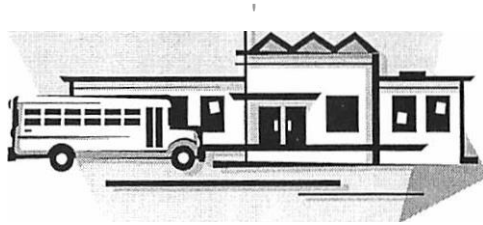


## BELLEFONTE AREA SCHOOL DISTRICT



### Physical Plant Informational Booklet

The goal of the Physical Plant Department is to provide support for Administrators, Directors, Teachers and Coaches as they perform their educational tasks in safe, clean, comfortable and healthy environments. This support must be reasonable, within budget and completed knowing manpower limitations exist. To assist those who utilize our services, we are providing this simple informational booklet that will hopefully provide an understanding of our structure and procedures.

Aaron Barto, Physical Plant Director

**AARON BARTO - PHYSICAL PLANT DIRECTOR**  
**OFFICE - 355-4814 ext. 3006**

BASE OF OPERATION:

Bellefonte Area School District  
318 N. Allegheny Street  
Bellefonte, PA 16823  
814-355-4814, ext. 3006  
Fax 814-357-2430

MAINTENANCE SHOP:

Bellefonte Elementary Lower Floor  
100 W. Linn Street  
Bellefonte, PA 16823  
814-355-5519, ext. 2550  
Fax 814-357-2427

MAINTENANCE SUPERVISOR

Jeff Lucas -HVAC Certified

MAINTENANCE PERSONNEL

Dale Dixon -HVAC Certified  
Michael Isola -HVAC Certified  
Todd Woodring – Technician  
Don Watson – PM Technician

MECHANIC

Rob Bumbarger - State ASE Certified

GROUNDSKEEPERS

Mark Baney -Pesticide Certified  
Peter Woods – Pesticide Certified

PAINTER

Tim Parkes

CUSTODIAL/GROUNDSKEEPER SUPERVISOR

Laura Gardner

DAYLIGHT CUSTODIANS:

Bill Cain- High School  
Ron Welker- Middle School  
Tyler Lucas - Bellefonte Elementary  
Joseph Houser - Benner Elementary  
Thomas Arndt - Marion-Walker Elementary  
Jim Sherry - Pleasant Gap

(CUSTODIAL) CENTRAL RECEIVING & SUPPLY

Laura Gardner, 355-4814 ext. 3059

CENTRAL RECEIVING & SURPLUS

Aaron Barto

LEAD CUSTODIANS:

Lead Custodians have been assigned to all buildings. They coordinate the cleaning of their buildings around scheduled activities. They also help coordinate repairs and requests for repairs in their building. They are your first contact regarding issues in your building.

IMPORTANT:

Lead Custodians and Maintenance Supervisors have a difficult time remembering the numerous verbal requests they receive each day. Please submit your cleaning and maintenance requests through [www.myschoolbuilding.com](http://www.myschoolbuilding.com). Enter our account number, 487442658, and then follow the prompts. Red checked areas are required information. The password that you need for the final prompt is 'password'. Once you register the first time, you will not have to enter the account number again. You will receive e-mail verifications that the information was received and the status of the request.

Concerns about cleaning are passed to the building's lead custodian who will meet with the Custodial supervisor. This meeting should include the person who was assigned to clean the area so that the issue can be resolved. Our goal is to provide the cleanest facilities we can with the resources we have. Involving our front line cleaners in resolving problems gives them ownership in the process.

Maintenance requests will be prioritized with safety items being completed first. Repairs and preventive maintenance work receive priority medium status, while requests for new items are lower priority work orders.

Requests which involve significant expenditure of funds may need to become part of the budget building process and our long range facilities plan. If a problem is an emergency, the lead custodian or secretary in your building office should be notified immediately. The secretary or lead custodian will assist you by contacting the Physical Plant Director's office as needed.

