httpS://

Step 3: Logon to OWA: This screen will appear

- **User Name:** type in your **FirstName.LastName** – [your name that appears on your paycheck]
NOTE: There must be a dot between your FirstName **and** LastName.
- **Password:** refer to handout for assigned temporary password

[

Step 4: Once you log in successfully you will need to change your password.

NOTE: The required screen to change your password will automatically pop up on the screen. Simply follow the instructions.

User name: FirstName.LastName

Current Password: refer to handout for assigned temporary password

New Password: Pick a password at least 5 - characters long [letters, numbers or a mix of the two]

Confirm new password: Repeat your password as entered in “New Password:” in above line

Step 5: Click OK

Step 6: Re-Log in

User Name: FirstName.LastName

Password: New password you just created.

[State Policy ---- DO NOT write your password down or share it with any one]

Click on “Sign in”

Microsoft
Outlook Web App

Security [show explanation](#)

- This is a public or shared computer
- This is a private computer

Use the light version of Outlook Web App

User name:

Password:

Sign in

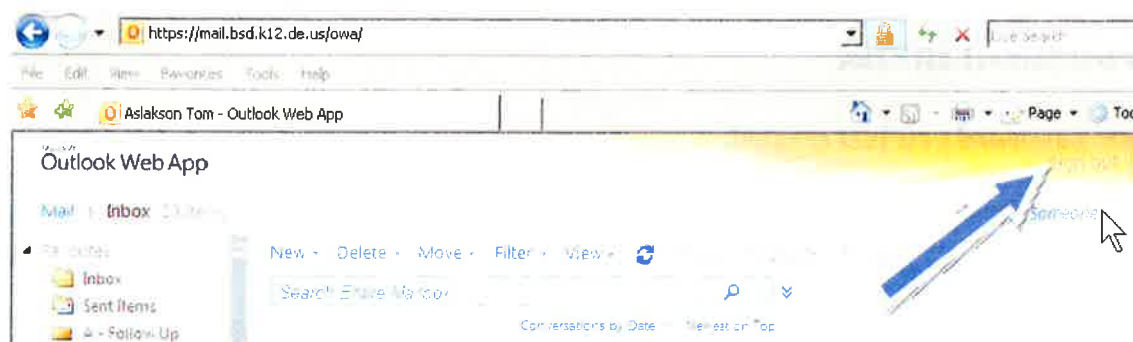
Connected to Microsoft Exchange

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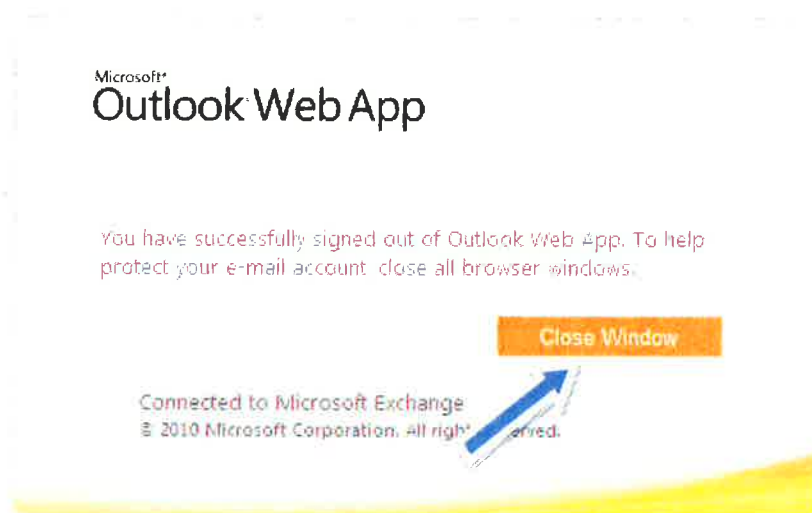
Step 7: You are Logged In and Ready to start using your email account.

The screenshot displays the Outlook Web App interface. At the top, there are navigation links for Home, Search, Calendar, Tasks, and Settings. Below this is a Favorites bar with 'Web Sites Gallery' and a 'Test Tara - Outlook Web App' tab. The main content area is titled 'Outlook Web App' and shows the 'Mail' section with the 'Inbox' selected. The inbox is currently empty, displaying the message 'There are no items to show in this view.' The left-hand navigation pane lists folders: Inbox, Drafts, Sent Items, Deleted Items, Junk E-Mail, Notes, and Search Folders. The top of the inbox area includes action buttons (New, Delete, Move, Filter, View) and a search bar labeled 'Search Entire Mailbox'. The right side of the inbox area shows 'Conversations by Date' set to 'Newest on Top' and a 'Show/Hide' icon.

