





MAINTENANCE DEPARTMENT

PRINCIPALS' HANDBOOK

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-  Custodial Requirements
-  Custodial Report
-  Phase Cleaning

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-  Housing Checklist
 - ✓ Arctic Entry
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 - ✓ Bedroom
 - ✓ Kitchen
 - ✓ Living Room
 - ✓ Storage Room/Building
 - ✓ Utility Room
 - ✓ List of Standard Furnishing

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PERMIT

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VANDALISM

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- 📄 Checkout Checklist
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- 📄 Fire Facility Evacuation Plan
- 📄 Fire & Safety Self-Inspection Check for School
- 📄 Fire Regulations
- 📄 Monthly Fire Drill Log
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- 📄 Generator Data Sheet
- 📄 Playground Checklist
- 📄 Safety & Maintenance Checklist
- 📄 Weekly Air Handler Checklist
- 📄 Weekly Freezer Checklist
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- 📄 Winterization Checklist
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EXPEDIER

- ✂ Request for Quote Form
- ✂ Request for Parts/Equipment Form
- ✂ Notice of Parts Shipment Form
- ✂ Parts Check-out List Form
- ✂ Tool Sign-out List Form
- ✂ Vehicle Sign-out Form

FOOD SERVICES

- 📄 Monthly Summary Form
- 📄 Notice of Food Shipment Form
- 📄 Sample Menus

SUMMER PROJECTS

- ⚙ Addendum to Proposed Summer Projects Form
- ⚙ Summer Projects Wish List Form
- ⚙ Summer Projects Assignment Form

SOUTHWEST REGION SCHOOLS MAINTENANCE DEPARTMENT

Daily Custodial Inspection Checklist

Circle: Satisfactory (S) or Needs Improvement (NI)

Bathrooms and Locker Rooms	S	NI
Dust or dirt on sills, lockers, vents, mirror, lamp covers, dispensers.		
Dirt on floor beneath vents, in corners and behind toilets and doors.		
Dirt on toilet base, beneath seat cover.		
Dirt on walls, dispensers, stalls, doors, switches.		
Rust on or in toilets, urinals, sinks, and showers.		
Hair in drains, dust in exhaust vents.		
Dispensers full.		
Classrooms and Offices	S	NI
Dirt on trash containers.		
Chalk dust in chalk tray.		
Dust on vents, shelves, and sills.		
Dirt around classroom sinks dispensers.		
Dirt on walls, around switches, pencil sharpeners, door jams.		
Dust or dirt in floor corners, edges, under furniture, and vents, behind doors.		
Halls and Entryways	S	NI
Dust on horizontal surfaces, extinguisher boxes, vents, alarm boxes, windowsills,		
Dirt on trash containers.		
Dirt or smudges on walls, doors (kick boards), door windows, hall windows.		
Display Cases	S	NI
Dust around and in floor corners, edges, behind doors.		
Janitor Closet	S	NI
Neat and orderly.		
Equipment, vacuums, scrubbers, shampoos have no obvious defects such as broken hoses, cracked squeegees, frayed cords, and torn vacuum bags.		

CUSTODIAL REQUIREMENTS

SOUTHWEST REGION SCHOOLS

DAILY

- Dust: Furniture, shelves, radiators, windowsills, all other surfaces.
- Thoroughly clean and disinfect bathrooms and showers.
- Empty trash
- Clean entryway and classroom doors and door windows.
- Spot clean: walls, switches, door jams, lockers, and carpet.
- Clean water fountains and classroom sink areas.
- Vacuum or sweep floors and mop where necessary.
- Clean entryways (shake out mats as needed)
- Sweep or remove snow from steps and sidewalks. Spread salt as needed.
- Police grounds for trash.

WEEKLY

- Clean black boards and vacuum chalk trays.

PERIODICALLY

- Wash windows twice per year.
- Clean trash cans as needed.
- Shampoo carpeting once per year.
- Wash tile floors as needed
- Clean furniture once per year.
- High dust (over 6 feet) once per year.

PHASE CLEANING

Southwest Region School District

The following projects are meant to bring the appearance of the school up to an acceptable level. Each phase has an approximated duration. Through the time required is not important, it is some indication of the amount of work involved.

