

SWEDESBORO-WOOLWICH SCHOOL DISTRICT
Woolwich Township, New Jersey

FILE CODE: 3510

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Policy

OPERATION AND MAINTENANCE OF PLANT

The Swedesboro-Woolwich Board of Education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The chief school administrator shall develop and enforce detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and explained to all staff annually at the beginning of each school year and when any changes are made.

The chief school administrator and board secretary shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually.

Work Order System

The school district shall have an automated work order system for prioritizing, performing and recording all maintenance and repair request for all district buildings and grounds.

- A. The chief school administrator or designee shall establish in the standard operating procedures for business functions the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carry out the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate;
- B. The work order system shall include the following information for a request for work before work begins, except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff:
 - 1. The name of the person making the request;
 - 2. The date of the request;
 - 3. The appropriate approval(s) as established by Standard Operating Procedures (SOP);
 - 4. The date of approval(s);
 - 5. The location of work requested;
 - 6. The priority level (for example, urgent, high, average, low);
 - 7. The scheduled date(s) of service;
 - 8. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
 - 9. A description of the work requested;
 - 10. A projection of the materials and supplies needed for the work;
 - 11. The estimated man hours needed to complete task;
 - 12. The name of the work order assigner; and
 - 13. The name of the employee(s) working on the order.
- C. The work order system shall include the following close-out information for each request for work:
 - 1. The actual hours worked by date for each assigned staff member;
 - 2. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 - 3. The aggregate cost of labor by regular, over-time and total;

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4. The actual materials and supplies needed to complete the work order;
 5. Actual cost of materials and supplies; and
 6. The name of the employee responsible for attesting that the job was completed satisfactorily.
- D. Except where prohibited by collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37;
- E. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of the collective bargaining agreement for maintenance workers and/or custodians;
- F. The business administrator/board secretary in consultation with the supervisor responsible for this work shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Indoor Air Quality

The board shall provide air quality for school employees and students in the school buildings that meet the standards established by the New Jersey Department of Labor.

The business administrator shall ensure that the district maintains compliance with Department of Labor indoor air quality standards. The business administrator or his or her designee shall ensure that preventative maintenance programs for heating, ventilation and air conditioning (HVAC) systems are implemented and documented and that general and local exhaust ventilation is used for employees working with equipment or products that could reasonably be expected to result in hazardous chemical or particulate exposure. The HVAC systems shall be checked to ensure that they are working properly when the building temperatures are outside of the range of 68 to 79 degrees Fahrenheit and to ensure that buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational. There shall be prompt investigation of employee complaints of signs or symptoms that may be associated with building related illnesses.

The board will make sure air quality will be maintained at acceptable standards during renovation and remodeling that result in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health.

The business administrator or his or her designee will notify employees at least twenty-four hours in advance, or promptly in emergency situations of work to be performed on the building that may induce air contaminants into their work area.

The business administrator or his or her designee will respond to a complaint received by the Department

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the board and the chief school administrator shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children,

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faculty, and staff to pesticides. The Swedesboro-Woolwich School District shall develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how the Swedesboro-Woolwich School District will manage pests through IPM methods. The school's IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. The chief school administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school.

IPM Coordinator

The chief school administrator shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record Keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The building principals are responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

OPERATION AND MAINTENANCE OF PLANT (continued)**Re-entry**

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the chief school administrator will report to the board on the effectiveness of the IPM plan and make recommendations for improvement as needed. The board directs the chief school administrator to develop regulations/procedures for the implementation of this policy.

Adopted: February 9, 2004
 NJSBA Review/Update: December 2011
 Readopted:

Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

<u>Legal References:</u>	<p><u>N.J.S.A.</u> 13:1F-19 through -33 <u>N.J.S.A.</u> 18A:17-49 through -52</p> <p><u>N.J.S.A.</u> 18A:18A-1 et seq. <u>N.J.S.A.</u> 18A:18A-37 <u>N.J.S.A.</u> 18A:22-8 <u>N.J.S.A.</u> 34:5A-1 et seq. <u>N.J.S.A.</u> 34:6A-25 et seq.</p> <p><u>N.J.A.C.</u> 12:100-13 et seq. <u>N.J.A.C.</u> 5:23-7 <u>N.J.A.C.</u> 6A:23A-1 et seq.</p> <p>See Particularly: <u>N.J.A.C.</u> 6A:23A-6.9</p> <p><u>N.J.A.C.</u> 6A:26-12.1 et seq. See particularly: <u>N.J.A.C.</u> 6A:26-12.2(a)1, 2 <u>N.J.A.C.</u> 6A:30-1.1 et seq. <u>N.J.A.C.</u> 6A:32-12.1 <u>N.J.A.C.</u> 7:30-13.1 et seq.</p>	<p><u>School Integrated Pest Management Act</u></p> <p>Buildings and grounds supervisors to be certified educational facilities managers</p> <p>Public schools contracts law</p> <p>Award of purchases, contracts, agreements</p> <p>Contents of budget; program budgeting system</p> <p><u>Worker and Community Right to Know Act</u></p> <p><u>New Jersey Public Employees Occupational Safety and Health Act</u></p> <p>Indoor air quality standard</p> <p>Barrier free subcode of the uniform construction code</p> <p>Fiscal accountability, efficiency and budgeting procedures</p> <p>Facilities maintenance and repair schedule and accounting</p> <p>Operation and Maintenance of Facilities</p> <p>Evaluation of the Performance of School Districts</p> <p>Reporting requirements</p> <p>Integrated Pest Management</p>
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Possible

<u>Cross References:</u>	<p>*1410 Local units</p> <p>*2240 Research, evaluation and planning</p> <p>*3000/3010 Concepts and roles in business and noninstructional operations; goals</p>
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	and objectives
*3516	Safety
*5141	Health
6161	Equipment, books and materials
*7110	Long-Range facilities planning
*9130	Committees

*Indicates policy is included in the Critical Policy Reference Manual.