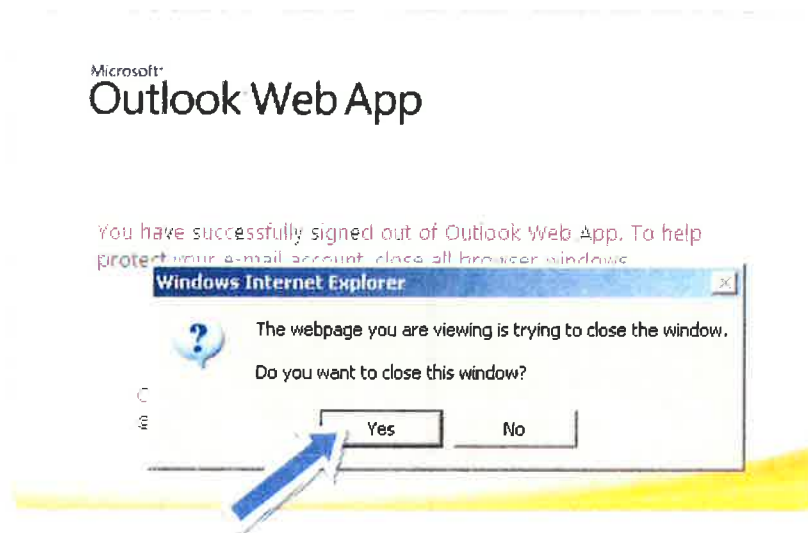
Step 8: When you are ready to close OWA – click on “sign out”



Step 9: Click on “Close Window”



Step 10: Click on “Yes”



Your Supervisor will be able to assist you in navigating throughout Outlook or you can go to the BSD Web Portal at <http://portal.bsd.k12.de.us/> and find additional information using [Technology FAQs](#).

BRANDYWINE SCHOOL DISTRICT

Mileage Reimbursement Policy

The rules which the Finance Division uses to determine reimbursability for mileage, tolls, and parking are adopted from the Internal Revenue Service's regulations for deductibility of these expenses for employees who do not get reimbursed for them by an employer.

You may apply for mileage reimbursement at the rate prescribed in Title 29, Chapter 71, §7102 of the state code of **40 cents per mile** for the use of your personal automobile *in the context of your employment to execute the official business of the district*. This is less than the IRS' deductibility rate. Many employers tie their reimbursement rate to the IRS' rate but that is not a legal requirement. The difference in the rates could, potentially, be used as an itemized deduction when you file your income taxes.

There are certain cases which employees might interpret as being "in the context of their employment" or "official business" which are not qualified under IRS deductibility guidelines and, therefore, do not qualify for reimbursement from the district. The most noteworthy is anything that falls under the definition of **commuting**. Commuting means driving from home to your place of employment and back *even if you do it outside of your regular work hours or days or more than once during a calendar day*. Anywhere in the Brandywine School District is your "place of employment" for this purpose.

Reimbursing employees for commuting is also forbidden under Title 29, Chapter 71, §7103(b) of the state code.

Examples of non-reimbursable trips:

- 1.) Teachers returning to their schools in the evening for an open house after going home for dinner. That is merely a second commute of the day.
- 2.) Administrators coming back to the district office in the evening for a school board meeting, even though they may be required to do so.
- 3.) Employees in EPER positions returning to school for sports or other activities in the evenings or on weekends, even if these trips are to school buildings other than the ones at which they normally work.

Once you report to your first district duty station on a given day, you may start accumulating reimbursable miles. However, if you will not be reporting to the district for work but, rather, be attending an official, job-related function such as a meeting at the Department of Education in Dover, you may submit a claim for mileage reimbursement from your home to the remote site and back to home or to the district in the case of a half-day function.