- Phase 1** Clean and organize janitor's closet - one night
- Phase 2** Completely clean classroom furniture - two weeks
- Phase 3** Clean walls, cupboards, etc... - two weeks
- Phase 4** High dusting (all surfaces above six feet) - one week
- Phase 5** Wash windows - two weeks
- Phase 6** Strip and wax all tiles - two weeks
- Phase 7** Clean school grounds - two days

HOUSING

Management Guidelines For Site Administrators

In evaluating the housing on your site, the following guidelines should be observed:

1. Furnishings assigned to a unit must remain with that unit. **NONE** of the assigned furnishings are to be removed, discarded or traded. There are several units, which do not contain all of those furnishings listed since they are smaller “efficiencies” with Kitchenettes. (A listing of furnishings is found in this Maintenance Section)
2. Since furniture orders require a three month lead time for delivery, and barge schedules must be observed, any consideration for replacement of furnishings should be submitted in early Spring of the preceding fiscal year for delivery the following school year. Airfreight from Dillingham to the villages is prohibitively expensive, and will be discouraged.
3. The Maintenance Department should be notified whenever furnishings have lost their usefulness, and/or they have been misused through carelessness or animal destruction. (This also applies to the physical facilities as well.) Tenants, who maintain animals in their housing unit, are responsible for their pets; as part of their lease, they are required to sign indemnification agreements.
4. Your office must furnish a list of tenants “move-in” and “move-out” dates and the number of the corresponding unit to the Business Office by the **LAST FRIDAY** in **AUGUST**. Subsequent modification to the “move-out” date may be made if there are extenuating circumstances. The site administrator must approve any occupancy by teacher tenants beyond the “move-out” date and notice is to be given to the Business Office and Maintenance Department. The same principle applies to “early” occupancy in the fall. As a general rule, the site administrator should be the last to leave after securing the site.
5. To secure site housing, the site administrator should ensure that all units are locked, keys are turned in and accounted for, all trash has been removed from the unit(s), propane, electric and water has been turned off, freezer and refrigerator are clean (contents removed), doors are propped open and appliances unplugged, stove/oven has been cleaned as well as the entire unit.

6. Teacher tenants should be reminded that they do not pay rent in the summer, and consequently maintenance or other authorized personnel may access the units during these non-school days. It is the obligation of the tenant to secure their personal property in one (bed) room with a hasp and lock. The installation of a dead-bolt lock, which requires drilling the door, is not permitted; tenant may be subjected to a cost of replacing the door.
7. Itinerant teachers should notify the Director of Secondary Education if any furnishings are lacking in their housing units on K-12 sites.
8. Although housing repairs are generally completed in the summer and the units are also inspected for unreported repairs, the conditions in the summer certainly different than those in the winter. The stress of winter has a varied impact on housing units. Identified problems under these extra the site administrator should report ordinary winter conditions during the school year either through a work order or year-end checkout.
9. As a matter of good management practice, teacher tenants should be reminded that lights should be turned off when the units are unoccupied during the school year. "Conservation of resources is everyone's business."

HOUSING CHECKLIST

Southwest Region School District

SITE: _____ HOUSE NUMBER: _____ DATE: _____

INSPECTION REPORT ON MOVE: IN: _____ OUT: _____

STAFF MEMBER: _____

	YES:	NO:
1) FLOORING: Carpet vacuumed and shampooed and vinyl mopped and waxed.	_____	_____
2) APPLIANCES: Stove, refrigerator, freezer, washer and dry cleaner. Were refrigerator and freezer doors propped open? Was propane turned off at tank?	_____	_____
3) WINDOWS: Were all windows locked?	_____	_____
4) WALLS AND CUPBOARDS: Were all cupboard and walls cleaned and all personal belongings out of the cupboards?	_____	_____
5) BATHROOMS: Were toilet, sink, tub and mirrors cleaned?	_____	_____
6) BELONGINGS: Lock up all belongings and dry goods in designated storage area.	_____	_____
7) FOOD: Remove all food from refrigerator and freezer.	_____	_____
8) DAMAGES: All damages recorded.	_____	_____
9) Were keys for quarters turned in?	_____	_____

Over all conditions/livability of house unit: POOR FAIR GOOD

COMMENTS: _____

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMMENTS ON MOVE: IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

Please provide a detailed description below of the dirty, missing, broken, or damaged item(s) recorded on the house diagram:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: IN:_____ OUT:_____

SITE:_____ HOUSE NUMBER:_____ DATE:_____

ARCTIC ENTRY

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CABINETS						
CLOSETS						
COAT HOOKS						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

BATHROOM

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CABINETS						
CLOSETS						
VANITY CLOSET						
TOILET:						
Seat:						
Flush mechanism						
LAVATORY						
Faucet						
Drain						
BATHTUB/SHOWER						
Faucet						
Drain						
Door/Curtain						
Sealants/Caulking						
Towel Rack						
Paper Dispenser						
Mirror						
Power Vent						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

BEDROOM (Master)

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CABINETS						
CLOSETS						
FURNITURE:						
Bed type:						
Dresser						
Night Stand						
Table Lamp						
Additional Furniture						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

