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# INTRODUCTION

## SECTION I

The Maintenance Department is dedicated to providing and maintaining a safe, orderly and respectful learning environment which will contribute to student and staff achievements. It should be noted that there are some maintenance areas in which contracted services supplement and/or have major responsibilities for building and/or equipment maintenance. In those cases where contracted services have traditionally been utilized, such services have proven to be cost effective. However, the main focus of the Maintenance Department will remain as follows:

- Focus on school environmental issues in keeping with a safe learning/teaching environment.
- To ensure proper training for school personnel on the Computerized Maintenance Work Order System (Schooldude) to provide timely and efficient maintenance for all Taos Municipal Schools buildings and grounds.
- To provide the means to save energy and improve the operating efficiency of all school facilities and to ensure proper air quality controls county wide.

The overall objective of the Maintenance Department is to maintain, throughout its expected useful life, the interior and exterior of school buildings, the grounds, and the roadways, and all fixed and moveable equipment through preventive maintenance and repairs. Further, this objective is specifically intended to provide:

1. Buildings and their components that function safely and at top efficiency.
2. Facilities and equipment that minimize the possibility of fires, accidents, and safety hazards.
3. Continuous use of facilities without disruptions to the educational program.
4. Protection of public property through proper planning, scheduling, and preventive maintenance.
5. Quality management of maintenance projects and tasks.
6. Conservation of energy through utilization of the latest technology and energy conservation measures.
7. A quality maintenance program through effective management and efficient utilization of resources.

## LEVELS OF MAINTENANCE AND RELATED COST FACTORS

There are a variety of factors associated with the desired level of school building maintenance that relate directly to the availability of resources. These include age of facility, age of equipment, available manpower, current level of funding, and facility use beyond that of the regular school day. In order to assess the impact of required school building maintenance efforts, the following factors are presented:

### 1. BUILDING USE

School buildings may require various levels of maintenance due to the varied use of the facilities. The maintenance effort and cost for school facilities can often be traced to the extent of the facilities use, the type of facilities use, an effective head custodian, and community user respect. This is essentially true of the school buildings in Taos County that have extensive community use patterns. Respect and care by the building users usually results in fewer dollars required for maintenance.

Vandalism during occupied and unoccupied hours also places an additional cost burden on the school maintenance program.

### 2. BUILDING AND EQUIPMENT DESIGN

Another major factor that influences equipment and building maintenance is the design of the school facility. Facility designers have the opportunity to conserve public funds by incorporating design characteristics consistent with maintenance efficiency and longevity. During the design process, materials and equipment selected should demonstrate characteristics of:

- Design simplicity and equipment accessibility as related to performing repairs and preventive maintenance.
- Quality and maintainability.
- Ease of component replacement and repair parts availability.
- Maximum operating efficiency of all mechanical components and maximum energy efficiency of all mechanical/electrical systems.

### 3. BUILDING CODES

Various federal, state and county codes (Building, Safety, Fire, Health, MOSH, ADA and indoor air quality) change from time to time. These standards must be adhered to in order to insure a safe, accessible and healthy building environment for students, employees and the public. Maintaining compliance with these code modifications is certainly a cost factor that must be considered in addition to building maintenance.

#### 4. ADVANCES IN TECHNOLOGY

New technology and energy saving measures related to building equipment and components need to be carefully considered and incorporated into the building maintenance program in order to insure a more cost effective level of maintenance. These new technological advances may require the development of revised maintenance and operations procedures and may reduce operating costs. While such advances may show a first time or one time increase in the maintenance or construction budget, there may be a significant long term decrease in the plant operations budget.

#### 5. CONDITION OF EXISTING SCHOOL BUILDINGS

The condition of existing school facilities needs to be considered as well as frequency of use of facilities beyond the normal school day when evaluating the overall maintenance effort. These factors create a significant impact to the plant maintenance program to provide adequate funding, staffing and effective building maintenance.

#### 6. SERVICE STANDARDS

Maintenance service standards for school facilities are best established through adequate program administration and supervision, effective employee selection and training, and maintaining employee performance within the organization. The overall scope necessary for adequate plant maintenance procedures and services is highlighted in the charts shown in Section II and Section III. These are intended to reflect scheduled service standards and routine preventive maintenance procedures.

#### 7. OPERATIONAL CONSIDERATIONS (PREVENTIVE MAINTENANCE)

The plant operations component in the individual school (often referred to as Building Custodial Services) is an important consideration in assessing overall maintenance levels and determining costs associated with building maintenance. An effective building operations function should complement and interface with the centralized plant maintenance function to provide an overall effective plant maintenance program. Taos Municipal Schools has developed and implemented such a plan. We feel this combined effort is providing an effective plant maintenance program.

The Maintenance Department has the prime responsibility for building/equipment maintenance based on specific areas of responsibilities. It should be noted that there are some maintenance areas in which contracted services supplement or have major responsibilities for building and/or equipment maintenance. In those cases where contracted services have traditionally been utilized, such services have proven to be cost effective. In summary, all of the aforementioned factors have a direct impact on establishing a cost effective plant maintenance program that meets the requirements of today's educational environment.

# GENERAL MAINTENANCE METHODS

## SECTION II

There are five (5) methods for performing required building and equipment maintenance that have proven to be cost-effective and are presently being utilized within the Taos Municipal School System. They include:

- Utilization of a centralized maintenance workforce.
- Effective use of plant operations forces to perform preventive maintenance.
- Assignment of full time custodial personnel at each school to perform daily custodial services.
- Utilization of service contracts as needed.
- 5 Year Preventative Maintenance Plan (PMP)

The full time centralized maintenance workforce provides the following services:

- Emergency response to power failures, plumbing, heating, and air conditioning failures.
- Monitoring energy management with state of the art computerized system
- Interior and exterior painting
- Carpentry, electrical, plumbing, HVAC service and maintenance, minor roof repairs
- Grounds maintenance, mowing, snow removal, landscaping, etc.
- Minor building modifications
- Vandalism repairs
- Preventive maintenance
- Maintenance to fire and security systems
- Hardware maintenance and repairs
- Utilize an electronic computerized maintenance requisitioning system

The Maintenance Department also is responsible for contracted services in which contracted services supplement or have major responsibilities for building and/or equipment maintenance. These would include:

- Artificial Turf and grounds maintenance
- HVAC chiller service
- Kitchen fire hoods, service and inspection
- Elevator maintenance and inspection
- Energy management service
- Sprinkler systems maintenance and inspection
- Fire extinguisher inspection and service
- Fire and security monitoring
- Bleacher and folding wall mount inspection
- Boiler inspection

SCHEDULED MAINTENANCE TASKS INCLUDE:

CARPENTRY

Ceiling tile  
Glass  
Hardware  
Lockers  
Minor renovations  
Fire proofing

ELECTRICAL

Ballasts  
Fans  
Lamps  
Motors  
Outlets  
Switches  
Outdoor lighting  
Emergency generators  
Classroom upgrades

FLOOR

Ceramic tile  
Carpet  
Gym-Hardwood  
Floor tile (VCT)

HVAC

Air Compressors  
Air handler's  
Boiler tubes  
Burners  
Cooling towers  
Rooftop units  
Thermostats  
Unit ventilators  
Filter changes MERV8 or higher  
Energy Management System

PLUMBING

Drains  
Fixtures  
Pumps  
Strainers  
Faucets  
Piping & Insulation

SECURITY

Burglar alarms  
Emergency lighting  
Fire alarms  
Generators  
Public Address system  
Security cameras  
Magnetic card readers



### GROUNDS

Re-paving  
Field rejuvenation  
Outdoor stadium paint, bleachers  
Shrubs and trees  
Seeding/fertilizer  
Athletic field maintenance

### FIRE PROTECTION

Sprinkler test & inspection  
Fire extinguisher test & inspection  
Kitchen hood test & inspection  
Fire pump test & inspection

### REFRIGERATION

Inspect, clean & service  
Equipment replacement

### INSPECTIONS

Elevators & chairlifts  
Fire protection systems  
Health dept.  
Boiler & pressure vessel  
Indoor Air Quality  
MERV8 or Higher

### MASONRY

Brick  
Block  
Concrete  
Stucco/Acrylic

**BUILDING  
MAINTENANCE & REPAIRS  
SECTION III**

<b>Plant Maintenance</b>	<b>Bleachers &amp; Grandstands</b>
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Contact:

Director of Maintenance

(575) 758-5245

PERMANENT BLEACHERS/GRANDSTANDS

Repair of existing permanently installed bleachers and grandstands shall be the responsibility of the Maintenance Department. Requests for repairs should be submitted through [www.schooldude.com](http://www.schooldude.com).

Maintenance will oversee the inspection of bleachers on an annual basis. Major repair and replacement of stadium grandstands should be submitted to the school board as a capital project.

<b>Plant Maintenance</b>	<b>Bleachers – Retractable Indoor</b>
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Contact:

Director of Maintenance

(575) 758-5245

Proper operation and preventive maintenance of indoor bleachers is critical in order to insure continued safety. Only properly trained personnel may operate bleachers in order to prevent misalignment due to improper extension and retraction.

Bleacher Operating Guidelines are provided to each school and should be strictly followed. The Director of Maintenance, upon request, will provide training for bleacher operation.

Routine preventive maintenance on bleachers is critical. A visual inspection of bleachers is required each time the bleachers are fully extended as required in the operating guidelines. Minor repairs such as loose bolts and boards and lubrication should be done locally by the in-house maintenance personnel. Misalignment, drive chain problems, broken or cracked welds and other serious problems should be immediately brought to the attention of the Director of Maintenance for repairs. A bleacher repair crew will be assigned or repairs will be contracted.

Bleachers will be inspected twice annually by a bleacher repair vendor or by the Director of Maintenance.

Whenever, in the opinion of the Director of Maintenance, bleachers are unsafe, they will be taken out of service until repairs can be made.

<b>Plant Maintenance</b>	<b>Boiler Inspections</b>
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**Contact:**

Director of Maintenance

(575) 758-5245

All boilers are opened, cleaned and inspected annually by the maintenance staff. This task is scheduled in conjunction with the inspections performed by our insurance carrier representative acting in the legal capacity of State Boiler Inspector.

Repairs on boilers will be scheduled and accomplished after all boilers in each facility have been inspected, internal and/or external. Emergency repairs are performed as required.

All boilers to be taking out of commission are to be preauthorized by the Director of Maintenance. All other boilers are to be kept in efficient operating condition at all times.

Boiler and/or mechanical rooms are to be kept clean and uncluttered, free of debris, surplus materials or stored equipment.

## BOILER INSPECTIONS

Boiler inspections are required by the State of New Mexico prior to the expiration date on the inspection certificate. A representative from our contracted insurance company inspects the boiler or pressure vessel and submits the results to the State of New Mexico, Department of Labor, Licensing and Regulation. An updated certificate (see appendix??) is then issued to the Director of Maintenance. When the new certificate is received in the Maintenance Department, the following steps are taking:

1. Information is entered on a hard copy and filed in the Director of Maintenance's Office.
2. Update the information as follows:
  - a. Locate school.
  - b. Verify New Mexico Registration Number.
  - c. Update issue date and expiration date.
3. If the boiler or pressure vessel is newly installed or replaced, the following information needs to be on the hard copy and entered into:
  - a. [www.schooldude.com](http://www.schooldude.com)
  - b. Expiration date
  - c. Location in the building
  - d. Issue date
  - e. New Mexico registration number
  - f. Type of boiler or pressure vessel
4. Make copies of certificates
5. Send original certificate to appropriate school to the attention of the head custodian to be displayed in the designated manner (a picture frame located by the boiler or pressure vessel).
6. File copies in "Boiler Inspections" binder (located in the Director of Maintenance's office)
7. Submit a copy of the Boiler Report Form to the Director of Maintenance for review.

## Plant Maintenance

## Building/Grounds Repairs

The computerized Maintenance work order system, “www.school dude.com,” should be used to request repairs and maintenance for all school facilities. This includes HVAC systems, utilities, fire and safety systems, etc. The work order request is accessible via www.school dude.com under Maintenance and Grounds. If an employee sees or needs maintenance issue addressed, they are to see their immediate supervisor which is the principal of their respective school. The principal will refer the issue to the campus secretary who generates a work order through School Dude for the Director of Maintenance to review. The Director of Maintenance will prioritize and if necessary assign the request according to the guidelines set forth below:

### EM - Emergency priority

Items considered as critical to building security or detrimental to the health and safety of the students and staff will be acknowledged within 24 hours (a follow-up telephone call is necessary for all emergency requests).

NOTE: In case of an emergency situation, the principal will call the Director of Maintenance directly.

### #1 - High priority

Health and safety items will receive a #1 priority. Items in this category are targeted to be completed within 10 days.

### #2 - Medium priority

These requests are not considered critical but are important to the operation of the school. Items in this category are targeted to be completed within 30 days.

### #3 - Low priority

If time and budget allows, these items will be completed within 90 days.

### #4 - Budgetary items

If the request is too costly or extensive to cover in the current year’s operating budget, the item requested should either be an operating budget request for the next fiscal year or referred to the Preventative Maintenance Plan/ capital project requests.