At off-hours, out-of-district events, there must be some official business related to your presence there in order for the mileage to get there to be reimbursable. For example, voluntarily attending an away basketball game just to cheer-on your school's team would not be a basis for reimbursement. ***One's job title alone does not imply an official capacity regarding attendance at an event.***

Please direct any questions on this matter to the BSD Finance Division, 793-5012

September 9, 2013

Reviewed and approved, Scott Kessel, Chief Financial Officer

Reported Time Payroll Enter Reported Time QuickTips



Log into DSC Web Applications

www.dataservice.org

Click Login

Step 1



Web Application Bulletin
Welcome to the DSC web accessible applications. Any questions about the system should be directed to the Helpdesk@dataservice.org.

- Select an Application**
- *DSC Web Reports & Search
 - Elementary Grade Reporting
 - Professional Development
 - Reported Time Payroll
 - School Improvement Plan
 - Standardized Test Reporting
 - Teacher Transfer Request
 - Change Preferences/Password
 - Log-Off System

Once logged, click on Reported Time Payroll

Step 2



- Data Entry**
1. Enter Reported Time
 2. View History

Click on Enter Reported Time

Step 3



Type the hours for the day

Click the down arrow to specify Type (for example EPER Type for EPER pay)

Click the down arrow for the appropriate Funding Program & Account

Note: Required fields are noted with an * asterisk.

Click the Save & Return to Menu button

Step 4

Note: If working with a different location, add a new record for the location.

- Click the down arrow for location
- Click the Add New Record button
- Enter hours and other information

Location	Work Date	Hours	Status	Approver
Approved Hours				
Approved Payroll Records for this Week				
Denied Hours				
Work Date	Hours	Level	Entered By	Denial Reason
Denied Payroll Records for this Week				

Note: On the Edit Reported Time screen, all hours can be entered in the "Current Reported Time Record" section. The additional section is for other locations, pay types, funding programs, or object codes.

[Main Menu](#) | [Applications](#) | [Log Off](#)
Edit Reported Time Week of 6/28/2009 - 7/4/2009
 Employee ID:

Change Date: << Prev Week [View Employee History](#)

Reported Time Hours								
Loc	Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Total
Current Reported Time Record								
EPER					4.00			16.00
EPER Type:					EPER Type: Summer Teacher			
Funding Program: *								
Object Code: *								
Comments: (75 characters max)								
Add New Reported Time Record								
EPER								
EPER Type:								
Funding Program: *								
Object Code: * Summer School -1100								
Comments: (75 characters max)								

Location:

Approved Hours for current week appear here

Denied Hours for current week appear here

Approved Hours					
Location	Work Date	Hours	Status	Approvers	
266	6/29/2009	4.00	Approved		
266	6/30/2009	4.00	Approved		
266	7/1/2009	4.00	Approved		

Denied Hours						
Location	Work Date	Hours	Level	Denied By	Denial Time	Denial Reason
No Denied Payroll Records for this Week.						

To View History, you may

- Click on View Employee History link from Edit Reported Time screen
- From the Main Menu Data Entry, click on View History

View History for:

Status Code Description

Date Approved

Payroll Date

Reported Time History

From: 7/1/2011 To: 5/19/2014

Location	Work Date	Day	Hours	Time Code Description	Status Code Description	Workflow	Date Entered	Date Approved	Payroll Date	Comments
29	High 8/5/2013	Thu	7.00	EPER Instruction	Processed	Default - Instruction	8/8/2013	8/8/2013	8/23/2013	Summer guidance
29	High 6/20/2013	Thu	2.00	EPER Instruction	Processed	Default - Instruction	6/20/2013	6/23/2013	7/12/2013	Summer Guidance
29	High 6/13/2013	Thu	4.00	EPER Instruction	Processed	Default - Instruction	6/13/2013	6/14/2013	7/12/2013	Summer Guidance
29	High 6/12/2013	Wed	7.00	EPER Instruction	Processed	Default - Instruction	6/13/2013	6/14/2013	7/12/2013	Summer Guidance
29	High 8/3/2012	Fri	7.00	EPER Instruction	Processed	Default - Instruction	8/22/2012	8/23/2012	9/7/2012	Summer Guidance
29	High 8/2/2012	Thu	7.00	EPER Instruction	Processed	Default - Instruction	8/22/2012	8/23/2012	8/7/2012	Summer Guidance
29	High 7/12/2012	Thu	7.00	EPER Instruction	Processed	Default - Instruction	8/2/2012	8/7/2012	8/24/2012	District Ed Op. emp. lgl
29	High 6/11/2012	Mon	6.00	EPER Instruction	Processed	Default - Instruction	6/13/2012	6/13/2012	6/29/2012	Summer Guidance
29	High 6/10/2012	Sun	7.00	EPER Instruction	Processed	Default - Instruction	6/13/2012	6/13/2012	6/29/2012	Summer Guidance
29	High 4/25/2012	Wed	2.00	EPER Coordinator	Processed	Default - Instruction	4/25/2012	4/27/2012	3/18/2012	AWR Program
29	High 4/20/2012	Fri	3.00	EPER AMT	Processed	Default - Instruction	4/25/2012	4/26/2012	5/18/2012	SAT Coordinator
29	High 3/12/2012	Mon	2.00	EPER Coordinator	Processed	Default - Instruction	3/12/2012	3/14/2012	4/9/2012	AWR Program
29	High 12/21/2011	Mon	2.00	EPER Coordinator	Processed	Default - Instruction	12/2/2011	12/2/2011	12/16/2011	AWR Program
29	High 12/14/2011	Mon	2.00	EPER Coordinator	Processed	Default - Instruction	12/2/2011	12/2/2011	12/16/2011	AWR program

Denied Records

There are no denied records for this employee.



Have a question?
 Call the DSC Help Desk
 at (302) 904-7222

PROFESSIONAL ABSENCE / TRAVEL REQUEST PROCEDURES

PRIOR TO THE EVENT

1. **At least 30 days prior to the travel event**, the employee must complete the on-line Professional Leave Request form located in the Absence Request System on the Data Service Center website. All required information must be completed or the request will be denied.
2. The immediate supervisor will approve the request on-line and insure the funding source to be charged is accurate.
3. The Assistant Superintendent will review and approve/deny all travel requests prior to final approval by the Chief Financial Officer (or designee).
4. Employees **will not** be reimbursed for any expenses incurred prior to the final approval of the Chief Financial Officer (or designee). This includes, but is not limited to, registration fees, hotel deposits and/or airline tickets.

AFTER THE EVENT

1. The employee will be reimbursed for travel expenses that meet the following conditions:
 - a. Expenses incurred during the time period approved on the travel request form.
 - b. Air, train, or bus travel: Receipts are required. (Only coach fare is permissible)
 - c. Auto rental: Receipts are required. (The District will not reimburse for the daily liability charge from a rental agency. Most personal auto policies provide this coverage.)
 - d. Automobile: Receipts are not required. (Reimbursement is forty (40) cents per mile.)
 - e. Hotel: Receipts are required. (Only rates for single occupancy will be accepted unless two or more employees on District business occupy the same room, in which case, one person should apply for the reimbursement and settle with the other party. If the employee shares a room with a non-district employee, the employee will provide evidence of the single rate.)
 - f. Meals: Itemized receipts are required and each meal noted individually on the reimbursement form. Expenses for meals (including tips) will be limited to the lesser of actual meal costs or \$46.00 per day. Certain locations may qualify for a higher reimbursement not to exceed \$71.00 per day. Per Diem rates by location may be found at <http://www.gsa.gov/perdiem>.
 - g. If meals for 2 or more District employees are on one bill, each employee must have a copy of the bill for their individual personal reimbursement request.
 - h. **No reimbursement** will be given for alcoholic beverages, in-room movies, shows and other entertainment.
 - i. Receipts are required for taxi, limousine, bus, parking and tolls. Unusual expenses must be explained.
 - j. Proof of registration and all associated costs for related activities is required.
2. The employee must submit their personal reimbursement form to the Business Office **within 30 days upon returning to work or the request for personal reimbursement will be denied**. All personal reimbursement forms must include the following:
 - a. Meals noted separately on the personal reimbursement form.
 - b. Principal's signature for school level employees; immediate supervisor's signature for all other District employees.
 - c. Receipts for all expenses incurred for which the employee is seeking reimbursement. Receipts must be taped to a blank 8 ½" by 11" piece of paper.
3. If an employee is unable to attend an approved travel event, they must immediately notify their building or department attendance secretary.



