

VICTORIA

***Independent School District
Maintenance Department***

Users Guide

&

Procedures Manual



OVERVIEW OF THE MAINTENANCE DEPARTMENT

The Maintenance Department employs a work force of professional, paraprofessional and manual trade employees. Department employees include, carpenters, painters, electricians, plumbers, custodians, grounds & HVAC technicians. Each trade handles urgent and specialized needs on a continual basis of each facility within the district.

EMERGENCIES

FIRE: If there is a fire and flames appear out of control, sound the fire alarm, evacuate the building and contact the Fire Department at 911, the Maintenance Department, 575-6408. Follow the specific details outlined in the VISD Emergency Manual

BURGLARY, BREAK-INS, VANDALISM: Contact the Victoria Police Department at 911, give your name, address and phone numbers of the campus. Call the Maintenance Department at 575-6408. Maintenance personnel will address any broken windows, doors, graffiti, etc. Extensive amounts of graffiti should be reported to the Maintenance Department for removal as soon as possible. If the incident occurs after normal hours, contact the on-call person at 649-2300.

ON CALL PERSON: If there is an emergency between the hours of 4pm – 7am, please contact the On-Call Person at 649-2300 (cell phone).

If there is an emergency during normal working hours, 7:00 am – 5:00 pm., please contact the Maintenance Department at 575-6408.

REPORTING ON THE JOB INJURIES

If an employee is injured on a district campus or facility, the employee should contact their immediate supervisor and complete a Report of Injury form. The forms/information packets for workers' compensation are found in the nurse's office. Please call the Employee Benefits Coordinator's office at 788-9229 for further information. A Worker's Compensation representative will assist the employee in getting the forms needed to file the claim. If an employee needs

medical attention, they must see a doctor who accepts Workers Compensation. Injured employees cannot use the emergency room doctors as their treating doctor. (You must use a family physician.) If an injured employee does not go to a doctor that accepts Worker's Compensation, the employee will be responsible for the bill. The initial claim report should be faxed to 788-9252 and originals sent to the Employee Benefits Department – Human Resources Office at the Administration Building.

If an employee is seriously injured or in need of medical attention, send he/she to a medical facility immediately. In this case, please contact the Employee Benefits Department, Human Resource Office at 788-9334 or 788-9229.

CAMPUS FUNDED SERVICES & PROJECTS

At times, the Maintenance Department receives from the campus and other departments requests for services which Maintenance does not receive a budget allocation. When this occurs, an estimate will be provided to the requesting campus and the campus will seek approval for the project and provide a budget source for funding.

Examples:

- a. Building wood cabinets and computer work stations, including metal file frames
- b. Painting of offices and department spaces to different colors not warranted by the condition of the space.
- c. Alterations to offices, lounges and other spaces not affected by students and community use.
- d. Bulletin boards, white or chalk boards, tack boards and hanging strips for offices

GROUNDS

The District takes great pride in the appearance of its buildings and grounds. The Maintenance Department employs grounds personnel that are responsible for all facilities within the District. The Grounds department maintains turf maintenance, yard maintenance, furniture and playground equipment.

INTEGRATED PEST CONTROL

When necessary, the District shall obtain pest control services for school buildings. For pest control issues, please submit a work order or contact the Maintenance Department office at 575-6408. Maintenance will contact the approved vendor for pest control.

KEYS & LOCKS

All requests for new, lost or extra keys must be approved by the Director of Maintenance. The Maintenance Department is the only department allowed to cut and issue keys for buildings. Duplication of keys by an outside locksmith is strictly prohibited. Lost keys will be replaced at a charge of **\$25** per key. (Regulation CLA-R Lost Keys and Proximity Cards). File cabinet keys and storage keys will be replaced at no charge to the campus or employee.

VEHICLE REGULATIONS FOR EMPLOYEES

Classified staff shall abide by the following list of regulations while driving any school district vehicle. Any violations will result in documentation.

- a. **Drive the speed limit.** Drive slower if pulling a trailer
- b. Use a direct route from each job site.
- c. Smoking is not permissible in any school district vehicle.
- d. Do not use cell phone in school zones.
- e. Vehicles will be maintained, including washing and disposing of trash.
- f. Unauthorized stops and/or driving around town to waste time will not be tolerated.

ENERGY MANAGEMENT

Most Campuses and administrative support facilities are included in the School District's Energy Management System. Air conditioning / heating systems are programmed to operate during normal operating hours. However, if a special meeting or function is planned, notify the Maintenance Department by submitting

a "Use of School Property Lease Agreement" VPS Form 2021. Lease agreements must be submitted to Maintenance at least 5 days in advance

FLAGS

Texas Education Code states that the United States and the Texas flags be flown on all regular school days. This pertains to all schools and other educational or facility institutions. To replace work out flags, contact the head custodian of the campus.

STAFF DIRECTORY

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| John Urbano | Director of Maintenance |
| Pamela Stoute | Secretary, Director of Maintenance |
| Jimmy Supak | Energy Manager |
| Dan Davidson | Maintenance Coordinator, Mechanical |
| Josh McNeley | Maintenance Coordinator, Operations |
| Daniel Salinas | Roads/Grounds Supervisor |
| Alejandro Alcorta | Paint Shop Supervisor |
| Terry Tinkey | Electrical Supervisor |
| Noe Martinez | Mill Shop Supervisor |
| | Plumbing Supervisor |
| Richard Ramirez | Mechanic Supervisor |
| Marissa Cardona | Custodial Supervisor |
| Rosalinda Ortega | Custodial Clerk |
| Nicole Stewart | Receptionist / Environmental Clerk |
| Suzanne Dickson | Work Order Clerk |