

Facilities

Overview

The Facilities Department is supervised by the Facilities Coordinator who supervises a staff of Janitors, one Assistant Building Grounds Officer, and one Groundskeeper. This department is charged with the responsibility of ensuring that all students and staff are safe from any physical or biological harm by:

1. Maintaining a clean, healthy, and safe school
2. Maintaining the structural systems relative to the school's physical plant

This department is also responsible for complying with the guidelines as set forth by the Federal, State and local rules and regulations in providing an environment that is conducive to teaching and learning.

The Facility and all structures will be maintained and kept in the best possible operating conditions to ensure safety for all students and staff that occupy William M. Davies, Jr. Career & Technical High School.

Energy Star Purchasing Policy

1.1 Authority

The Energy Star Program is a U.S. Environmental Protection Agency and U.S. Department of Energy program that identifies energy-efficient models of most electronics and appliances. As a requirement of the Rhode Island Department of Education's (RIDE) Construction 100 Regulations and the NE-CHPS protocol for energy efficiency in schools, the William M. Davies, Jr. Career & Technical High School (Davies) has implemented the following policy and procedure to reduce energy costs and the possible detrimental impact on the environment. When multiplied by the large number of purchases made by the school, the saving of each energy efficient item will significantly help reduce energy use and ultimately protect against future increases in energy costs.

1.2 Policy

When purchasing appliances, electronics, food service equipment, shop equipment, or facilities equipment, all departments are to purchase Energy Star labeled models unless it can be shown to be financially unfeasible. One is to pay particular attention to choosing Energy Star labeled models when purchasing desktop computers, computer monitors, printers, and refrigerators. The Energy Star website lists the types of appliances and models that have the Energy Star label. It also has a calculator tool that can be used to calculate the savings in energy costs from a particular Energy Star labeled appliance.

When contracting with outside vendors that involve the use or placement of appliances or electronics, one must specify to them that any new equipment that will be powered by the school's utilities has to be Energy Star labeled models. Vendors who supply Davies offices with equipment are to be encouraged to help Davies personnel identify Energy Star labeled models.

Regarding light bulbs that burn out, replacing them with incandescent light bulbs is to be discontinued. As bulbs need replacing, Energy Star labeled options such as fluorescent lamps are to be used when appropriate models are available.

Receivership of Deliveries

1.1 Authority

All of the purchasing of supplies for the William M. Davies, Jr. Career & Technical High School (Davies) is made through the Business Office. When these supplies are delivered, they are delivered to the loading dock. As many of these supplies are valuable and must not be left unattended, a policy and procedure must be in place on the receivership of these deliveries.

1.2 Policy

The Facilities Coordinator assigns one janitor on each of the two working shifts; one for the first shift from 7:00 a.m. until 3:30 p.m. and one for the second shift from 2:30 p.m. until 11:00 p.m., the responsibility for the receiving of all deliveries at the loading dock. The Facilities Coordinator will also assign another janitor on each shift to be the back-up receiver in case the other janitor is unavailable.

1.3 Procedure

1st Shift

- When a delivery truck pulls up to the loading dock, the driver will make a radio announcement stating there is a delivery. Once the janitor hears the announcement, they will report to the area as soon as possible to receive the goods and supplies. If they are unable to respond, they are to radio the back-up janitor for help.
- When the janitor accepts the deliveries, they are to check the shipping papers to make sure that the number of cartons/cases being delivered match up to the number indicated on the documents before the papers are signed as having been received. The goods are then to be locked temporarily inside the caged area until the Fiscal Clerk in the Business Office is notified of the delivery. Once the Fiscal Clerk indicates to the janitor where within the school the goods are to be delivered, they will transport them to the designated areas as soon as possible. All small electronic equipment (ie. digital photo and video cameras, scanner, etc.) is to be delivered to either the Executive Assistant or to the Assistant Business Office Coordinator in the Main Office to be logged into the audio equipment inventory database and property tagged.
- All computers, printers, monitors, or any other similar equipment will be transported immediately to the caged areas outside of the maintenance shop, which are to be kept locked at all times. Then the janitor is to inform the Fiscal Clerk, Junior Information

Systems Administrator, and/or Information Technology Coordinator that the goods have been received and delivered to the caged areas.