School Facilities

3305 Green Street, Claymont, Delaware 19703
302-792-3826 Phone 302-792-3931 Fax

PROCEDURES FOR REQUESTING A SPECIAL HOLIDAY (CODE 15) FOR LOCAL 218 AND LOCAL 3151 PERSONNEL

The Local 218 and Local 3151 contracts both state that when schools and offices are closed due to inclement weather, Employees shall report to work as scheduled and will receive one (1) day of equal time to be requested and taken as a Special Holiday (Code 15) prior to the end of the Fiscal Year in which it is earned.

The current Attendance Secretary will verify which Local 218 and 3151 members worked on the inclement weather day by reviewing the sign in / out sheets for each work location. The current Attendance Secretary will maintain a record of eligibility for tracking purposes only.

The following is the procedure on how to request a Special Holiday (Code 15) in the Data Service Center (DSC) Attendance System:

Special Holiday

1. The Local 218 / 3151 employee will access their own DSC account. Choose Absence Request from the Select an Application Tab.
2. Select # 3 Submit Other Absence Request under the Entry Tab (*see below example*)
3. The Local 218 / 3151 employee will fill out the following information on the Other Absence Request screen:
 - a. Start Date
 - b. Absence Reason: Special Holiday (select from pull down menu ▼)
 - c. Time Requested: 100% (select from pull down menu ▼)
*****MUST BE TAKEN IN 100% allotments*****
 - d. Comment: Must type in the inclement weather day you are requesting equal time off for. (*see below example*)
4. The following is the approval process in DSC:
 - a. Current Attendance Secretary: They will confirm eligibility and that all the required data have been entered properly.
 - b. Building Chief: Confirm and approve that operational needs are covered.
 - c. Facilities Specialist: Final Approval.

https://secure.dataservice.org/AbsRequest/menu.aspx

File Edit View Favorites Tools Help

FSF-1 FSF-2 Data... Dela... Appl... Bran... MSN P Pand... Sear...

Julie Johonnett Logged Into: Brandywine Maintenance

Absence Request System- Main Menu

Entry

1. Submit Vacation Request
2. Submit Personal Day Request
3. Submit Other Absence Request
4. Submit Professional Leave Request
5. Submit Sick/Religious Holiday Request
6. QuickTip Instructions

Admin

1. Approve Vacation/Personal Day Requests
2. Approve Professional Leave Requests
3. Search Requests
4. Search Users
5. Substitute/Email Assignment

Reports

1. History of Requests
2. Absence Calendar by Month

Admin Reports

1. Absence Calendar by Month
2. Absence Calendar By Workflow
3. Absence List by Date
4. Unapproved Absences by Date
5. List of Employees Present By Date
6. Approved Requests By Funding Source

Group Calendar

1. Calendar By Personnel Group

Requests Needing Approval

Vacation	0
Personal	0
Sick	0
Travel	0
Other	0

[Questions or Comments](#)

https://secure.dataservice.org/AbsRequest/Admin/TravelApproval.aspx

https://secure.dataservice.org/AbsRequest/OtherRequest.aspx

File Edit View Favorites Tools Help

FSF-1 FSF-2 Data... Dela... Appl... Bran... MSN P Pand... Sear...

Julie Johonnett Logged Into: Brandywine Maintenance

Other Absence Request

Employee Name: **Johonnett, Julie**
 Employee ID: **077655**
 Email: **Julie.Johonnett@bsd.k12.de.us**

I am requesting approval to be absent from work on the following date(s):

Start Date: 07/16/2014 **End Date:** [calendar icon]

Absence Reason: Special Holiday

Time Requested: 100%

Comment: 12/10/13 Snow Day

Request will be submitted to:
 Level 1 : [Read, John](#)
 Level 1 : [Rochford, Lisa](#)

Current Fiscal Year 2015			
Vacation	# Days	Sick	# Days
Balance:	48.25	Balance:	123.50
Carryover:	41.25	Carryover:	111.50
Entitlement:	23.00	Entitlement:	12.00



School Facilities

3305 Green Street, Claymont, Delaware 19703
302-792-3826 Phone 302-792-3931 Fax

PROCEDURE FOR REQUESTING A RELIGIOUS HOLIDAY (CODE 03) FOR CUSTODIAL, MAINTENANCE AND SCHOOL FACILITIES PERSONNEL

DEFINITION:

Recognized Religious Holidays are governed by Delaware Code, Title 14 Section 1318 (e) and (f). In the case of the observance of recognized religious holidays, an employee may be absent without loss of pay on no more than three (3) calendar days per fiscal year, providing the employee has sufficient earned sick time available. Such time off request shall be charged against your available sick time balance.