The Maintenance staff receives electronic work orders or verbal emergency assignments from the Physical Plant Director or the Head of Maintenance. Please do not give verbal requests to the Maintenance staff, refer all requests through [www.myschoolbuilding.com](http://www.myschoolbuilding.com).

PROCEDURES:

Should there be a maintenance request, facilities use request, or a custodial request, please request these services through [www.myschoolbuilding.com](http://www.myschoolbuilding.com). Approved requests and cleaning concerns will be forwarded to the appropriate staff by the Physical Plant Director, Custodial Supervisor or Head of Maintenance. Facilities scheduling is also accomplished through this web site. Use the tabs at the top of the page for work order requests or schedule requests. All use of facilities, especially after school hours must be requested and approved. Please be sure to put requests for tables, chairs, microphones, etc. in the special needs section so that the information is available to the Custodians. Please do not use the other needs section, as the Comptroller is the only one who receives this information.

PHYSICAL PLANT CONCERNS  
DISTRICT WIDE

INJURIES:

Report, in writing to the school nurse, all injuries whether it is a student, employee, or visitor. Written reports are needed for insurance reasons, Workers Compensation, and for the District's Safety Committee to evaluate circumstances of injury to determine possible preventive measures. Nurses should report employee injuries to the Physical Plant Director.

BUILDING SECURITY

All doors into the facility are locked at all times. NEVER should an exterior door be propped open during the school day, as this constitutes a breach of security, and can become a liability issue for the individual who rendered the door inoperable by violating the security of the facility. The Physical Plant Director is responsible for District security; however, by breaching security, the liability has then shifted to the individual.

Buildings are open during the evenings of events, but only in the event area. Buildings are locked on weekends and can be accessed through the badge access system (Saturdays 9:00 am – 3:00 pm, Sundays 12:00 pm – 5:00 pm) It is the responsibility of the individual entering the building to turn off all lights and close windows in their rooms when leaving. The Weekend Custodian has a routine of checking mechanicals at all buildings and also locking doors and turning out hallway lights. He will arm the security system after 3:00 pm on Saturdays and 5:00 pm on Sundays.

#### CLASSROOM ORDERLINESS:

It is the responsibility of the classroom teacher to be sure that his/her room is orderly and safe. One of the major custodial issues is when there is evidence of food and drink being consumed in classrooms, not only does this add unnecessary time to a custodian's work day but it is also the number one reason that there are ants and other insects found in classrooms. It is the Superintendent's policy that there is to be no food or drink consumed in classrooms.

#### BULLETIN BOARDS, CHALK BOARDS AND MARKER BOARDS:

Bulletin boards, chalk boards and marker boards certainly add to a classroom decor and provide a pleasant educational environment. There never seems to be enough space to display student material. In an effort to help with the learning experience, we are trying to supply replacement white boards or board overlays each year. We will be working with building administrators to determine need, quantity and location. (Please don't use tape, glue, staples and tacks on wall surfaces. Please use available bulletin boards, wires, and tack strips/map rails.)

#### EVENING CUSTODIAL SERVICES:

Evening custodians are assigned to clean your teaching station in a reasonable manner. Each employee is responsible to clean 20,000+ square feet in an 8-hour work schedule. Considering most houses are approximately 1,500 to 3,000 square feet and are difficult to clean in a day, the custodians have their hands full. Nevertheless, you should expect a clean facility. Much effort is made during the summer months to prepare your facility.

#### WALL CLOCKS:

The Physical Plant Department will maintain existing built-in clocks located in hall 1s, offices and specific instruction areas if possible in-house or contracted out. The Department will replace as needed clocks equipped with either a battery or depending on the system the appropriate electric clock if possible.

#### ELECTRIC PORTABLE HEATERS:

Electric heaters are not permitted in any area of the building unless purchased and installed by the Physical Plant Department. The only way one is installed is due to lack of a heat source in that facility. Electric heaters use excessive energy and can create a fire/safety hazard. Physical Plant employees will be advised to remove heaters if they exist without approval.