The Director of Maintenance inputs into School Dude a completed work order status report to include completion date, man hours and total costs incurred.

<b>Plant Maintenance</b>	<b>Carpeting – Replacement/Additions</b>
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Contact:

Director of Maintenance

(575) 758-5245

REPLACEMENT

Maintenance and replacement of carpeting is the responsibility of the Director of Maintenance. Principals shall advise the Director of Maintenance of areas of carpeting in need of replacement so that the appropriate budget request can be made.

Damaged/frayed carpet information should be entered on the computerized Maintenance Work Order System, [www.schooldude.com](http://www.schooldude.com), for repair until replacement is possible.

ADDITIONAL

All additional carpet shall be requested through and purchased by the Director of Maintenance. Principals desiring to purchase carpeting through alternate funding may do so. However, the installation should be coordinated through the Maintenance Department.

All carpet, regardless of funding source, must conform to all local building and life safety codes. Included in the requirement of meeting all building and life safety codes are all types of rugs, whether room size or scatter rugs, regardless of ownership.



<b>Plant Maintenance</b>	<b>Curtains/Shades Maintenance and Replacement</b>
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Contact:  
 Director of Maintenance  
 (575) 758-5245

STAGE CURTAINS

Replacement of stage curtains should be requested through the Director of Maintenance. Curtains will be replaced as the budget allows. Maintenance of stage curtain mechanical parts (tracks, pulleys, cords, etc.) shall be performed upon receipt of a work order request on [www.schooldude.com](http://www.schooldude.com).

OFFICE/LIBRARY/STATE CURTAINS

Office curtains may be budgeted for replacement through the Director of Maintenance’s budget but generally receives a low priority. For this reason, replacement should occur through local school accounts or contributions.

Limited funds are available through the Director of Maintenance’s budget for the cleaning office, library and stage curtains. Generally, the cost of cleaning is handled through local school accounts.

CLASSROOM CURTAINS, DRAPERIES, SHADES AND VENETIAN BLINDS

The procurement and replacement of general classroom window coverings is handled by the Maintenance Department through the operating budget. Requests should be made annually to the Director of Maintenance through [www.schooldude.com](http://www.schooldude.com).

The head custodian or custodial staff in the case of the high school may handle repair of general classroom window coverings.

## **Plant Maintenance**

## **Elevators and Wheelchair Lifts**

Contact:

Director of Maintenance  
(575) 758-5245

### ELEVATORS/WHEELCHAIRS LIFTS/DUMBWAITERS

All elevators shall be inspected monthly through a contracted certified inspector. A representative of the Division of Labor and Industry performs an annual inspection. Inspections are budgeted for and coordinated by the Director of Maintenance.

Requests for repairs should be requested through [www.schooldude.com](http://www.schooldude.com) and followed up with a telephone call to the Director of Maintenance

All wheelchair lifts shall be inspected annually by a contracted certified installer. Inspections and maintenance repairs are budgeted for and coordinated by the Director of Maintenance.

### ACCIDENT REPORT GUIDELINES

The Division of Labor and Industry requires reporting accident involving the use of elevators, escalators, moving walks and dumbwaiters. (Section 3012.4 of the BOCA National Building Code/1993)

Immediately after becoming aware of an accident that results in a serious injury (requiring medical care) or fatality, the building owner or authorized representative shall notify the Director of Maintenance at (575) 758-5245. The Director of Maintenance is the authorized representative for Taos Municipal Schools. The elevator will be taken out of service immediately and the Director of Maintenance will be notified immediately when an accident of this nature occurs. Therefore, accidents may be reported 24 hours a day, seven days a week the Director of Maintenance.

When the serious injury or fatality occurs as a result of the operation of the elevator, the device shall be closed until inspected by an inspector from the Safety Inspection Program of the Division of Labor and Industry along with the elevator contractor.

<b>Plant Maintenance</b>	<b>Emergency Procedures and Contacts</b>
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Contact:

Director of Maintenance  
(575) 758-5245

Emergency response requests during normal operation hours, as well as, after hours, weekends or holidays should be reported to the Director of Maintenance. Appropriate response action will be taken immediately.

Head custodians should be scheduled to report to work in ample time to report emergency response requests as early as possible. Principals should advise the appropriate director of emergency problems as soon as possible when it is anticipated that the situation warrants consideration for closing school for the day. Decisions regarding the closing of individual schools are made by the Superintendent based on the recommendation of the Director associated with that site. The Director of Maintenance consults and advises regarding facilities emergencies and timelines of repairs

## Plant Maintenance

## Energy Conservation

Contact:

Director of Maintenance  
(575) 758-5245

The Taos Municipal Schools endorses all appropriate measure to conserve energy and energy resources per the PMP.

Energy consumption throughout the year, both during the heating and cooling seasons, is a costly item for the Board requiring careful management.

The following guidelines should be adhered to:

### HEATING SEASON

1. Thermostats in all schools shall be set to provide an ambient room temperature of 72° during the regular school day. This pertains to classrooms, portables, offices, corridors, gyms, locker rooms, multi- purpose rooms and auditoriums. Portable classrooms not on a timer must be manually set back. Thermostats in portables should be set at day setting when below 20° F are expected.

As a general rule, quarterly filter changes (MERV8 or higher), thermostats shall be set back to a night setting at the end of the school day. Earlier setbacks may be instituted with the intent of allowing building temperature to coast for the last hour of student occupancy, thus conserving energy. On holiday and non-school days, the night setting shall be in effect throughout the day hours as well. When this procedures starts, all window and doors will remain closed so that we are not “heating the outdoors.”

2. In extremely cold weather (when the nighttime low is expected to drop into the teens), head custodians should place the heating temperatures on a daytime setting to prevent freezing of pipes. If you need clarification as to when to set the heating temperature on a daytime setting, consult with the Director of Maintenance.

3. On warm temperate days, the hot water heating system will reset to the lowest set point or cycle down to a pre –determined lowest set point. This need or demand will be regulated through the Energy Management System.

## COOLING SEASON

4. Thermostats in all schools shall be set to provide ambient room temperature of 72° F during days when schools are in session for students and staff. This pertains to classrooms, portables, offices, corridors, gyms, locker rooms and auditoriums. Air conditioning shall be controlled in the same manner as heat with nighttime setting being regulated via the Energy Management System. Schools on energy management systems must pre-program the schedule occupancy in advance in order to provide appropriate cooling for the required period of occupancy.

It is the responsibility of the head custodian in conjunction with the principal to re-arrange and coordinate that the schedule is properly programmed into the energy management system.

Taos Municipal Schools Board of Education does not provide air conditioning for third through sixth priority users of facilities unless payment for such is made by the user agency. This only occurs in special circumstances.