BEDROOM (Second)

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CABINETS						
CLOSETS						
FURNITURE:						
Bed type:						
Dresser						
Night Stand						
Table Lamp						
Additional Furniture						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: _____ IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

BEDROOM (Master)

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
INVENTORY						
1 Crock Pot						
1 4-piece dinnerware set						
1 Hand Mixer						
1 Can Opener						
1 Measuring Cup set						
1 Pitcher						
1 Dish Drainer						
1 Cutlery Tray						
1 3-piece Bowl set						
2 Ice trays						
1 Measuring spoon set						
1 Splatter screen						
1 Large sauce pan						
1 small sauce pan						
1 Toaster						
1 Oval Roaster						
1 Cutting board						
1 Knife set						
1 Pyrex set						
2 Kitchen towels						
2 Hot pan holders						
2 dish holders						
4 Glasses						
1 Microwave Oven						
2 Frying pans						
1 Utensil set						
1 Coffee pot						
1 Cookie sheet						
1 20-piece silverware set						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

LIVING ROOM

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CLOSETS						
HIDE-A-BED/SOFA						
CHAIR/RECLINER						
READING LAMP						
COFFEE TABLE						
BOOK CASE						
Additional Furniture						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: _____ IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

STORAGE ROOM/BUILDING

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS Type:						
DOOR						
CABINETS						
SHELVING						

Mark specific damage or dirty areas on accompanying floor plan

HOUSING CHECKLIST

Southwest Region School District

TENANTS SUGGESTIONS OR COMENTS ON MOVE: _____ IN: _____ OUT: _____

SITE: _____ HOUSE NUMBER: _____ DATE: _____

UTILITY ROOM

ITEM	COMMENT	ACCEPTABLE	REPLACE	MISSING	DAMAGED	DIRTY
PAINT						
WALLS						
CEILING						
FLOOR						
Type:						
LIGHT FIXTURES						
LIGHT BULBS OR TUBES						
LIGHT SWITCHES						
RECEPTACLES						
RADIATOR COVERS						
WINDOW GLASS						
WINDOW HARDWARE						
WINDOW CONVERINGS						
Type:						
DOOR						
CLOSETS						
FURNITURE:						
Bed type:						
Dresser						
Night Stand						
Table Lamp						
Additional Furniture						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Mark specific damage or dirty areas on accompanying floor plan

LIST OF STANDARD FUNISHINGS

Southwest Region School District

LIVING ROOM

- Hide-a-bed
- Sofa chair or recliner
- Venetian blinds; state length and inside or outside months
- Coffee table
- 30x60 Book case
- End table

BEDROOM

- Bed; queen side for master bedroom cover
- Bunk beds, for secondary and third bedrooms, mattress cover
- Chests; 5 drawer if available, 4 drawer if not available
- Night stand
- Venetian blinds; state length and inside or outside months

KITCHEN

- Refrigerator, white
- Stove; propane, white
- Table & chairs, all wood chairs
- Venetian blinds; state length and inside or outside months

UTILITY

- Washer (or access to same), white
- Dryer (or access to same), white
- Deep freeze (or access to same), white-upright
- Vacuum cleaner

BATHROOM

- Shower curtain
- Venetian blinds; state length and inside or outside months

SITE SPRING INVENTORY
Southwest Region School District

Fax to Maintenance by April 1st

PROPANE

Full Cylinders _____
Partial Cylinders _____
Empty Cylinders _____
Estimated Cylinders Required for Next School Year _____

ETHYLENE GLYCOL KMO-TOG ONLY

Full Barrels _____
Partial Barrels _____

PROPYLENE GLYCOL

Full Containers _____ 55 GAL. Drum _____ 5 GAL. _____
Partial Containers _____ 55 GAL. Drum _____ 5 GAL. _____

GENERATOR/VEHICLE GLYCOL

Full Gallon Containers _____
Partial Gallon Containers _____
Estimated Gallons Required for Next School Year _____

GENERATOR MOTOR OIL 30 WEIGHT

Full 5-Gallon Containers _____
Partial 5-Gallon Containers _____
Estimated 5-Gallon Containers Required for Next Year _____

OIL SPILL ABSORBENT PADS

Amount on hand _____
Estimated Number Required for Next Year _____

VEHICLE MOTOR OIL 10-30, 5-30 ETC.