#### COFFEEPOTS AND HOT PLATES:

Coffeepots and hot plates are permitted in administratively approved office areas, department areas and faculty areas as long as users assume responsibility for their care and maintenance. Coffeepots and hot plates are not permitted in any classroom. If left unattended, they can create a fire/safety hazard. It is the responsibility of the appliance owner to be sure electrical appliances are disconnected before leaving the area.

#### FURNITURE:

All furniture is purchased by the Physical Plant; therefore all requests for furniture must be submitted during the budgeting process. The department also assesses the condition of current furniture in use to determine whether replacement furniture is needed. The department also maintains an inventory of used furniture that will be used as replacements as long as they meet the need of the request. New furniture is purchased only when necessary. The Physical Plant is in the process of standardizing furniture for all areas including office and teacher chairs. Therefore, all requests will be filled with the standard furniture and equipment.

#### WEATHER PROBLEMS:

This department does all in its capability to remove snow and apply salt in icy conditions. Unfortunately, it is a large and difficult task. Take appropriate precautions to avoid accidents and/or injury, rubber soled shoes and boots

are examples of solutions to insure your safety. We start as early as possible to be prepared when faculty and students arrive. Please be patient if you are early and the maintenance staff is still plowing the area, it goes much faster if there are no vehicles impeding the plows. The custodial staff handles the sidewalks and entrances, and strives to ensure your safety by using ice melter on the walks, which may be corrosive to shoes. Again, boots are your best defense when snow and ice arrive.

#### ACCESS TO BUILDINGS:

Our custodians are not permitted to loan keys to anyone. They are not permitted to unlock doors for anybody without prior approval on facilities request forms, SchoolDude, or from the building principal unless the individual possesses their ' district badge and the area is controlled by that individual. Persons needing access to an area need to check into the office for permission to the area or get the appropriate approval through the facilities request forms. If the principal does not give you permission or arrange for access for you to get into an area, the custodian has been directed to assume you do not have permission to enter.

#### SUMMER CLEANING:

Each summer we make every attempt to thoroughly clean our buildings. We are willing to work around summer camps, band camps, sports teams and summer school. We are able to be more efficient when we are aware of when and where those activities are being held. So be certain all activities are scheduled through [www.myschoolbuilding.com](http://www.myschoolbuilding.com).

There are certain times when we simply cannot accommodate visitors to certain areas. When that occurs we will place barriers designating such areas. We make every attempt to open areas as soon as the finish can handle traffic, but too often we find footprints on gym and classroom floors that were put there by people who just cannot be inconvenienced. This creates more work for the department. Please help us by honoring these barriers.

#### PLAYGROUNDS AND FIELD MAINTENANCE:

We do our best to provide clean, safe, athletic fields and playgrounds. Playgrounds are inspected weekly by our building custodians and annually by the manufacturer. Our athletic fields are intensively managed utilizing

the latest agricultural practices, but we cannot perform miracles. The turf will handle only a certain amount of wear, so we ask that you help to spread wear over the entire playing surface. By moving goals for shooting drills, wear is moved away from the original goal mouth to another part of the field. This helps to improve turf conditions at the goal area. Should you observe any unsafe conditions, please report them to your building principal as soon as possible.

#### PAINT REQUESTS:

Most of the requests we receive for painting come from areas where walls are damaged from abuse. We use good quality paint, but even the best paint will be damaged by glue, staples, tape and tacks. By request, we repaint as many areas as possible each year. We use the same color District wide and this helps us to maintain an inventory of paint at a reasonable cost and permits us to do touch up work or paint single walls, if needed, without painting entire classrooms. Requests for painting should be made through [www.myschoolbuilding.com](http://www.myschoolbuilding.com).

#### INDOOR AIR QUALITY:

We have taken many steps to improve the indoor air quality of our buildings. Many of these steps have increased our costs and the time required to do the job or changed the way we do things, but they have been made nonetheless.