<b>Plant Maintenance</b>	<b>Fencing</b>
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Contact:

Director of Maintenance  
(575) 758-5245

FENCING REPAIR

Repairs to existing fencing shall be request on [www.schooldude.com](http://www.schooldude.com). Work may be completed by in-house maintenance and / or outsourced as needed. If a safety hazard exists, contact should be made immediately to the Director of Maintenance.

REPLACEMENT FENCE

Replacements for rusted or severely damaged chain link fencing should be requested to be budgeted the Director of Maintenance.

NEW FENCING

New fencing required for safety and security should be requested through the Director of Maintenance's operating budget. Fencing will be provided on the basis of approved budget funds.

<b>Plant Maintenance</b>	<b>Fire Alarm System and Security Monitoring</b>
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Contact:

Director of Maintenance  
(575) 758-5245

A security system vendor centrally monitors all fire alarm and security systems. When an after-hours breach of security occurs or whenever a fire alarm pull station, smoke sensor or sprinkler head is activated, the monitoring company will contact the appropriate emergency response personnel. In case of fire, 911 will be contacted and in the case of a security alarm, the appropriate law enforcement agency (city or state) will be notified. In addition, the monitoring company maintains a list of three school contacts. These contacts are listed in priority order for notification.

In the event of an alarm (Fire or security after hours, the designated school system employee will be expected to respond to the school to investigate and reset the security devices. In the case of a security alarm, it is recommended that the responding individual not enter the building without police assistance.

### FIRE DRILLS

Before conducting a fire drill where a pull station is activated, the campus administrator must first contact the monitoring company and advise them of the test. An authorization code must be declared at the time of the call. The Director of Maintenance will advise each school of their code. The fire system alarm can then be activated.

Upon completion, a follow up call is required to put the system back in service.

<b>Plant Maintenance</b>	<b>Fire Alarm Clocks, Bells and Sound Systems</b>
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Contact:

Director of Maintenance

(575) 758-5245

Repair and replacement of fire alarms, clocks, bells and sound systems are the responsibility of the Director of Maintenance. The Simplex-Grinnell or Great Western perform service and repairs on clocks, bells and sound system and the system controls technician generally services fire alarm systems. Repairs may be requested through [www.schoolde.com](http://www.schoolde.com).

Emergency repairs shall be requested by telephone. A malfunctioning fire alarm system, paging or “all-call” system of the sound intercom console are examples of emergency repairs. An emergency response will be made within twenty-four (24) hours of request.



## Plant Maintenance

## Fire Marshall Inspections

Contact:

Director of Maintenance

(575) 758-5245

The Office of the State Fire Marshal has the right to inspect the buildings of Taos Municipal Schools at their discretion. Inspections generally occur annually, without any warning. The head custodian or a designated person must accompany the Fire Marshal during building inspection. If possible, the principal should attend.

When the Fire Marshal inspects a facility, he/she completes an Inspection Report Form, a copy of which is presented to the building principal. A copy of the inspection results is also forwarded to the Director Maintenance. It is the local school administrator's responsibility to review the report and expedite any necessary housekeeping chores that are mentioned in the report. A work order should be submitted for those items needing repair beyond the means of the local building staff. Note the "Fire Marshal Recommendations" on the work order.

Upon receipt of the work order through [www.schooldude.com](http://www.schooldude.com), corrective action will be scheduled unless requiring budgetary action. Expensive items will be budget in the next FY operating budget unless they are an emergency required repair.

If corrective action is not taken within a reasonable amount of time, the head custodian should alert the Director of Maintenance that the violation still exists.

The Office of the Fire Marshal provides a summary report to the Director of Maintenance. The Director of Maintenance will do follow-up on completion of inspection items.

<b>Plant Maintenance</b>	<b>Glass Replacement</b>
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Contact:

Director of Maintenance

(575) 758-5245

When window breakage occurs, the building superior or custodian should evaluate immediately the security t/safety or potential for further damage to determine whether repairs must be completed immediately or can wait unit the next day. If repairs can wait, the custodian should weather-seal the window with cardboard or other material and submit a work order through [www.schooldude.com](http://www.schooldude.com). Emergency requests submitted should be followed up with a telephone call to the Director of Maintenance.

On weekends, holidays or at any time when the Maintenance Department is closed, emergency repair needs should be reported to the Director of Maintenance via his cell phone (575) 779-1111.

Cracked, stained or chipped windows where building security or safety is not an issue should be reported to the Director of Maintenance through [www.schooldude.com](http://www.schooldude.com). Repairs will be completed as soon as possible and as allowed by the budget.

<b>Plant Maintenance</b>	<b>Graffiti</b>
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Contact:

Director of Maintenance

(575) 758-5245

All graffiti shall be removed as quickly as possible. Graffiti on the interior of the building should be removed by custodial personnel whenever possible through use of cleaning materials or through paint. Extensive property defacing should be brought to the attention of the Director of Maintenance for assistance.

Graffiti on the exterior of the building, tennis courts, multi-use courts, blacktops, tracks, etc., should be brought to the attention of the Director of Maintenance for removal.

Requests for assistance with the removal of graffiti via [www.schooldude.com](http://www.schooldude.com) may be submitted.

<b>Plant Maintenance</b>	<b>Grounds Keeping Schedule Athletic Fields</b>
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Contact:

Director of Maintenance

(575) 758-5245

Seasonal mowing is outsourced by the Director of Maintenance.

Athletic field maintenance, including fertilizer and aeration, is budgeted in the Plant Operations on an annual contracted basis.

Major alterations to building grounds and athletic fields should be requested through the Taos Municipal Schools capital improvement budget in conjunction with the 5 Year Facilities Master Plan (FMP).

<b>Plant Maintenance Food Services</b>	<b>Health Department Inspections</b>
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Contact:

Director of Maintenance  
(575) 758-5245

The Taos County Health Department has the authority to conduct periodic inspections of the Taos Municipal Schools facilities. Generally, two inspections are conducted annually, one in the fall and one in the spring. One inspection is general inspection covering the food preparation and serving areas, restrooms, classrooms, playgrounds, etc. A second inspection specifically focuses on food service areas. Concession stands are inspected along with the school's regular food service areas(s).

The inspector completes a standard report form and leaves it with the cafeteria manager and principal. These individuals should correct general housekeeping items or minor repairs, etc. within the capabilities of in-house staff. Items not correctable at the school site should be forwarded to the Director of Maintenance via [www.school dude.com](http://www.school dude.com) noting the citation by the inspector.

It is the responsibility of the site administrator to notify the Director of Maintenance if correction action is not taken within a reasonable time span.

