

PASADENA INDEPENDENT SCHOOL DISTRICT
MAINTENANCE DEPARTMENT
January 27, 2020

Dear Campus Leaders:

As you may know, our Maintenance Department has been in the process of converting to a paperless work order tracking system. We greatly appreciate your patience during this conversion, and we will work diligently to improve our customer services to every facility. Pasadena's Maintenance Department currently has a staff of 124 employees, and maintains 85 separate facilities. We receive an average of 120 work orders per day, and over 28,000 work orders per year.

Recently, we have provided our technicians with tablets to better process work orders and improve communication. If the technician is not able to complete the work order at the time of the initial visit, they will update the status of the work order to keep you informed of progress.

Please do not submit duplicate work orders for the same item, since this will only delay the process. If you have any questions, or feel that a work order has been overlooked, please email the appropriate supervisor for details. (See list below of supervisors and crafts they oversee). If you are unable to reach a supervisor, please contact Tom Douglas tdouglas@pasadenaisd.org or Tara McGrew tmcgrew@pasadenaisd.org

For your convenience and future reference, please see the general guidelines below for maintenance related items:

WORK ORDER PROCEDURE

SchoolDude/My School Building is the program that we are using for work orders. Each location must have one designated and one backup person with access to My School Building to submit work order requests. (Secretaries, clerks, and AP's are the staff members used most often.) Please designate one administrator to approve the work order request BEFORE they are submitted in the system. This will improve our service by preventing duplicate work orders, unclear work orders, and unnecessary work orders. If you need to make changes to the designated or backup requester, please email Tracy Sims at tsims@pasadenaisd.org with brief details of the changes.

For additional information on how to submit a new work order, or track an existing work order, go to the Maintenance tab on the PISD website and click "My SchoolBuilding Help".

If you are having difficulty describing a work order condition, you can attach a photo file in step 6. If you need additional information, training, or have any questions, please contact Tara McGrew: tmcgrew@pasadenaisd.org

AIR CONDITIONING/HEATING SCHEDULING

Work order requests for special events or after hour AC/HVAC needs must be submitted 5 days in advance. This will give Maintenance sufficient time to change AC/HVAC schedules for these events. Provide exact information with date, time, and location being requested. Do not request AC in the entire building unless the whole building is being used for an event. The request should be for specific areas in the building that are needed.

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CUSTODIAL EQUIPMENT REPAIR/FLOOR MACHINES

When you submit a work order for Custodial Equipment Repair/Floor Machines, please be sure to include all of the following information available on the machine that needs repair: The Make, Model #, Serial # and School ID #. If the machine does not have any information on it, please mark it in some way so that our technician can identify the unit. Missing information slows down the repair process. Also, if you have more than one machine that needs repair, please enter the work orders separately (one for each machine).

EMERGENCIES:

In the event of an emergency during normal working hours (7:00 a.m. – 3:30 p.m.), please call Maintenance at 713-740-0822. Our office staff will direct your issue to the appropriate Supervisor. It is not necessary to speak with a Supervisor when reporting an emergency. A work order must be entered into My School Building as soon as possible after the call. If the emergency has been resolved, please label the work order “Confirmation”.

If power fails or if you have a partial outage, turn off ALL electrical equipment, computers, TVs, etc. In the event of a water leak, please have the custodian shut off water to the toilet, sink, etc.

*** In the event of a gas leak, you must contact Maintenance immediately. If CenterPoint is called out, they will shut the gas service off. The system must then be tested before the gas can be turned back on. This process usually takes 18-24 hours.**

AFTER HOURS EMERGENCIES

For after hour maintenance emergencies call the maintenance emergency pager 713-608-9942. Please be sure to enter the call back number carefully, make sure you follow the number with the #sign. When possible, use a cell phone when calling the emergency pager. If you use a district phone, the return call will most likely ring in the front office and not the extension that the call was made from. If the night custodian can cover broken windows, turn off water, etc., please instruct them to do so and send a work order in the morning.

EMERGENCY VS NON-EMERGENCY

Administrators should use their best judgement to determine what an emergency is in an effort to protect the safety and well-being of students and staff.

EMERGENCY	NON-EMERGENCY
<ul style="list-style-type: none">• Electrical outage in entire building• Smell of gas• Burning smell or sight of smoke• Water outage/flooding in entire building or large area• Sewer backing up multiple areas• Outside doors cannot be locked/closed.	<ul style="list-style-type: none">• Only several lights out• Water leak but not flooding• Water leak where a bucket placed under it can contain the water for several days• Door closure broken and needs repair.

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EMERGENCY SHUT DOWN FOR SHELTER IN PLACE/FIRE ALARM

To prevent the introduction of outside air into the building envelope during an outside air contamination event, the following procedures should be implemented:

- 1.) Activate the emergency A/C shut down switch at your location. (All Administrators, the Secretary and Head Custodian and Night Custodian should know how to activate the switch at your site) If you are not familiar with how to do this please generate a work order and someone will come out and show you.
- 2.) HVAC in portable buildings are manually operated. Notify your staff to turn off thermostat manually. (If applicable at your location).
- 3.) Notify the Maintenance A/C Department by phone at 713-740-0822.

After the all clear is given, please notify Maintenance and we will restart the Building HVAC equipment. Your staff may restart HVAC units on portable buildings.