2nd Shift

- The janitor will follow the above steps, but will then leave a written note, along with the shipping papers, with the Fiscal Clerk indicating the goods have arrived and in which caged areas they are stored.

Snow and Ice Removal

1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) is committed to the safety of our staff and students. To ensure the safety of the staff, students, and visitors, it is the Facilities' mission during and/or following a snowstorm, depending on the time of snowfall, to clean up the snow and salt all staircases, walkways, and ramps to prepare for full school operation following the storm.

1.2 Policy

All custodians will be required to help the Groundskeeper and the Facilities Coordinator with shoveling snow and applying salt/sand during storms and when needed at night when the Groundskeeper and Facilities Coordinator have left the facility for the night.

It is each janitor's responsibility to listen to the radio or television stations to see if school has been cancelled. In the event of a school cancellation, the janitors are to report to work as soon as deemed possible. It is the entire maintenance team's responsibility during snow cancellation days to come to work and remove snow.

Each janitor is assigned an area where they will perform snow clearing and the application of Snow Melt and/or sand as needed. Those who have been trained or who have shown operator competence will use the tractors as needed and assigned by the Facilities Coordinator.

1.3 Responsibilities by Areas

First Shift (6:00 a.m. - 3:30 p.m.)

Area "A"

1. Scrape snow off of the step where students enter from the buses in the morning. Also scrape snow away from the Modular Building's front doors where the plow cannot reach.
2. Apply ice-melt if needed to the following areas:
 - a. Steps where students enter and exit for buses
 - b. Up the road to bus stop circle
 - c. Sidewalks in front of Guidance/bus stops

- d. Guidance ramp
- e. Front walk to the Modular Building
- f. Sidewalks next to Cosmetology

Area "B-1" (New Bldg)

1. Scrape/shovel snow and apply ice melt if needed in front of Gym locker room doors (B1 & B2)
2. Scrape/shovel snow and apply ice melt if needed to the front staircases
3. Scrape/shovel snow and apply ice melt if needed at all three back exits of the Culinary kitchens

Area "B-2" (Old Bldg)

1. Scrape/shovel snow and apply ice melt if needed in front of Gym locker room doors (B1 & B2)
2. Scrape/shovel snow and apply ice melt if needed at top of handicap ramp near the Gym where the plow cannot reach
3. Scrape/shovel snow and apply ice melt if needed at the top of the Guidance ramp where the plow cannot reach
4. Scrape/shovel snow and apply ice melt if needed in the courtyard

Second Shift (2:30 p.m. - 11:00 p.m.)

Area "C" (New Bldg)

1. Scrape/shovel snow and apply ice melt if needed at the entryway where students enter the Cafetorium
2. Scrape/shovel snow and apply ice melt if needed at the three exits by the Culinary kitchens
3. As a team, help other second shift team members shovel snow and apply ice melt if needed on the front staircases, and at all exits around the building

Area "D" (New Bldg)

1. Scrape/shovel snow and apply ice melt if needed off entryway near Director's Office
2. Scrape/shovel snow and apply ice melt if needed off exit near Human Resources Office
3. As a team, help other second shift team members shovel snow and apply ice melt if needed off the front staircases and at all exits around the building

Area "E" (Old Bldg)

1. Scrape/shovel snow and apply ice melt if needed at the exit doors near Room 126

2. Scrape/shovel snow and apply ice melt if needed at all the annex building exit doors
3. As a team, help other second shift team members shovel snow and apply ice melt if needed off the front staircases and at all exits around the building

Area "F" (Old Bldg)

1. Scrape/shovel snow and apply ice melt if needed on the stairs outside of black doors near the Library
2. Scrape/shovel snow and apply ice melt if needed off the steps at the loading dock
3. As a team, help other second shift team members shovel snow and apply ice melt if needed off the front staircases and at all exits around the building

Area "G" (Old Blg)

1. Scrape/shovel snow and apply ice melt if needed at the front entrances to the Modular Building
2. Scrape/shovel snow and apply ice melt if needed off the Guidance ramp where the plow cannot reach
3. As a team, help other second shift team members shovel snow and apply ice melt if needed off the front staircases and at all exits around the building

The Facilities Coordinator will be available for communication at all times.