

Venus ISD Maintenance Department Mission Statement

“To create and maintain a clean, safe, and functional environment for our students, teachers, and Public, so as to make a difference in the lives of the people with whom we associate with.”

VISD Maintenance Department Summary:

The VISD Maintenance Department is responsible for the maintenance of all school buildings and for minor renovation projects. The objective in maintaining school facilities is to provide safe and cost-effective buildings, a sound educational environment, and longevity of buildings; along with equipment and protection of public property investment.

The goal of an effective maintenance department is to:

- Extend the life of facilities and maximize their potential use;
- Maximize facilities staff productivity;
- Select the most cost-effective methods for operations;
- Improve and maintain the aesthetics of facilities;
- Implement programs to conserve energy; and
- Ensure the safety and security of the buildings and any people on district property.

Efficient and effective maintenance operations in a school district require:

- Adequate information to plan and manage daily maintenance operations;
- A work-order system that helps maintenance workers respond quickly to repair requests.
- A preventive maintenance system that ensures maintenance workers will regularly service equipment to minimize down-time and prolong life expectancy.

The VISD Maintenance Department currently is responsible for 1 Administration building, 1 Primary Campus, 1 Elementary Campus, 1 Middle School Campus, 1 High School Campus, 1 Technology Building, 1 Operations Building, 1 Transportation Facility, 1 District Storage Facility, 1 Maintenance Facility, 1 Athletic Stadium, 2 Field Houses, 2 Weight Rooms, 1 Tennis Court, 1 Baseball Stadium, 1 Softball Stadium and 1 Ag Farm.

Maintenance Employees

The maintenance employees of VISD work with the mindset that they are providing a customer service. It is believed that the students, staff and facilities of the district are in fact customers of ours. We want to provide the best customer service available. That includes expediting request while being friendly and professional.

The maintenance employees are required to wear VISD issued uniforms while at work so they are easily identifiable by the other employees of the district. They will be wearing white with blue pinstriped shirts or blue or grey t-shirts that say their name and maintenance, jeans and work boots. That is the standard uniform of a maintenance employee. Do not ever hesitate to ask someone for their credentials if you do not know who they may be. Maintenance employees are instructed to do the same thing if they do not recognize someone within the district.

Venus ISD Maintenance Department Standard Operating Procedures

Work Orders/Work Request

VISD uses a facilities/maintenance request program known as Spice Works. The program serves as checks and balances to the requestor and to the maintenance department. It helps ensure the assistance has been asked for and it justifies the actions of the maintenance person who will be doing the work.

There are specific policies and procedures involved with making a maintenance request to the department. They are as follows....

- Access the request site through the VISD home page.
- Complete the form to its fullest or at least as complete as you can do. The more information provided on the form will better direct the person performing the work.
- The Maintenance Director will approve or decline all work requests entered. Declining work request is rare but is done if it is determined that it is not within the best interest of the campus and/or district.
- Once the work request is approved, it is assigned to a maintenance person by the Maintenance Director. That assignment is based on the type of work being requested, availability of maintenance personnel at the time and expected time frame to complete.
- It is a goal of each maintenance person to successfully complete each work request assigned within 24 hours of receiving. That is a goal and is not required.
- Once the work order has been completed, they are turned back into the Maintenance Director to be documented and action taken, such as closing the work order if the job is complete.
- It will be noted what was done and an email will notify the requestor.

Maintenance personnel are instructed to avoid doing any “favors” for employees of the district if they do not have a work order. However, to assist our fellow coworkers and help to maintain good customer service, they are allowed to assist with something as long as a work order is submitted within a reasonable amount of time. If the maintenance person feels they will not get a work order in a reasonable time or that they cannot justify their work, they can decline that assistance until seeing an actual work request. It is encouraged that no employees go to the maintenance facility to seek their needs unless it is an emergency situation. A work order needs to be done for everything requiring their assistance.

Emergency Maintenance Request

An “Emergency” is classified as something that could harm, damage, destroy, etc... any VISD property, employees, students and public.

In the event of an emergency, the assistance of the maintenance department can be requested immediately, without the issuing of a work order. However, once control has been gained and the situation is under control, a person must still submit that in as a work request.

There are specific procedures for requesting maintenance assistance in “emergency” situations. They are as follows....