Number of Quarts on Hand _____
Estimated Number Required for Next Year _____

ATV/SNOMACHINE 2CYCLE OIL

Number of Quarts on Hand _____
Estimated Number Required for Next Year _____

TUBES OF GREASE

Number of Tubes on Hand _____
Estimated Number Required for Next Year _____

WASTE OIL That cannot be disposed of at site and must be sent to DLG:

Container size: _____ 55 GAL. Drum _____ 5 GAL. _____

SCHOOL: _____

SITE ADMINISTRATOR'S SIGNATURE

DATE APPROVED

SITE SPRING INVENTORY
Southwest Region School District

Fax to Maintenance by April 1st.

PROPANE

Full Cylinders _____
Partial Cylinders _____
Empty Cylinders _____
Estimated Cylinders required for next school year _____

ETHYLENE GLYCOL KMO-TOG ONLY

Full Barrels _____
Partial Barrels _____

PROPYLENE GLYCOL

Full containers 5 Gal _____ 1Gal _____
Partial containers 5 Gal _____ 1Gal _____

GENERATOR/VEHICLE GLYCOL

Full Gallon Containers _____
Partial Gallon Containers _____
Estimated 5-gallon containers required for next year _____

OIL SPILL ABSORBENT PADS

Amount on hand _____
Estimated number required for next year _____

VEHICLE MOTOR OIL 10-30, 5-30 ETC.

Number of quarts on hand _____
Estimated amount required for next year _____

ATV/SNOMACHINE 2 CYCLE OIL

Number of quarts on hand _____
Estimated number required for next year _____

TUBES OF GREASE

Number of tubes on hand _____
Estimated number required for next year _____

WASTE OIL That cannot be disposed of at site and must be send to DLG:

Container size: 55 GAL. DRUM ___ 5 GAL. ___

SCHOOL: _____

SITE ADMINISTRATOR'S SIGNATURE

DATE APPROVED

SITE SPRING INVENTORY cont.

VEHICLE/ATV OIL AND FUEL FILTERS

SENT LIST WITH NUMBER OF:

- OIL FILTERS ON HAND, PART NUMBERS AND NUMBER NEEDED

- FUEL FILTERS ON HAND, PART NUMBERS AND NUMBER NEEDED

- AIR FILTERS ON HAND, PART NUMERS AND NUMBER NEEDED

SCHOOL: _____

SITE ADMINISTRATOR'S SIGNATURE

DATE APPROVED

SCHOOL FACILITY USE PERMIT
Southwest Region School District

Date: _____

Organization: _____

Name: _____

Dates you need to use the school: _____ to _____

Total time the school will be in your custody: _____ am/pm to _____ am/pm

Purpose for use of school facility. Explain briefly.

Who will be responsible for maintenance of the building, and take custody of the keys?

Amount of deposit, if any: _____

Applicant's signature: _____

Principal's signature: _____

CHECKOUT CHECKLIST
Southwest Region School District

To be completed by Custodian at the end of school year and review by Site Administrator

SCHOOL _____

DATE _____

1. The school, quarters, generator building, and any storage buildings have been cleaned, and tile floors stripped.
2. School grounds have been cleaned and are in safe condition if used during the summer.
3. All trash has been disposed of properly. (Leave some newspapers, paper towels, and cleaning detergent of powder out for summer maintenance personnel).
4. Shut off all fuel valves: bulk storage tanks, from day tanks to individual appliances, propane tanks, and generators.
5. Turn off all water faucets and leave all drains open.
6. Secure phones in locked cabinets/desks - keys (marked) must be turned in to Maintenance.
7. Turn thermostats to minimal setting of 60 degrees.
8. Turn off switches for hot water heaters, furnaces, water pumps, circulating pumps, etc. On battery operated fire and emergency lighting systems, turn the lamp switch on control box off.
9. Turn of freezers, switches for all heat tapes, or unplug if there are no switches.
10. Turn off main circuit breakers (and then the generators). Clean generators, oil pans, and generator house. If school is on village or AVEC power, turn off all circuits except those going to fire alarms. Turn in final monthly generator report to Maintenance with this checklist.
11. Post weather-protected notice at each door entrances stating the following:

This school and quarters are closed for the summer. No admittance without permission. For further information contact:

Community School Committee Chairperson OR
SWRSD Office
P.O. Box 90
Dillingham, AK 99576
Phone: (907) 842-5287

CHECKOUT CHECKLIST
Southwest Region School District

12. Conduct a final fire and security inspection of all the building.
13. Leave a copy of your step-by-step closing procedures in the school office for reference this fall. Bring original to the district office when you check out.
14. Check if all frozen food remaining from the School Lunch Program has been shipped to Dillingham. Ensure shipment.
15. Lock all quarters, school, an generator house and storage buildings and deliver one set of keys to the contact person shown in item #11 of this check out list.

The above check out list is provided as a general guideline for steps to be taken by you and your custodian in closing your site. For items not checked, state item number and give reason. Also list added actions taken.

