



Preserving Our Past
Maintaining Our Present
Building Our Future



To: All Site Administrators and Office Managers

From: Rudy Flores, Executive Director
Engineering, Facilities & Planning

Date: 04/28/08

Re: End of the Year Procedures for Building Maintenance, Summer
Maintenance, and Opening of School FY 08-09 Maintenance

As we are coming to the end of the school year, many of you will be leaving for the summer and returning with concerns about building repairs, maintenance issues, etc.

Here is a list of recommendations for you to follow in order to have minimal maintenance issues upon your return for the 2008-2009 school year.

1. **Inspect Your Buildings Before Leaving for the Summer:**
 - a. Walk through your sites and write down all maintenance issues you have that need correction by the beginning of school. Put in a work order for **each** item listing the room location and issue – be as descriptive as possible.
 - b. Enter all WO's (work orders) into iMapcon by May 23rd.
 - c. EFP shops will start addressing all concerns and will try to have most of the repairs done prior to the start of school.
2. **Summer Maintenance – Custodians and WO Call-Ins:**
 - a. Custodians can place WO's throughout the summer if an emergency occurs.
 - b. Ways for custodians to enter a WO:
 - o iMapcon – if they have rights. Please make sure they have a computer accessible to them and ID/Password for the school.
 - o Call-In: The MIS department, starting May 23rd, will begin to accept WO's called in by custodians who do not have access to iMapcon. That # is 225-4640 with operating hours during the summer from 7:30am to 3:30pm.
 - c. EFP is always over run at the beginning of the year with maintenance issues; please work with your custodians and instruct them to call in all such repairs as they find them.
3. **Key Control:**
 - a. It is important to return all keys to Key Control for the security and safety of TUSD sites. All employees that are resigning, retiring or transferring and will not be returning to their current assigned site next year are required to return their keys to Key Control.

Collaboration, Courtesy & Cooperation



Preserving Our Past
Maintaining Our Present
Building Our Future



- b. Key Control Summer Hours:
 - May 12 – June 27th – Monday – Friday 8:15am – 4:15pm
 - June 28th – July 27th – Tuesday – Thursday noon to 4pm
 - July 28th – October 3rd – Monday – Friday 8:15am to 4:15pm
4. **Site access for projects:**
 - a. Ongoing work for Bond, Renewal and Capital Deseg projects will continue during the summer months. If you have any questions regarding the status of your school, please contact EFP's Bonds & Engineering office at 225-4880.
5. **Ballasts:**
 - a. All ballasts that need to be replaced during the summer should be submitted by May 23rd, 2008 through iMapcon. Please list room #'s, # of ballasts and types.
6. **Summer School Programs – Kidco, Summer School, etc:**
 - a. In an effort to appropriately utilize our air-conditioning equipment, and to pledge energy conservation during our summer months, all start/stop cooling schedules will be adjusted to reflect the Program for Academic Success/ Summer School list of summer schedules (presently this will only affect the sites listed on the schedule). For the most part the schedule changes will only affect larger A/C units and Central Plants. **It will not affect the roof top units; portables or any remote equipment.** Equipment will be scheduled to start approximately one hour earlier than normal office hours and stop at 2:30P.M. unless noted/notified otherwise.
 - b. If a site change is requested, the request must be sent to Frank Urbina via e-mail so that the request may expedited.
 - c. **Exempt:** Weekend rentals and Support sites.
7. **New Bell Schedules:**
 - a. Remember to notify us with your new bell schedule via a work order, as soon as you have them available for the new year. **DO NOT WAIT!**
8. **Electronics Shop is changing it's name to Fire & Safety Systems:**
 - a. The new name better reflects the main emphasis and responsibility: Fire Alarm, Fire Sprinkler, Fire Service Backflow, Fire Extinguishers, Intrusion Systems, Exit and Emergency Lighting, Intercom / Public Address, and Access Control. Repair and maintenance of items will still be done by this shop. This will be in effect at the start of the new school year.
9. **Solid Waste Collection Services 05/12/08 -08/03/08:**
 - a. The following schedule adjustments have been made for the “end of school” and the “start of school” to our TUSD solid waste collection services over the next three months. If an additional pick up is needed due to summer school, the site needs to contact Tina Cook at 225-4673.

5/12/08 – 5/25/08: Add an extra trash pick up and an extra recycling pickup both weeks for all schools to deal with the end-of-year overflow.

Collaboration, Courtesy & Cooperation



Preserving Our Past
Maintaining Our Present
Building Our Future



5/26/08 – 8/3/08: 1X/week trash service at all elementary schools
2X/week trash service at all middle schools
3X/week trash service at all high schools
1X/week recycling service to all schools

8/4/08: Resume regular trash and recycling service
schedules for the week before school starts.

All other TUSD support sites (e.g. Maintenance, LIRC, Ed. Center, Food Services, etc.) and Camp Cooper will remain on their regular schedules through the summer. If you have any questions, please call Victoria (225-4949) or Tina Cook (225-4673).

Note: Trash and Recycling Dumpsters must **not be blocked** by vehicles. If they are, your site **will not** have their trash/ recycling picked up.

Please call the Engineering, Facilities & Planning office
at 225-4601 with any questions.

Have a great summer!!

Collaboration, Courtesy & Cooperation