- All campuses and administration has a 2-way radio. Make sure the radio is on Channel 2 when calling for the maintenance department.
- Simply press the large button on the side of the radio. It will be the right side of the radio.
- While the button is pressed, state your campus name and ask for “maintenance”. Once you have said that, release the button and wait for a response. At least up to 15 seconds for a response.
- Someone within maintenance will acknowledge you. Press the button again, state what the emergency is and release the button. The maintenance person will respond and then go to your specified location.

Venus ISD Maintenance Department Standard Operating Procedures

- Now that maintenance has been informed, this would be a good time to enter the maintenance request of the emergency situation.
- If maintenance does not respond to you on the radio within 5 minutes of trying to reach them, call the Maintenance Director.

Please keep in mind what is considered an emergency when reporting an emergency situation to the maintenance department. Some examples of emergency situations would be... loss of electricity, water/sewer spilling and/or overflowing, HVAC is not working, etc... Your judgment depends on what will be an emergency. If you don't know, feel free to ask the personnel at your front office and/or principal/building administrator.

Energy Management Systems (EMS)

The purpose of the EMS is ensuring the district is not spending more of the taxpayers' dollars than needed to efficiently operate a school district. The EMS that we currently have in place consists of the Heat/Ventilation/Air Conditioning (HVAC) systems within the Administration Building, Primary Campus, Elementary Campus, High School and Athletic Field House. The EMS is simply designed to not utilize heating and cooling when it is not needed in these buildings.

HVAC Scheduling Per Location

- Administration Hours – Monday thru Friday, 6:00am to 5:00pm
- Primary Campus – Monday thru Friday, 6:00am to 5:00pm
- Elementary Campus – Monday thru Friday, 6:00am to 5:00pm
- High School Campus – Monday thru Friday, 6:00am to 5:00pm
- Athletic Field House – Monday thru Friday, 5:00am to 5:00pm
- District Kitchens and Cafeterias – Monday thru Friday, 5:00am to 3:00pm

These times represent when the HVAC system is operational for use during normal working hours. During these times, the thermostats can be adjusted within a few degrees to better service you and the room you are in. The cooling is set to not be lowered past 70 degrees and up to 75 degrees. The heating is set to not be lowered past 65 degrees and up to 72 degrees.

During non-operational hours, the units will all turn off unless the room(s) reaches a temperature of 82 degrees. At that time, the unit(s) will cool the area to not exceed 82 degrees. Also, the heating will auto activate if the rooms get cooler than 55 degrees. These set temps are based on what each location can efficiently handle without posing a risk of damage to property. Any time a campus/property is hosting an event that will require heating and/or cooling during non-operating hours, a special request must be made to the maintenance department. This request must also have the preapproval of the principal and/or administrator of the property. All special requests must be made within 48 hours of the planned event. Within in that request, please specify the date needed, time frame needed and the exact location within the building. This is because the system can be set to accommodate certain zones within a building and still remain energy efficient in the reaming areas of the building that will not be used. All requests must be emailed to the to cgrimes@venusisd.net. The MD will then set the schedule and will coordinate through the HVAC department. An email is required for these request however, you may submit the request through the work order system if you like; as long as the specific information is provided as mentioned above.

Venus ISD Maintenance Department Standard Operating Procedures

The energy management system will not be changed in order to accommodate employees working after non-operating hours and/or weekends. That defies the purpose of the program and saving cost with energy expenses.

With that said, each thermostat is set to have a 2-hour override. This is only available at the shut off time of the unit. This override is to be only used if absolutely necessary. It is not to be “abused” and used routinely in order to work and/or be in the building after hours. The use of the override is regularly monitored and will be reported if there is an excessive amount of use. Once the override has been activated, the thermostat will be disabled until it is time to be turned back on. You should always notify your principal and/or building administrator before activating the override.

Access Control Management (Keyless Doors)

This program was implemented with the purpose of providing a secure atmosphere for the district’s property and the persons within the properties. The use of keeping all district doors locked and only accessible by authorized persons regulates and monitors their use and will not allow anyone into a building who doesn’t belong.

All employees of the district are assigned a key card that will allow them access into the building(s) that they are assigned to. The card has your information stored and will notify the program when you access a door including the date and time. This information is stored within a database to be accessible in the event something occurs that we need to determine who was where and when.