VERIFICATION:

As Site Administrator, I have checked all of the above items as having been accomplished.

Site Administrator: _____ Date: _____

ATTACHMENT CHECKLISTS:

- Self-Inspection report
- Electrical
- Air Handler
- Freezer
- Furnace
- Generator Data Sheet
- Safety & Maintenance
- Weekly Generator
- Annual (year end) Equipment Cleaning

Note:

A copy of each Fire Drill sheet should be maintained on site for Fire Marshall review.

**THIS CHECKOUT CHECKLIST IS TO BE SUBMITTED TO THE DIRECTOR-
MAINTENANCE AT FINAL CHECK OUT.**

FACILITY EVACUATION PLAN
Southwest Region School District

- Close all windows
- Turn off all lights
- Close all doors
- Take class roll book
- Use proper exits as indicated on the drill map
- Move 150' away from the building
- Have students' proceed in an orderly manner
- Take roll call when clear of the building
- Re-enter when the school bell rings three times
- Discuss any violation of conduct while drill was in process with student upon return to class

ROLE PLAY AND PRACICE THIS DRILL ON A MONTHY BASIS. MAKE SURE THE EVACUATION PLAN IS POSTED IN THE CLASSROMM AT THE STUDENTS' EYE LEVEL

**FIRE AND SAFETY
 SELF-INSPECTION CHECK FOR SCHOOL
 Southwest Region School District**

SCHOOL _____

DATE _____

<u>Initial</u>		<u>Check one</u>
_____	1. Have any changes in use of rooms or facilities, or construction of any type, been approved by the State Fire Marshall?	Yes No N/A
_____	2. Are at least nine (9) fire exit drills conducted each school year ?	Yes No N/A
_____	3. Are fire exits routed posted in each room?	Yes No N/A
_____	4. Can all exits doors be opened from the inside without a key or special knowledge and are they free of deadbolt or other special locks?	Yes No N/A
_____	5. Are all exit corridors and hallways free of obstructions (such as desks, tables, chairs, furniture or boxes?)	Yes No N/A
_____	6. Exit ways must be illuminated any time the building is in use. Are all emergency lights and exit signs operational?	Yes No N/A
_____	7. Combustible storage is not allowed in boiler/furnace rooms, mechanical spaces, electrical rooms, attics, crawl spaces, under floors, or concealed spaces. Have all combustibles been removed from these areas/rooms?	Yes No N/A
_____	8. Are all decorations or art work in the corridors limited to 20% of the wall surface?	Yes No N/A
_____	9. Are there fire doors between hazardous areas (such as shops and laboratories) and the rest of the building?	Yes No N/A
_____	10. Have all fire protective devices or systems (such as fire sprinklers, fire alarms systems, fire extinguishers) been serviced or maintained within the past years?	Yes No N/A
_____	11. Are electrical devices properly installed? Are cover plates Present on outlets and switches? NOTE: There should be no exposed electrical connections.	Yes No N/A

- | | | |
|-------|---|------------|
| _____ | 12. Are extension cords being used as a substitute for fixed wiring? If so, discontinue their use or provide additional electrical outlets. | Yes No N/A |
| _____ | 13. Toxic and poison products, i.e., cleaners, blues, paints, etc., need to be stored in locked cabinets or closets. Flammable products such as some cleaners, glues, paints, etc., need to be stored in approved locked metal cabinet. | Yes No N/A |
| _____ | 14. Are portable electrical appliance and all electrical wiring and panels in good condition? | Yes No N/A |
| _____ | 15. Are "NO SMOKING" rules enforced? Are signs posted at all entryways? | Yes No N/A |
| _____ | 16. Is all storage neat, orderly, and in suitable locations?
NOTE: Storage of combustible materials (such as wood, paper, plastics) | Yes No N/A |
| _____ | 17. Was Emergency organization developed with quarterly instruction and training received? | Yes No N/A |
| _____ | 18. Are chemistry lab chemicals checked for shelf life? Are chemicals, which react with each other, stored separately? Are chemicals kept locked up at all times? | Yes No N/A |
| _____ | 19. Are all combustible and flammable materials stored in an approved cabinet? | Yes No N/A |
| _____ | 20. Are First-Aid kits well stocked and visible for use? Have commonly used items i.e., Band-Aids, antiseptic, etc., been replaced? | Yes No N/A |
| _____ | 21. Has damage, such as holes and cracks in interior walls or ceiling been repaired to maintain the required fire resistance? | Yes No N/A |