The following is the procedure on how to request a Religious Holiday (Code 3) in the Data Service Center (DSC) Attendance System:

Religious Holiday

1. The Local 218 / 3151 employee will access their own DSC account. Choose Absence Request from the Select an Application Tab.
2. Select # 5 Submit Sick/Religious Holiday Request under the Entry Tab (*see below example*)
3. The employee will fill out the following information on the Submit Sick/Religious Holiday Request screen:
 - a. Start Date
 - b. Absence Reason: Religious Holiday (only selection you can make)
 - c. Time Requested: % of day you will be using (select from pull down menu ▼)
 - d. Comment: Must type in the name of the religious holiday you are requesting to use. (*see below example*)
4. The following is the approval process in DSC:
 - a. Current Attendance Secretary: They will confirm religious holiday is an approved religious holiday to use (confirm with district office if needed) and that all the required data have been entered properly.
 - b. Building Chief: Confirm and approve that operational needs are covered.
 - c. Facilities Specialist: Final Approval.

https://secure.dataservice.org/... Main Menu

File Edit View Favorites Tools Help

Julie Johannett Logged Into Brandywine Maintenance

Absence Request System - Main Menu

Entry

1. Submit Vacation Request
2. Submit Personal Day Request
3. Submit Other Absence Request
4. Submit Professional Leave Request
5. Submit Sick/Religious Holiday Request
6. QuickTip Instructions

Admin

1. Approve Vacation/Personal Day Requests
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1. History of Requests
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1. Absence Calendar by Month
2. Absence Calendar By Workflow
3. Absence List by Date
4. Unapproved Absences by Date
5. List of Employees Present By Date
6. Approved Requests By Funding Source

Group Calendar

1. Calendar By Personnel Group

Requests Needing Approval

Vacation	0
Personal	0
Sick	0
Travel	0
Other	0

[Questions or Comments](#)

338 minutes left in current session

https://secure.dataservice.org/... Sick Day Request

File Edit View Favorites Tools Help

Julie Johannett Logged Into Brandywine Maintenance

Sick Day Request

Employee Name: **Johannett, Julie**
 Employee ID: **077655**
 Email: Julie.Johannett@bsd.k12.de.us

I hereby request approval for a sick day for the following date(s):

Start Date: 07/17/2014 **End Date:** []

Absence Reason: Religious Holiday

Time Requested: 100%

Comment: Ash Wednesday

Request will be submitted to:
 Level 1 : [Reed, John](#)
 Level 1 : [Rochford, Lisa](#)



BOARD MEMBERS

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DISTRICT ADMINISTRATION

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It is the directive of the Board of Education that the Brandywine School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic. All policies, regulations and practices of the District shall be guided by this directive. Persons having civil rights inquiries and/or the Americans with Disabilities Act (ADA) may contact Cora Scott, Director of PK-12 Educational Services at (302) 793-5041. The office is located at the Brandywine School District Office, 1311 Brandywine Blvd. Wilmington, DE 19809.

Es la directiva de la Junta de Educación que el Distrito Escolar de Brandywine no puede discriminar en las prácticas de empleo o sus programas educacionales y actividades de estudiantes debido a la raza, creencias, color, religión, origen nacional, edad, sexo, orientación sexual, domicilio, estatus civil, incapacidad, información genética, estado veterano, o cualquier otra característica. Toda póliza, regulaciones, y prácticas del Distrito deben ser dirigidas por esta directiva. Alguna persona que tenga preguntas relacionadas a derechos civiles y/o al Acta de Americanos Incapacitados (*Americans with Disabilities Act - ADA*) debe comunicarse con la oficina de Cora Scott, Directora de Servicios Educacionales de grados PK-12 llamando al (302) 793-5041. Esta oficina está localizada en las oficinas del Distrito Escolar Brandywine, 1311 Brandywine Blvd. Wilmington DE 19809.



1311 Brandywine Boulevard
Wilmington, Delaware 19809-2306

www.brandywineschools.org