To use the card, you simply place it in front of the black card reader located next to the specific doors. It will read your information to make sure you are authorized to use that door. If you are authorized, the light will turn green and unlock the door. You have 8 seconds to open the door or it will relock. If that happens, you will have to scan the card again. After you enter the door, it will relock itself upon closing. Please make sure that no stranger slips in behind you and also make sure the door closes properly behind you.

All four (4) campuses and administration have auto unlock and lock times scheduled to allow access during normal business hours. These schedules are only set for the main entrances of each building. All other doors on the building are to remain closed and locked at all times with no exceptions. This is so unauthorized persons do not enter the building. The time schedules for doors are as follows....

- Administration – Monday thru Friday, 7:30am to 4:30pm
- All Campuses – Doors remain locked at all times for safety purposes.

For half school days, the main entrance doors are set to unlock at the same morning time. However, they will auto lock at 1:00pm since school releases at 12:00pm those days.

Time restrictions on when employees can access doors with their key cards are determined by the principal and/or building administrator. This is not monitored through the program however, any times that are well beyond common hours for entering a building, will be reported to the principal and/or building administrator.

In the event you lose or misplace your card, it must be reported to your direct supervisor immediately. You and/or your supervisor are to report this to the MD as soon as possible. This is so the card can be deactivated in the event the card ends up in the wrong hands. If it isn’t reported, someone can access the assigned doors and it will register as you being the person who used it.

Venus ISD Maintenance Department Standard Operating Procedures

All employees are required to sign a keyless card request form when being assigned a card. This is done at your assigned location. The location you are assigned to must retain a copy of this form and submit the original form to admin to be placed in your employee file. Any cards that are lost, stolen and/or damaged due to carelessness are subject to a \$25 replacement fee. If your card becomes damaged and/or inoperable due to basic wear and tear, no fee will be charged. If your card stops working, please report it to your local office and a replacement card will be processed as quickly as possible so that there is little inconvenience to you.

Painting within the District

No persons are authorized to paint any property within the district without approval from the maintenance department and/or your supervisor. This is to prevent any unauthorized paint colors being used that affect the appearance of the building and/or property. In most cases, the maintenance department will handle all painting throughout the district as we see fit.

However, non-maintenance employees can be allowed to paint as long as the initial approval has been given by your principal and/or building administrator. Before any plan can be executed, the principal and/or building administrator must have a joint agreement with Maintenance. The conditions for non-maintenance employees painting are based on the location, the time frame being done and as long as district approved colors are being used. For classrooms, labs, restrooms and common areas the colors will consist of BLUE, GOLD and WHITE. Offices, conference rooms and professional areas can be an exception to these colors as long as the requested color is acceptable to appearance of the district. The colors options allowed can be shown by request.

If the agreement has been made and all approvals are in place, the maintenance department will supply the non-maintenance person with the paint and supplies needed to perform the job. This includes plenty of paint for the area, all brushes, rollers, pans, tape, etc...

The maintenance department will continue yearly painting projects. The selected areas will be determined on which areas need the most attention. It is never guaranteed that any set areas will be done at a specific time. It will all have to be considered on a case by case basis. The summer months, Spring Break and Christmas breaks will be the ideal time frames painting projects will be completed by the maintenance departments.

Building Decorating

It is strongly encouraged that before you conduct any decorating, you get approval from your principal and/or building administrator. The decisions made for decorating will vary as the principal and/or building administrator determines. There are many things to consider when decorating any area....

- State and Federal Fire Codes do not allow anything on the ceilings that are not part of the designed structure. No exceptions to this rule.
- State and Federal Fire Codes do not allow any wall to be covered more than 20%. This applies to each wall. 80% of all walls are to remain bare. No exceptions to this rule.
- Use tapes and/or adhesives to secure items on walls. Refrain from using screws, nails, staples, etc... that will leave holes in walls.
- Do not do anything that can change and/or affect the integrity of the building.
- Make sure all means of egress are fully accessible and there are no obstructions

If you have any questions or need any assistance, please contact the Maintenance Director, Charley Grimes at 972-366-3642 ext. 702 or cgrimes@venusisd.net