- _____ 22. Is there a clear spaced (30 in. horizontal and 72 in. vertical) maintained around all electrical panels? There must also be a 30 in. wide access path to the panels for emergency shutdown if needed Yes No N/A
- _____ 23. Gasoline powered equipment cannot be stored in buildings without meeting special requirements. Is all gasoline powered equipment (snow blower, lawnmowers, snow machine, ATVs etc.) properly stored? Yes No N/A
- _____ 24. Are employees/staff trained on how to respond in an emergency and fire reporting procedure? Yes No N/A
- _____ 25. Are seasonal and other decorative materials non-combustible or fire retardant treated? Yes No N/A

EXTERIOR

- _____ 26. Are all fire hydrants accessible to fire department personnel? NOTE: There should be three (3) feet of clearance around all fire hydrants including snow accumulation. Yes No N/A
- _____ 27. Are all fire lanes or fire access roadways unobstructed? Are "NO PARKING - FIRE LANE" signs present? Yes No N/A
- _____ 28. Are dumpsters stored at least five (5) feet from any combustible (wood) buildings or eaves, and five (5) feet from doors and windows to prevent fire from spreading into the building? Yes No N/A
- _____ 29. Are fuel tanks and piping protected against vehicle collision? Yes No N/A

SHOP AREAS

- _____ 30. Are all oil-soaked rags stored in metal containers with lids? Yes No N/A
- _____ 31. Are there clear aisles or paths leading to all exit doors? Yes No N/A
- _____ 32. Are there fire extinguishers located within thirty (30) feet of all hazardous processes (such as painting, welding, or woodworking?) Yes No N/A
- _____ 33. Are all flammable liquids stored in approved cabinets? Yes No N/A

- _____ 34. Are all compressed gas cylinders (oxygen, acetylene, propane) secured so that they can't fall over? Yes No N/A
- _____ 35. Is Wood Shop housekeeping satisfactory with no excessive dust accumulation? (cleaned daily) Yes No N/A
- _____ 36. Are Auto Shop hazards properly protected with solvent parts washing tanks and UL waste cans provided? Yes No N/A

LABORATORIES

- _____ 37. Does the laboratory meet the requirements of the Science Safety Law and Department of Education guidelines? Yes No N/A
- _____ 38. Are all chemicals stored in a secure area? Yes No N/A
- _____ 39. Are all flammable liquids stored in approved cabinets? Yes No N/A
- _____ 40. Are all corrosives stored in approved cabinets? Yes No N/A
- _____ 41. Do all sleeves used for storing chemicals have lips or guards to prevent containers from falling off? Yes No N/A
- _____ 42. Are all chemical containers marked or labeled? Yes No N/A

KITCHEN

- _____ 43. Are the exhaust hoods, ducts, and filters clear of any grease accumulation? Do the hoods operate properly? Yes No N/A
- _____ 44. If the kitchen hood has an automatic fire extinguishing system, has it been inspected and serviced within the past twelve (12) months? Yes No N/A
- _____ 45. Is there a fire extinguisher (minimum 40BC rated) within thirty (30) feet of the cooking equipment? Yes No N/A
- _____ 46. Is there a means of shutting off the gas supply to the cooking equipment in the event of an emergency? Yes No N/A

ART ROOMS/PERFORMING ARTS AREAS

- _____ 47. Is the area near the kiln free of combustible storage?
NOTE: As a rule there should be no storage within thirty
(30) in. of kiln? Yes No N/A
- _____ 48. Are there clear aisles or paths leading to all exit doors? Yes No N/A
- _____ 49. Are all flammable or combustible liquids (some paints,
thinners) stored in approved cabinets? Yes No N/A
- _____ 50. Are combustible materials (such as paper, wood, props, sets
or decorations) kept in storage rooms designed for the
purpose? Yes No N/A
- _____ 51. Are stage curtains and similar hangings fire retardant? Yes No N/A

ALL SPACES IN SCHOOLS

- _____ 52. Are all storage, custodial, boiler, air handlers, and
equipment rooms kept locked at all times? Yes No N/A
- _____ 53. Do all rooms used for storage of combustible materials
(wood, paper, plastic) have one-hour fire rated walls
(sheetrock or plaster) in good condition? Yes No N/A
- _____ 54. Do all rooms used for storage of combustibles (wood,
paper, plastic) have fire rated doors (or solid core 1 ¾ inch
thick wood doors) with self-closures (or automatic fire
sprinklers) in them? Yes No N/A
- _____ 55. Do all storage rooms have smoke or heat detectors in
them? Yes No N/A
- _____ 56. Are all flammable liquids stored in approved cabinets? Yes No N/A
- _____ 57. Are storage items twenty-four (24) inches or more from the
ceiling? Yes No N/A

Both signatures are required for completion of the Fire and Safety Inspection

Site Administrator

Date

Site Maintenance/Custodial

Date

Report Due: January 31, annually

Southwest Region School District

Regulations* specify that a fire drill will be conducted monthly while school is in session and a written record maintained. An evacuation plan should also be posted in each classroom. The Fire Marshall's office suggests that the site administrator use a different pull station to initiate the fire drill each month so that each station is checked for proper operation. Each exit should have a pull station nearby.