A summary report of all school inspections is forwarded to the Director of Maintenance at the end of each inspection period or at least annually. The Director of Maintenance then reports the corrective action to the Food Service Director.

## Plant Maintenance

## Kitchen Cafeteria

Contact:

Director of Maintenance

(575) 758-5245

The Director of Maintenance is responsible for all repairs and maintenance of building and building systems in the cafeteria and kitchen areas. Work orders for repairs should be submitted through [www.school dude.com](http://www.school dude.com). Work orders for building improvements should follow normal budgetary procedures.

The Food Services Department is responsible notifying the Director of Maintenance Director of needed repairs/maintenance of kitchen equipment. This includes the purchase of new or replacement of dishwashers, reaching freezers, ovens, and other large equipment as well as small times.

Major kitchen expenditures such as walk-in freezers may be requested in the capital budget through the Food Services Director.

The Food Services Director is responsible for scheduling the daily cleaning of the kitchen and cafeteria as well as thorough cleaning during the summer months.

Custodial staff is responsible for trash removal during lunch periods and shall assist with cleaning of spills, etc.

<b>Plant Maintenance</b>	<b>Lighting – Emergency / Security / Stadium</b>
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Contact:

Director of Maintenance  
(575) 758-5245

EMERGENCY LIGHTING

Schools not equipped with generators are equipped with battery operated emergency access lighting. These power pack units should also be checked in accordance with the preventive maintenance program.

SECURITY LIGHTING

The custodial staff as part of regular preventative maintenance should routinely check all parking and exterior building lighting. All parking lot lighting is either on timers or photocells. The head custodian should check time clocks frequently for correct time.

Work orders for repairs to security lights should be submitted through [www.schooldude.com](http://www.schooldude.com).

A work order for additional security lighting should be submitted via [www.schooldude.com](http://www.schooldude.com). Installation for additional security lighting will be done as allowed by the budget and priority of need.

STADIUM LIGHTING

As with security lighting, lights for the stadium should be routinely checked by the head custodian, athletic director or designee of the principal. Routine or emergency bulb replacement and light repairs should be submitted through [www.schooldude.com](http://www.schooldude.com). If possible, summer is the best time to contract for bulb replacement. Bulbs in a stadium or on an individual pole will be replaced by the installation contractor.

<b>Plant Maintenance</b>	
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	<b>Line Marking – Parking Lots, Hardtop Play Areas</b>
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Contact:  
Director of Maintenance  
(575) 758-5245

Parking lot lining shall be completed during the summer months as requested by the principal and the work order requested through [www.school dude.com](http://www.school dude.com) . Special provision for handicapped parking and fire lane designation shall be coordinated through the Director of Maintenance.

Relining of hardtop lay areas shall also be accomplished during the summer months. Changes in lining shall be requested by including a detailed diagram attached to the work order.



Contact:  
Director of Maintenance  
(575) 758-5245

INTERIOR

Subject to the budgeted funds, and depending on the overall plant condition, interiors of building are painted on a five-year cycle. Interior painting is generally handled by the Custodian crew and is usually scheduled during the summer months. The purpose is to minimize the effect of fumes on building inhabitants.

Some interior painting, such as gym ceilings, is contracted and must be budgeted for ahead of time.

A standardized color board for color selection is available through the Maintenance Department. These interior and exterior colors are approved and accepted by the school district.

EXTERIOR

Re-stuccoing building exteriors are generally done on an as needed basis.

	<b>Playground / Gym Equipment Maintenance</b>
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Contact:  
Director of Maintenance  
(575) 758-5245

Playground equipment should be inspected bi-annually by the maintenance crew as required by the Preventive Maintenance Program. Inspections are critical in that faulty equipment is a significant liability. The risk of injury to students and other community users is greatly reduced when playground equipment is well maintained. Physical education instructors should also be involved in periodic inspections of outside equipment and specifically involved in the inspection of inside gym equipment prior to and during use.

Work orders for repairs should be submitted through [www.schooldude.com](http://www.schooldude.com). Replacement chains, seats, boards, etc. are stocked and repairs can be made as needed.

Bedding material or mulch is critical in playground equipment areas. Injuries due to falls from equipment are greatly reduced when sufficient bedding material is maintained. Mulch requests may be submitted through [www.schooldude.com](http://www.schooldude.com) and coordinated with the Director of Maintenance.

### PAINTING

Routine painting of playground equipment should be done by local custodial staff if possible. If not possible, the request for painting should be submitted through [www.schooldude.com](http://www.schooldude.com).

<b>Plant Maintenance</b>	<b>Refrigeration Equipment - Kitchen</b>
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Contact:

Director of Maintenance

(575) 758-5245

The Refrigeration Technician (ATM) contracted to the Maintenance Department generally handles routine preventive maintenance of food services refrigeration equipment. Repair service work order may be submitted through [www.schoolde.com](http://www.schoolde.com) Emergency repairs should also be followed up with a telephone call to the Maintenance Department. The Director of Food Services and the Director of Maintenance confer regarding the service of this equipment.

Cafeteria managers are responsible for daily refrigeration temperature checks and for ensuring that the temperature checks are set for holiday and summer vacation periods. This is critical due to large commodity inventory on hand at these times generally of a large dollar value.

<b>Plant Maintenance</b>	<b>Scoreboards--Electronic</b>
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Maintenance of existing electronic score boards shall be performed by the Maintenance Department.

Contact:  
Director of Maintenance  
(575) 758-5245

<b>Plant Maintenance</b>	<b>Signs</b>
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Purchase of all signs, new or replacement, and repair request for existing signs may be submitted through [www.schooldude.com](http://www.schooldude.com) Specific wording for special notice signs shall be clearly placed on the work order (i.e., no skateboarding, no trespassing after dark, no recreational vehicles).

Wording should be limited in order to communicate a clear message.

Contact:  
Director of Maintenance  
(575) 758-5245

<b>Plant Maintenance</b>	<b>Snow and/or Ice Removal</b>
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Contact:

Director of Maintenance

(575) 758-5245

Snow and ice removal from bus loops and parking areas at the school sites are handled by custodial services and out sourced contractors. School personnel should ensure that parking areas and driveways are free of vehicles so that snow and / or ice removal can be accomplished.

Snow and ice removal from sidewalks are the responsibility of the school custodial staff. In cases of excessive snow, site administrator may alter custodial schedules in order to accomplish snow removal so that work is complete prior to the opening of school.

SCHOOL DUDE  
WORK ORDER SYSTEM  
SECTION IV

## SCHOOL DUDE WORK ORDER SYSTEM

### **What is School Dude?**

School Dude is a web based online work order system designed to manage both Maintenance and Technology based work requests along with recognized capital projects.