FIRE DRILLS

Fire drills should be initiated with the use of the Fire Alarm system rather than the passing bells. Please replace any of the old "3 Bell" fire drill signs at your facility with an updated model. New signs can be ordered through printing. (Form #B4-5)

If you have any questions or need any refresher training on any aspect of the Fire Alarm system, emergency shutdown process or for location of electrical, gas and water shut off please contact Gary Jackson for fire alarm and electrical at 281-352-1188 or email GJackson@pasadenaisd.org. Bob Gray for gas and water at 281-743-7933 or email bgray@pasadenaisd.org

KEYS

- 1.) Please keep and update your inventory on a regular basis.
- 2.) Do not issue the last key from the key box until we have made a copy.
- 3.) Generate a work order for new or replacement keys. Please indicate whether a replacement key is a broken/missing key or additional key for your inventory.
(Maintenance will replace keys at a cost dictated by district policy (Pol.cla-r).)

FACILITY CHANGES

Please contact Maintenance before relocating or installing new computer labs, lounges, workrooms, etc. Utilities may not be available at the new location. Contact Maintenance before purchasing equipment requiring electricity, gas or water to make sure your facility has the proper voltage, water or gas pressure.

PEST CONTROL

Bats

If you notice bats on your campus, please call Maintenance immediately. Do not swat flying bats or disturb any that may be roosting. Do not pick up or handle bats.

Mosquitos

- 1.) It is the responsibility of parents to treat their child/children for mosquito protection prior to arrival at school. PISD prohibits the application of mosquito protection on campus.
- 2.) Teachers and Administrators should follow the same guidelines as described above in line 1.

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- 3.) Please pay close attention to your grounds for any ponding or stagnant water. Tires used for Athletics need to be checked for water resting in the bottoms.
- 4.) Please monitor automatic sprinkler system run times to prevent water from puddling near buildings and doorways.
- 5.) The Pest Control department treats retention and detention areas at schools as needed.

Rodents/Roaches

Please make sure all food items are stored in sealed containers. Glass or metal is preferred.

PERMIT COMPLIANCE

Each campus should have a permit binder in the office area that is readily available for review by the Fire Marshal and building inspector. Several members of the office staff should know where the binder is in case the Secretary is unavailable during their visit.

PLAYGROUNDS

- 1.) Please email Steve Rice and copy Tom Douglas and Albert Haas regarding any playground installations, and request a copy of the PISD District Guidelines.
- 2.) Facilities and Maintenance should approve the location of any new playgrounds.
- 3.) All new playground installations should include a final inspection by an independent certified inspector to ensure the new installation meets the required safety and ADA access guidelines. This cost should be included with the installation.
- 4.) Depending on the length and complexity, the cost of sidewalks and ramps may need to be included in the playground installations.

BELOW IS A LIST OF OTHER PISD DEPARTMENTS AND WHAT THEY OVERSEE

OPERATIONS

All custodians, cleaning supplies, trash pickup and dumpsters.

TRANSPORTATION

Bus routes, repairing of lawnmowers and edgers, as well as upkeep of all school district vehicles.

**BUILDING & GROUNDS
(Includes Warehouse &
Laundry)**

- 1.) Grounds upkeep, concrete work, fencing, sidewalks and storm drainage.
- 2.) Delivery of in-district mail, testing materials and warehouse items used by P.I.S.D.
- 3.) Pick up or transfer of district assets.
- 4.) Turf management and line cutting of athletic fields.
- 5.) Laundry of all athletic uniforms, shorts, shirts and athletic/custodial towels.

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BELOW ARE A LIST OF THE SUPERVISORS AND CRAFTS THEY OVERSEE

SUPERVISOR

CRAFT

ALBERT HAAS
AHaas@pasadenaisd.org
713-740-0822 ext. 46108
Cell - 713-817-5676

BUILDING MECHANICS
GLASS REPAIR
GENERAL MAINTENANCE
PEST CONTROL
PLAYGROUND EQUIPMENT
SIGNS
LOCKS/KEYS

ROLAND GONZALES
Rgonzales@pasadenaisd.org
713-740-0822 ext. 46106
Cell – 281-743-7930

PLUMBERS
KITCHEN REPAIR
REFRIGERATION
WELDING
INSULATION
IRRIGATION

RAINBO HUGHES
rhughes@pasadenaisd.org
713-740-0822 ext. 46121
Cell - 713-594-5949

PURCHASING

GARY JACKSON
GJackson@pasadenaisd.org
713-740-0822 ext. 46111
Cell - 281-352-1188

ELECTRICAL DEPARTMENT
ELEVATORS
FIRE ALARMS
FIRE EXTINGUISHERS
VACUUM CLEANER REPAIR- FLOOR MACHINES

LINO MARTINEZ
LMartinez@pasadenaisd.org
713-740-0822 ext. 46105
Cell - 713-854-7364

GRAFFITI REMOVAL
ROOFING
PREVENTATIVE MAINTENANCE
POWER WASHING
FILTERS

MATT WHEELER
Mwheeler@pasadenaisd.org
713-740-0822 ext. 46104
Cell - 281-384-3852

HVAC
ENERGY MANAGEMENT

STEVE VALENTI
SValenti@pasadenaisd.org
713-740-0822 ext. 46110
Cell - 281-794-7387

CARPENTERS
FLOOR REPAIR
PAINTING