- We have implemented a regular heating, ventilation and air conditioning (HVAC) filter maintenance program at all buildings.
- We strive to change these filters every 90 to 120 days to ensure clean air.
- Coils in all of our HVAC equipment are thoroughly cleaned during the summer cleaning program.
- We have opened the outdoor air dampers that were closed for years to allow plenty of fresh air into every space in the District.

#### HEATING, VENTILATING AND AIR CONDITIONING EQUIPMENT (HVAC):

Bellefonte and Benner elementary classrooms are heated with a unit mounted on an outside wall. These uni-vents have some special needs to operate properly.

- The fan needs to operate at all times in order to provide the air changes dictated by Pennsylvania Department of Education regulations. The fans should not be turned off because this could permit carbon dioxide levels to increase in the classroom. Turning off fans causes heating valves to open, causing a buildup of heat within the unit.
- The vents need to remain unobstructed. When the vents are covered by drying art work, books, furniture, animal cages, etc. airflow is limited which affects proper heating.
- The air coming from the uni-vent nearly always feels cool because moving air feels cooler. Also, when the room temperature at the thermostat is near set point, the steam valve closes to the coil and outside air is being brought into the classroom without being heated.

Hopefully, this brief description on how a uni-vent works will help you survive the winter in your classroom.

#### INTEGRATED PEST MANAGEMENT:

The Pennsylvania Department of Agriculture, Penn State College of Agricultural Sciences, and the Pennsylvania School Boards Association have jointly developed a program for pest management in schools which they call "integrated pest management" (IPM). Our School Board has adopted the IPM guidelines as the manner in which we are to handle pests in our District. IPM is a common sense approach to controlling pests, which can be found in most any building, by using the least hazardous manner to building occupants. The use of pesticides is limited and only used as a last resort. Preferred methods to control pests include such things as eliminating food sources by sealing food in tight containers, and removing food from areas where it is not needed, like in classrooms and lockers. Another way is to seal the building through the use of caulking and wire mesh to prevent entry of mice or bugs from the outside. Should you notice bugs, mice or other critters in the building, report the sighting to the office, who then will contact Aaron Barto, IPM Coordinator. Aaron will then investigate and decide if/and how to deal with them in the least toxic manner available to us. We do not apply pesticides in occupied areas. All applications are done after school hours or on weekends. One exception is spraying for bees on playgrounds, as this is done on an emergency basis as quickly as possible.

#### CLEANING OF TEACHER'S DESKS:

Our custodians have been instructed not to clean teachers', secretaries' or administrators' desks, computers and workstations, unless you clear your desk. We do not wish to run the risk of damaging personal items or not placing things back in a proper manner, so we ask that you clean your own desk or give us help by clearing the desk for cleaning.

#### TRASH CONTAINERS:

Anything on, around or near the trash can, will be tossed out with the daily trash pickup. Do not place an important file box on top of a trash can to work out of the file box and then walk away from it. Your cooperation with these requests will help us to serve you in the most cost effective manner possible and will reduce some labor intensive tasks. Gained efficiencies allow for more concentration on building cleaning.

#### KEYS AND BADGES:

Keys are distributed by the support staff at each building at the beginning of the school year and returned at the end of the school year. Each staff member must sign for their keys. The Physical Plant can produce keys; however replacement keys carry a \$10.00 replacement fee. We use BEST locks and keys that cannot be reproduced by Hardware stores for security.

Identification Badges are produced and distributed by the Physical Plant and Human Resources. Original badges are distributed free of charge, but again, replacement badges carry a \$10.00 replacement fee. Board policy dictates that badges must be worn by all staff members during school hours and on school property.

#### WHITEBOARD CARE:

Boards whether they be blackboards or whiteboards are cleaned on a daily basis by your custodian. If you do not want something erased, please specify by noting on the board that it should not be cleaned that particular day.