Please review with your staff the correct procedure for evacuating your school, the alarm system to be used, how the students will be notified when it is safe to return to the building and other safety rules when leaving the building. Teachers should leave the school building with their grade books to verify that all children have evacuated the facility.

The following form is to be maintained in your school files, and a copy submitted to the central office during the final check out.

*Fire Marshall Regulations Title 12 AAC 50.060B, AS 18.70.010

MONTHLY FIRE DRILL LOG
Southwest Region School District

SCHOOL _____

Date of Drill	Evacuation Time	Comments

The above fire drill was conducted during the school year _____

Signature of Site Administrator

Date

**SUBMIT A COPY OF THIS RECORD TO THE DISTRICT OFFICE -
MAINTENANCE DIRECTOR DURING FINAL CHECK OUT**

FUEL TRANSFER PROCEDURE CHECKLIST

Southwest Region School District

The barge operator is responsible for the fuel transfer operation. The following steps should be followed, as applicable, to safeguard the interest of the village and school.

- _____ 1. Upon notification of the arrival of the barge, the designated SRS representative should meet the barge operator and discuss his role in monitoring the fuel transfer process.
- _____ 2. The SRS representative should insure that the pump meter ticket is blank prior to it being stamped at the start of the pumping transfer operations.
- _____ 3. The SRS representative should walk the length of the pipeline from the bulk storage tanks to insure that there are no breaks or possible breaks.
- _____ 4. Drain off all condensation (water) in bulk tank, day tanks and drums.
- _____ 5. When the barge pump has been connected to the bulk storage tank pipeline, all valves connecting the first bulk tank to be filled and barge should be opened.
- _____ 6. During the transfer of fuel operation, the SRS representative should walk the pipeline to insure that no leaks have occurred.
- _____ 7. The SRS representative should fill all school day tanks so that as much fuel as possible can be taken on from the barge.
- _____ 8. The SRS representative should regularly check the fuel level in the bulk storage tank being filled and station himself on the top of the storage tank when the level has reached $\frac{3}{4}$ full.
- _____ 9. When the first bulk tank is almost filled, the SRS representative shall open the valve to the next bulk tank and close the valve to the filled bulk tank.
- _____ 10. When the final bulk storage tank is $\frac{3}{4}$ full, the SRS representative shall let the barge operator know to prepare to stopping the pump. When the last bulk tank is one foot from the top, the SRS representative shall signal the barge operator to stop pumping.
- _____ 11. All valves to the bulk storage tanks should be closed and all the valves on the pipeline should be closed.
- _____ 12. Insure that the barge operator securely caps off the pipeline.

Sign and keep one copy of the meter ticket and mail to:

Southwest Region School District
c/o Maintenance Department
P.O. Box 90
Dillingham, Alaska 99576

*Attach a copy of the SRS fuel inventory form

Signature of Site Administrator

Date

GENERATOR DATA SHEET
Southwest Region School District

Please complete by first week of each month

SCHOOL _____

DATE _____

GEN. #1	Hours	Cycle Volts	AMP #1	AMP #2	AMP #3	Engine Temp	Engine Oil Pressure	Coolant added in Qrts	Engine oil added in Qrts	Air Filter Change	Oil Filter change	Fuel filter Change	Maint. Done on Generator

Site Administrator: _____

Date: _____

PLAYGROUND CHECKLIST

Southwest Region School District

SAFETY SURFACING:

Loose material – organic and inorganic

- A minimum of eight inches of safety surface must be available under all structures additionally.
- Impact zones under swings and the slide exit chute should be a total of 24 inches in depth.
- Inorganic materials selected for use must be round.
- Inorganic materials selected for use must be between the sizes of 1/32” and ¼ diameter.

Layout

- Fall zones, which surround traditional equipment, must be free of obstacles.
- Player traffic routes in the use zones must be large enough to provide multi-directional movement.
- Natural sight lines must remain open so that the playground may be monitored.

ENTRAPMENT:

- Five to seven inch openings must be removed or filled prevent head entrapment.
- “V” shaped intersections between parts of the equipment, which are (1) 55 degrees or less, (2) 10 degrees above horizontal and (3) more than 24” above the ground must be removed or filled to prevent entrapment.
- All parts of the playground, including connecting hardware and handholds, must be capable of entangling clothing. This includes pipe extensions used for handholds.