EMPLOYEE PROTOCOL  
SECTION V

## MEMO

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TO: All Maintenance Staff

RE: Maintenance Department Leave Procedure

It has become necessary to implement and enforce this leave procedure. **Effective immediately** the follow in policy for requesting all types of leave will be in effect.

- All requests for leave must be submitted on a “Request for Leave” form and signed for approval by the immediate supervisor or designed representative before leave can be taken.
- Twenty four hours advance notice must be given. The leave form will be reviewed and “Approved or Disapproved” within a reasonable time frame and returned to your mailbox prior to the end of the same work day if request is submitted at the start of the shift. **Vacation, personal business and scheduled sick days apply under this procedure.**
- In the case of an emergency, notice is required to be given to a supervisor (if possible) prior to the start of the person’s assigned shift. Failure to give the required notice may result in lost time and **DOCKED PAY** for the hours missed.
- Employees who are ill must give notice to their immediate supervisor and the Director of Maintenance prior to the start of their shift. Employees who become ill during the course of their shift need to notify their immediate supervisor and the Director of Maintenance prior to leaving for the day.
- Compensatory time may be earned in lieu of overtime and will be compensated at the rate of one hour worked equals one and one half hours of compensatory time earned. An employee may not accumulate more than 12 hours of compensatory time.

- Use of compensatory time must be by mutual agreement between the employee and his or her immediate supervisor providing that scheduling needs are met for the maintenance or custodial department. The 24 hour written request procedures applies to compensatory time as well with the following exception: A maintenance employee will be allowed to reeleast the use of compensatory time at the start of their shift, for up to (4) four hours, but it can only be used for the last half of the employee's shift. The request must be submitted on a "request for Leave" form and approved by the immediate superior. Scheduling needs for the day will be considered by the supervisor when reviewing the requests.

**COMPENSATORY TIME PRE- AUTHORIZATION FORM**

Re: Accumulation of Compensatory Time Date: \_\_\_\_\_ 20\_\_

Name: \_\_\_\_\_ Site: \_\_\_\_\_

Per our conversation, you are authorized to work additional hours for compensatory time

Approval: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_

NOTE: Authorized by immediate Supervisor or Director of Maintenance

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**REQUEST FORM TO USE COMPENSATORY TIME**

SUBMIT COMPLETED FROM TO YOUR IMMEDIATE SUPERVISOR FOR APPROVAL  
**PRIOR** TO TAKING THE REQUESTED TIME OFF.

Name: \_\_\_\_\_ Site: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date(s) Requested to use as Compensatory Time:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Immediate Supervisor)

# PREVENTATIVE MAINTENANCE PROGRAM

## SECTION VI

## PREVENTATIVE MAINTENANCE PROGRAM

Preventive maintenance (P.M.) generally refers to routine inspections, adjustments, lubrication and cleaning of fixed and movable equipment, machinery and appliances utilized in the daily operation of a facility. Performing regular routine preventive maintenance keeps equipment in good running order, reducing the possibility of equipment failure thus insuring and extending expected equipment life. Through regular preventive maintenance, potential problems can be detected early thus reducing down time and preventing more expensive repairs.

The performance of routine preventive maintenance in each school facility is the responsibility of the Maintenance Director. The following document is designed to give site administrators the guidance necessary to perform basic routine P.M. checks and tasks. These checks are to be performed throughout the school building, both interior and exterior, including the grounds. The P.M. duties incorporated in this package are an expected function of the head custodian's normal duties.

The enclosed P.M. program provides an outline and checklist of the items to be inspected and performed by the maintenance crew. The frequency that the items are to be checked, and the procedures required for each item are also detailed in the program. The first two pages are an outline of the P.M. items at scheduled intervals throughout the year. The check sheets are a combination of all of the items scheduled for P.M. during that particular time interval. Check sheets are provided for daily, weekly, monthly, quarterly and annual preventive maintenance tasks.

It is the responsibility of the Maintenance Director to see that these P.M. tasks are performed and properly recorded on the appropriate check sheet. As with other assignments, the Maintenance Director may desire to delegate some of the tasks to subordinate employees. The Completed reports shall be forwarded to the Director of Maintenance in a timely manner. The reports expected at that time include the daily, weekly and monthly check sheets. The quarterly and annual check sheets are to be turned in upon conclusion of the performance period.

Problems found during the P.M. inspections should be noted in the maintenance technician's comments section on each check sheet. Problems that cannot be repaired by the head custodian or his/her designee should be reported to the Director of Maintenance either by [www.school dude.com](http://www.school dude.com) or by telephone if considered an emergency.

Check sheets require either a visual inspection, a specific task to be performed or the recordation of information. The majority of the routine inspections are primarily visual inspections that should be incorporated into the head custodian's daily travels throughout the school facility.

**In case of unforeseen issues such as COVID19 pandemic, procedures for building re-entry and building readiness shall come from Public Education Department and our local Board of Education along with Superintendent of Taos Municipal Schools.**

**Procedures in place as of now for COVID19 readiness is as follows.**

1. Kiosk temperature check machines.
2. Automated hand sanitizer dispensers for assigned entry ways.
3. Hand Sanitizers dispensers throughout schools.
4. Automated water bottle fillers.
5. Automated faucets for student restrooms and staff restrooms.
6. Automated paper towel dispensers.
7. Automatic soap dispensers
8. Floor decals with 6 feet social distancing and one-way directions.
9. Outside signage of face mask wearing and social distancing.
10. All classroom shall have PPE, hand sanitizer bottles, disinfectant spray bottles with RE-JUV-NAL and tub of hand wipes.
11. TRI-fold carrels for student desks.
12. 3-ply face masks and face shields.

**Equipment maintenance procedures:**

Quarterly HVAC filters changes shall remain the same. Filter MERV rating shall change from MERV8 to a higher MERV, TMS is currently using a MERV11 filter with specific procedures to remove used filters.

1. Maintenance techs shall wear PPE and spray old filters with RE-JUV-NAL disinfectant before removing used filters.
2. Maintenance techs shall wipe down and vacuum all HVACs with shop-vac before installing new MERV11 Filters.
3. Used filters will be bagged in plastic liners and properly disposed of.

\*NOTE: Due to aging equipment throughout TMS facilities, implementing PED recommended of MERV13 or higher filters will cause our equipment to malfunction, causing severe damage to aging equipment. Old HVAC equipment cannot push adequate air flow through MERV13 filters.

Using MERV13 filters, not only will cause severe damage to aging equipment but will cause a financial burden on the district.