#### STANDARDIZATION OF CUSTODIAL DUTIES:

We have worked to standardize the cleaning procedures used at all of our buildings so that our custodians can work in any building after having a brief tour of the building. We use the same cleaning products and equipment at every building.

We have standardized the tasks and methods in order to eliminate wasted motion and function in the most effective manner possible. Our goal is to provide the healthiest environment at the lowest cost possible and to support the educational program, yet be transparent to that program. There may be times when we fail to meet that goal, but it is our vision.

MIDDLE SCHOOL AND HIGH SCHOOL HVAC OPERATION:

There is an HVAC thermostat located in each classroom that has a digital display for adjusting room temperature. The thermostat is limited, and is only able to provide temperatures in a range of 68 degrees to 74 degrees. Adjust the thermostat with the up and down arrow keys. If you have a heating or cooling issue, please contact your building custodian. After school hours, the computerized control system deactivates this control. Please note, in some cases there are preset temperatures and adjusting the temperature will not change the room temperature.

PROPERTY TAGS:

All furniture, sensitive items, and electronics that are purchased by the school district shall be appropriately tagged with a bar code property tag. The head custodian is responsible to apply the property tags that are sent out from Central Office as an inventory control system. If you receive or purchase an item that fits the above definition that does not have a property tag, please alert your head custodian.

CENTRAL STORAGE/SURPLUS:

The District operates a central storage /surplus area for custodial, maintenance, and print shop supplies and miscellaneous surplus. All surplus books and any items with a bar code must be properly approved for surplus or salvaged. All books are reused through a vendor that takes all books at no cost to the district. If you have any questions about how to surplus items or what items need to be approved, please contact me.

MAIL:

We have incoming and outgoing mail from USPS, UPS, and FedEx. Mail going out to the Elementary Schools is delivered once a day, while the Central Office, High School, and Middle School mail is delivered twice per day by school courier.

AV EQUIPMENT:

Problems involving AV equipment (TV's, VCR's, Overheads, Tape Recorders, etc.) should be reported the same as any Maintenance request, through [www.myschoolbuilding.com](http://www.myschoolbuilding.com). The equipment will be checked in-house to see if repairs can be done, if not, then the equipment will be sent out for repair. Upon return of the repaired equipment, the Custodial staff will return it to you.

DISTRICT SAFETY COMMITTEE:

There is a safety committee that operates within the District for the purpose of investigating accidents and making recommendations to help curb accidents in the district. The safety committee is chaired by Aaron Barto and is comprised of support staff, administration, and board representation. The committee meets once a month on the last Wednesday of the month at 3:00 p.m. in various places throughout the District. There are forms available to report workplace safety concerns that will be reviewed by the safety committee and the safety committee will then report back to the individual their findings.

ASBESTOS:

The majority of the buildings in the District contain asbestos in some form from floor tile to ceiling plaster to transite panels to pipe fittings. The district has an asbestos management plan that is updated every three years by our asbestos consulting firm, and the plan is available from your building principal. Asbestos in its current forms in the buildings is not harmful to you because our maintenance methods do not cause a change in the form of the asbestos. Asbestos in its current form is considered non-friable or non-airborne. All custodians and maintenance staff go through annual asbestos training to inform and reinforce the do not disturb rule, and the Physical Plant always hires professionals to remove any asbestos that may become an issue in a facility. If you have a question about this subject, please contact Aaron Barto.

**MOLD:**

At least once every year the Physical Plant has air testing done in all of the facilities to document the levels of mold spores in the air in the buildings. Over the past several years the air testing has confirmed that mold spore levels are greater in the outside environment than indoors. The numerous changes that we implemented over the years from new roofs to greater air exchanges have eliminated the concerns about mold growth in the facilities. If you have a question about this subject, please contact Aaron Barto.

**SUMMARY:**

We hope this brochure helps to clarify our custodial and maintenance operations. If you have suggestions for improving operations, please contact Aaron Barto, Physical Plant Director.

BELLEFONTE AREA SCHOOL DISTRICT

Physical Plant Informational Booklet