

## **Grounds**

Grounds maintenance crews perform all district specified landscaping duties including, painting, mowing, trimming, fertilizing, and athletic field maintenance. Cleaning and repair of districts roadways, walks, and parking lots as well as removing of storm drain debris are services provided by the grounds crew. Self-help projects desired by a site must first be approved by the Support Services Director. Once approved and installed, the on-going maintenance of the project will be the responsibility of the group installing the improvement. If a project is not maintained or is abandoned, Maintenance will restore the area to blend in with the surrounding landscaping. Operation of vehicles on the districts lawns and walkways is not permitted.

## **Heating and A/C**

We have the Delta energy management system. Each room is equipped with a temperature sensor control thermostat. The set points for these thermostats range from 70 - 74 degrees for heating and 68 - 70 degrees for cooling. The system goes to an energy management mode after regular school hours. If you need to work in your classroom after hours, you can push the on button and raise temp on your thermostat and this will give you an hour of heat or A/C. If you need to schedule an event after hours, then you will need to submit a work order online. Heat and A/C will not be provided without an approved event notification.

## **Keys and Locks**

All offices and classrooms are kept locked except during the times they are occupied. Security or Custodians do not always have keys to some sensitive spaces. If you are locked out of a space, you will need to contact the district lock shop for assistance. To obtain keys or to replace lost keys, a written request must be approved by the district lock shop.

## **Pest Control**

Maintenance contracts out pesticide control services to all building and residential areas. Buildings are treated for pest on a bi-monthly basis. If you have a need for this service beyond our normal schedule, please submit a work order and a fee will be charge for the service.

We cannot treat for pests that are not currently infesting the building. We may treat only specific, targeted pests, in specific areas, meaning that we cannot legally just "spray the building for bugs."

The presence of bees and/or wasps is considered an emergency, since reaction to their stings can be quite severe. Call the maintenance department immediately, and someone will be dispatched to eliminate them. We cannot come for one individual bee or wasp, but we will respond promptly when a nest is reported.

Fire ants are not considered an "emergency" by Pest Control board. When they are problematic, any scented aerosol (hair spray, all-purpose cleaner, etc.) may be lightly sprayed on their trail to disrupt it. Since ants follow scent trails to get where they are going, they will be lost and will normally return to their nests. Alternatively, the ants can be removed with a vacuum cleaner. This should take care of them until our licensed pest control technician comes to kill the mound.

Store all food in airtight containers to discourage foraging ants, rodents, etc., from infesting the area. Clean all crumbs and spilled food immediately -- do not leave it out overnight. Do not leave open soft drink containers sitting around either, as they also attract ants, bees and other pest?

Keep exterior hallway doors closed to prevent insects and rodents from entering the building from outdoors. This also saves on energy and increases the security of the building against human intruders.

Be as specific as possible about the location of pests when writing work orders or calling in complaints. Example: Ants sighted in room 504B at AJH between the desk and filing cabinet.

## **Playgrounds**

The Ganado USD Maintenance Department has an on-going program to provide a safe and hazard-free playground environment. Safety inspectors regularly inspect playground equipment to assure that each piece meets state and federal guidelines and to observe any safety problems with the equipment. All problems are promptly repaired. Equipment that cannot be brought into compliance will be removed or caution taped off. Impact surfaces have been installed under all equipment that requires such precautions.

## **Preventative Maintenance**

Our preventative maintenance program is designed to ensure the peak efficiency of our equipment and to minimize the deterioration of our facilities. It is a planned and controlled program of systematic inspection, adjustment, lubrication, and replacement. Facilities are regularly inspected by maintenance personnel. Required inspections of elevators, boilers, and fire protections systems are performed in accordance with applicable codes and regulations.