**HEAD CUSTODIAN  
BUILDING PREVENTATIVE MAINTENANCE GUIDE**

EQUIPMENT	INTERVAL	MAINTENANCE CHECKS & DUTIES	COMMENTS
AIR COMPRESSORS	Daily Daily Daily Monthly Quarterly Quarterly	Check for proper operation Drain moisture from separators Drain moisture from Tank Check oil level Check V-belt tension Clean filter intake	Tank pressure\ all compressors run Drain till moisture disappears Drain till moisture disappears Adjust level as needed Adjust level as needed Adjust belt with 2" flex Wash or blow out as required
AIR CONDITIONING	Daily Weekly Monthly Quarterly Annually	Check operation Check cooling towers Check air cooled condensers Check – adjust V-belts Clean A/C coils	Cooling properly Fan running/water level proper All fans run / coils clean Adjust belts with 2" flex Vacuum/wash fined coils
AIR HANDLER	Quarterly Quarterly Quarterly Quarterly Quarterly Quarterly	Lubricate bearings Check air filters Check roll filters Lubricate motors Check V-belts Filter changes MERV8 or higher	Use 4 to 6 pumps of grease Change as needed Change as needed Oil & lube sparingly Adjust belt with 2" flex 4 times year
BLEACHERS	Weekly Monthly Annually	Check operation & alignment Inspect units for damage & loose parts Clean and lubricate undercarriage assembly	Repair or report all problems Repair or report all problems Grease slides-lube rollers
BOILERS • Hot water • Steam Boiler	Daily Daily  Daily Weekly	Check water temp & water pressure Check water level, below sight glass, water feeder, and mud legs Check for oil leaks Boiler air pumps – check oil reservoir	Temp 120° - 200° /Pres 12-25 lbs. Check for proper level Blow out till water is clear Repair or report promptly Fill with special oil only
BUILDINGS	Daily Daily Weekly	Check all windows & doors Check all fire & Safety devices Check interior & exterior of building	Repair or report all damage Repair or report all problems Repair or report all problems
CIRCULATING PUMPS	Daily Weekly Quarterly Quarterly	Check operation Lead-lag sequence / rotate pumps Check couplings Lubrication	Running & pump discharge press Manually switch pumps Not loose or slipping Oil & lube sparingly
ELECTRIC MOTORS	Weekly  Quarterly Quarterly	Check operation  Lubricate Clean air over vents	Are they running correctly; no noise, or overheating Oil & lube sparingly Clear all dirt from motor
EMERGENCY LIGHTS	Weekly Weekly	Check emergency light operation Check battery water level	Repair or report all problems Add distilled water as needed
HOT WATER HEATERS	Daily Monthly	Check water temperature Drain bottom of tank	Use gauge or thermometer Blow out till water is clear
LIGHTING	Daily Weekly Weekly	Check all interior lights Check all exterior lights Check time clocks	Replace bulbs-ballasts as needed Replace bulbs – ballasts as needed Set correct time / check pins
PLUMBING	Daily Daily	Check all lavatory flush valves Check equipment operation	Work properly / not running Work properly / not dripping
REFRIGERATION EQUIP.	Daily Daily Daily	Check temp on all refrigerated equipment Check equipment operation Check equipment operation	(record) Cooler temp 40° - 45°F (record) Freezer temp 0° - -5°F Runs O.K. / not short cycling
WATER COOLERS	Weekly	Check for cooling operation Clean condenser coils	Water temp 40° - 45°F Vacuum finned air coils



**BOILER & PRESSURE VESSEL  
LOG-BOOK  
SECTION VII**

## PREFACE

### BOILER AND PRESSURE VESSEL LOG BOOK FOR TAOS MUNICIPAL SCHOOLS

The purpose of this logbook is to provide a history of when each boiler and pressure vessel in each facility was last inspected and what the condition of each device was at the time of each inspection. This record will provide the Maintenance Department as well as the Boiler inspector with the history of each piece of equipment at a glance. This will also serve as an evaluation tool in determining that all violations or corrective action has been addressed after the boiler inspector's official notification the Maintenance Department.

It will be the Maintenance Directors responsibility to assure that the boiler inspector fills in the logbook each time an inspection is performed.

## BOILER AND PRESSURE VESSEL LOG BOOK

<b>Inspector = S Name/Co.</b>	<b>Inspection Date</b>	<b>Equipment Number</b>	<b>Equipment Name</b>	<b>Present Condition</b>	<b>Comments</b>

TAOS MUNICIPAL SCHOOLS  
MAINTENANCE DEPARTMENT  
310 Camino de la Placita  
Taos, NM 87571

Robert Valencia  
Director

Telephone: (575) 758-5245  
Fax: (575) 758-5297

**BOILER AND PRESSURE VESSEL  
INVENTORY LOG**

School Location: \_\_\_\_\_ Date Recorded: \_\_\_\_\_

**EQUIPMENT TYPE** (i.e.; Boiler, Chiller, Hot Water heater, Air compressor & Steamer)

Unit Description (Type) \_\_\_\_\_

If Modular (No. of Modules) \_\_\_\_\_

Unit Capacity (Output in BTU/HR) \_\_\_\_\_

Primary Voltage \_\_\_\_\_ Secondary Voltage \_\_\_\_\_ Control Voltage \_\_\_\_\_

**UNIT IDENTIFICATION**

Manufacturer's Model # \_\_\_\_\_ Year Built \_\_\_\_\_  
ASME # \_\_\_\_\_ Nat. Bd # \_\_\_\_\_  
UL # \_\_\_\_\_ AGA # \_\_\_\_\_  
State ID # \_\_\_\_\_

**BURNER**

Manufacturer \_\_\_\_\_ Model \_\_\_\_\_  
UL or AGA # \_\_\_\_\_ Serial # \_\_\_\_\_  
FUEL TYPE \_\_\_\_\_

**UNIT MANUFACTURER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**STEAM**

Max W.P \_\_\_\_\_ psig

**HOT WATER**

Max W.P \_\_\_\_\_ psig

**VEHICLE – FLEET MANAGEMENT**  
**SECTION VIII**

## VEHICLE MAINTENANCE

The motor vehicle maintenance shop is located by Taos Middle School. All district vehicles are maintained by two full time automotive mechanics. The primary maintenance tasks performed by the automotive technicians are state vehicle inspections, oil changes and lubrication, brake service, engine tune ups, minor driveline repairs, and minor body repairs. All major overhauls and extensive repair work are performed by outside contractors.

The mechanics maintain detailed records on all district owned motor vehicles documenting total mileage, dates of service, emissions testing and major repairs performed. This information will be used for future vehicle evaluations and to determine the need for replacement vehicles based on age, condition and total mileage. Projections for replacement of motor vehicles are coordinated through the Director of Maintenance and the automotive mechanics. The vehicle's assigned operator performs the washing and cleaning of each vehicle.

