

- Munis is primary way of communicating with Maintenance Dept that work is needed.
- Send all Service Requests through Munis – Not through Techs

Emergencies should be called directly to the shop. We have a live person who answers the phone between 7:00 – 3:30.

770/867-5711 Working Hours Main Number

678/634-1308 After Hours Emergency Number

Emergencies

- Power Outage
- Room Temperature above 78 degrees
- Water Line Rupture
- Electrical Line on Ground
- Any Life Threatening Situation
- Door Will Not Secure
- Alarm Will Not Set
- Raw Sewage

Heating & Cooling

On Occupied Mode

Heat 68 **Cool 74** 2 degrees in either direction

5:00 Kitchen

6:00 Entire School

6:00 Admin Areas

Off Unoccupied Mode

Heat 55 Cool 78

High School	3:30
Elementary/Middle School	4:00
Admin Areas	5:00

Custodial

- Custodians primary function is to clean
- Day Porter Positions are cleaning focused
- Barrow Bold Cleaning Program has a pattern. Each room is routine cleaned daily and detail cleaned once per week based on Color code
- Color Code dots are on door frames to each room
- - Monday Red
 - Tuesday Blue
 - Wednesday Yellow
 - Thursday Green
 - Friday Routine Cleaning and Project Work

- Do not put decorations on the outside door frame. This is where the DOTS are.
- Make sure breakfast trash is set out for the day porter. This allows the day porter to remove trash from the corridors without interrupting class.
- Stack chairs to one side of the room, not on the desks.
- Report all accidents and spills immediately when they happen for quick clean up. This will cut down on spots on the carpet.
- Check restrooms before the children enter and after they leave to abate any possible vandalism that may occur.
- Please have teachers and students pick up as much as possible off the floors at the end of each day (trash, crayons pens, pencil leads, paper etc.)

Fire Marshal

- 1) The fire marshal has noted a number of fabric covered surfaces (tack boards, walls, table tops, etc.) lacking treatment or documentation of such fire resistant treatment in the school. If fabric has been treated, it needs to have a masking tape label with the following information listed: type of treatment product applied, date of application, expiration date of current applied treatment. For those fabrics that have not been treated obviously they need to be treated and labeled with the information noted above prior to the fire marshal follow up visit. I hope this information is helpful to you and thank you for following up on this.

- 2) Coffee pots, microwaves, and refrigerators should be located only in workrooms as these spaces are designed to safely operate and accommodate these appliances. **We should have no incandescent lamps in our buildings.** Our buildings are programmed to go in to total darkness not long after the security system is armed. This feature does not control plugged in lamps so if they are left on particularly over a weekend or holiday they can get very hot and become a fire hazard. **Candles and portable space heaters are also prohibited.**

- 3) Often times our front doors become congested with all sorts of flyers and announcements. We need to maintain a clear line of sight through the glass at our main points of entry for safety reasons. Other than the stickers you have asking visitors to check in at the front office and the weapons/safety notices, the glass on your front doors should be clear of all other papers. Some schools have bulletin boards or tack strips in their lobby areas and others have message boards on the wall just outside or just inside the front doors and these are ideal for posting announcements. If you look to purchase items like this in order to better manage these papers Maintenance can help install them. Just send in a work request to get them put up and we will get this work scheduled.

- 4) The following is a list of problems we still see every year in the Classrooms especially: High Storage, “must be 18” below the ceiling or 2 -1/2 concrete blocks” “Incandescent Lamps”, having any type of heated devise, Glue Guns, Pot Warmers, heated Scented Air Fresheners, blocking Egress emergency escape at all Exit Doors, Stairwells and Hallways, materials hanging from the ceiling blocking the Sprinklers and Fire Alarm Horn Strobe Lights.