<b>Plant Maintenance</b>	<b>Vehicle – Fleet Management Procedures</b>
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Contact:

Director of Transportation

(575) 758-5208

**INVENTORY**

Maintenance of the Fleet Inventory records shall be kept by the Director of Transportation. The Director of Transportation shall be responsible for maintaining fleet records for all district owned vehicles. These include all buses, Maintenance vehicles as well as passenger cars owned by the district.

The Director of Transportation shall be responsible for maintaining fleet records for all district owned buses and all vehicles assigned to the Transportation Department These include buses, staff cars, and pool cars.

Vehicles should appear on the inventory of the designated cost center.

**PROCUREMENT SPECIFICATIONS**

Individual cost centers are responsible for budgeting for additional and replacement vehicles. Specifications shall be prepared by the Director of Transportation for all school buses in cooperation with the Supervisor of Purchasing. Specifications for all types of vehicles except buses will be maintained by the Director of Transportation and updated as necessary. All vehicle bids must be reviewed by either the Director of Transportation (for all other vehicles) prior to release of bid.

**PURCHASE AND DELIVERY**

The Supervisor of Purchasing and either the Supervisor of Transportation will determine recommendation of bid award collectively. Once a bid is awarded, the Supervisor of Purchasing shall confirm with the cost center administrator that funds are available and generate the purchase requisition. The Supervisor of Purchasing shall be the designated point of contact for the vendor.

Upon notification by the vendor that the vehicle is ready for delivery, the Director of Transportation will be notified. Pick up and inspection of the vehicle will be accomplished by the assigned supervisors. After the vehicle is inspected to assure that all bid specifications are satisfied, the vehicle will be released for assignment to the designated cost center.

**TAG AND TITLE**

Tag and title work will be kept on file by the Director of Transportation for all other vehicles.

## **DISPOSAL**

Vehicles shall be disposed of by trade in to the vendor in accordance with the bid or sold at public auction. The determination as to the disposal method most advantageous to the Board of Education shall be made by the Supervisor of Purchasing in cooperation with the Director of Transportation for all other vehicles.

## **REPLACEMENT**

Cost center administration should budget for replacement vehicles when one or more of the following applies and when budget allows:

### A. Passenger Vehicles

- The vehicle is eight (8) years old
- The vehicle has 80,000 miles or will have in the upcoming budget year.

OR

### B. Trucks and other vehicles--

- The vehicle is ten years old.
- The vehicle has 100,000 miles or will have in the upcoming budget year.

AND

C. The maintenance expenditure experience exceeds \$3,000 annually.  
This experience includes repair part, labor and oil.

School buses must be replaced in accordance with the provisions of the New Mexico Public Education Department Transportation Bureau.

300 DON GASPAR  
Santa Fe, NM 87501  
(505)827-6640



**TRAINING PROCEDURES**  
**SECTION IX**

## **EMPLOYEE TRAINING PROCEDURES**

### **TRAINING PROGRAMS:**

All new employees will be given an overview of expectations and procedures by Administration. They will then be placed with experienced technicians who will initially train the employee in the proper methods of job performance as required by the Maintenance Department. After consultation with the training technicians and a review of work accomplishments, it will then be decided by Administration if the new employee will be assigned tasks with minimal or no supervision as may be required by their job classification.

Department meetings shall be held on a routine basis in order to update employees of any policy or procedural changes. Suggestions from personnel to enhance operations are encouraged at any time.

In order to diversify worker skills, all Maintenance employees will be offered training on any currently stocked or newly acquired tool or equipment. Training will be mandatory for those personnel who in the course of their job would be required to use the aforementioned. Efforts will be made to have a representative from the supplying company give initial training and any follow up that may be necessary.

Advanced OEM training shall be offered as needed in order to stay abreast of industry standards.

The Director of Maintenance shall maintain a record of all training classes i.e., subject, attendees, date and instructor. When possible specific Maintenance personnel will accompany outside contractors on site in order to evaluate and gain knowledge of installations or repairs made on TMS property.

Maintenance teams that are pertinent to a new construction walk thru shall meet with the Director of Maintenance as soon as possible. These forums will be used to share knowledge of the new equipment or sequence of operation and to voice any concerns that may need to be transmitted to the Construction Department.

All Maintenance employees shall attend annual in service training offered by Taos Municipal Schools.

Possible employee advancement or job description could require obtaining a government license or certification. The Department will make efforts, if requested, to insure that the employee is prepared for any such occasion.

The Department shall maintain contacts with private and government entities to insure that information concerning any code or major operational changes are referred to the proper trade.

## **TRAINING PROCEDURES**

During the interview process, it is ascertained that the individual is knowledgeable and skilled in the industry standards for the applied position.

### **INITIAL TRAINING**

- Work hours
- Breaks and lunch
- Responsibilities of specific trade
- Reporting procedures
- Time card
- Safety
- Call outs/overtime
- Snow removal

### **FIELD ORIENTATION**

- Ride along w/experienced technician
- Location of schools and relative equipment
- Safety
- Completion of Work Orders

### **MANDATORY INSERVICE TRAINING** (Provided by Taos Municipal Schools)

#### **Safety Training**

- Use of aerial platform
- Blood borne pathogens
- Hazardous chemicals – proper use of and disposal
- Lockout/Tag-out procedures
- Proper use of protective devices, i.e., earplugs, mask, etc.

#### **Human Resources**

- Sexual harassment
- Section 504
- FERPA
- Child abuse
- Alcohol and drug abuse
- Benefits

## **CONTINUOUS TRAINING**

Continuous training is provided relative to employee's specific job. All employees are encouraged to participate in order to enhance their skills in other trades for the purpose of expanding their job knowledge.

### **Existing and New Equipment**

- Operation
- Maintenance
- Safety

### **Monthly Meetings held by Director of Maintenance**

- Director of Maintenance will update employees on scheduled and upcoming training
- Director of Maintenance will maintain a record of all training classes given by the Maintenance Department. These logs will contain the type of training, personnel involved and dates.

### **Preventive Maintenance**

- Provide procedures and timelines to Head custodians
- Maintenance technician will perform tasks that are above and beyond the scope of the Custodial Staff
- Maintenance technician will ensure that the Custodial Staff has a basic knowledge for equipment operation

### **O.E.M. Training (Original Equipment Manufacturer)**

- Will be offered in order to keep employees up to industry standards given by the manufacturer

## **Training Measurement**

Ongoing employee feedback:

- Solicit input after training
- Coaching and follow-up performed as needed
- Safety stressed

### **Director of Maintenance audits:**

- Quality of work
- Timelines for the work
- Safety habits
- Equipment care and usage
- Recommend remedial training if necessary

APPENDIX  
SECTION X