CORNERS, EDGES & PROTRUSIONS:

- The edges and corners of all objects in the environment must be radiused (rounded).
- All sharp edges within the environment must be eliminated.
- All pipe ends must be capped.
- All protrusions from connecting hardware must have a permanently affixed protective covering.
- All protrusions, even if covered, must not extend greater than the diameter of the object.

SPECIFIC PIECES OF EQUIPMENT:

Swings-Standard

- “S” hooks must be fully closed
- The distance between seats and stationary supports or other seats must be at least 18 inches.
- Seats must be slash proof.
- Suspended masses, such as animal figures, must not be used unless documentation is provided which establishes that they pass the USCPSC 200g impact test.
- Swings with seats designed for proper positioning and support are preferred.

Swings-tire

- Distance between support beams must be two times the swing height plus 48 inches.
- Ball joint bearings must have at least 170 degrees of rotation.
- Universal joint bearings must be covered with a durable, flexible shield.

Climbers

- Climbers should be of the “free-fall” design, i.e., arches and domes, which do not present obstacles on which to fall, as do the “cube” and most theme type of climbers.
- Climbers are the most frequent source of entrapment and must be carefully examined for this problem.
- Link climbers to other structures to generate additional activity and reduce “king of the mountain” games.

BALANCE EQUIPMENT:

Balance activities have been identified as having significant value

- Soft balance activities (i.e., rope) have the greatest value and appeal.
- Suspended balance activities place large stress forces on play structures. Check to ensure that designs are able to accommodate such loads.
- Suspended balance activity place large stress forces on play structures. Check to ensure that designs are able to accommodate such loads.
- Suspended balance activity equipment must be frequently inspected for wear at the connection points.
- Stability and traction surfaces on balance equipment must be included as a part of the design.

SPINNERS OR MERRY-GO-ROUNDS:

- In general, spinners are not recommended for school settings unless they are 4 feet or less in diameter and are equipped with speed governors.
- Spinners must have rails, which fully enclose the platform.
- The distance from the bottom edge of the platform and the fall.
- All protrusions or projections must be eliminated from any spinning equipment.
- The “running track” zone around spinners, which players use to push the spinners, tends to become worn and thus becomes a low spot on the playground. This zone should have double deep surfacing material and positive drainage.
- Designs, which provide access to and support for disabled users are preferred.

SAFETY AND MAINTENANCE CHECKLIST
Southwest Region School District

Please complete by first week of each month

SCHOOL _____ DATE _____

- | | | | |
|-----|---|-----|----|
| 1. | Fire alarms operate. | Yes | No |
| 2. | Date of last fire drill. | Yes | No |
| 3. | Mechanical rooms free of combustible material. | Yes | No |
| 4. | Doors not block open. | Yes | No |
| 5. | All stairs and landings free of snow and ice. | Yes | No |
| 6. | List all emergency life/safety work orders not complete:

_____ | | |
| 7. | Level of satisfaction with daily cleaning of building:
Satisfied Good Poor Critical | | |
| 8. | Classroom and gym light off when not in use. | Yes | No |
| 9. | Heat controls working properly. | Yes | No |
| 10. | List too hot and too cold rooms: _____
_____ | | |

Signature: _____ Date: _____

WEEKLY AIR HANDLER CHECKLIST

Southwest Region School District

Please complete by first week of each month

SCHOOL _____ DATE _____

CHECK	CHECK THE FOLLOWING	COMMENTS
	Shut unit off.	
	If motor is hot to the touch belt is too tight or pulley is adjusted to close.	
	Check all mounting bolts.	
	Check filter media, change as needed.	
	Check bearing play on fan shaft.	
	Check all damper linkage for wear.	
	Oil motor bearing as per manufacturers specification, located on motor. (Required yearly)	

Custodian: _____

Date: _____

Site Administrator: _____

Date: _____

WEEKLY FREEZER CHECKLIST

Southwest Region School District

Please complete by first week of each month

SCHOOL _____ DATE _____

CHECK	CHECK THE FOLLOWING	COMMENTS
	Check for ice build up on coils; if ice is building up in one section defrost elements is out.	
	Check drip pan for ice build up.	
	Check temperature, should maintain between -5 F to +5 F.	
	Make sure sensor tubes are not rubbing on parts of frame or compressor.	
	Check oil level in compressor.	
	Check condition of door seal.	
	Make sure circulating fans are working.	

Custodian: _____

Date: _____

Site Administrator: _____

Date: _____

WEEKLY FURNACE CHECKLIST

Southwest Region School District

Please complete by first week of each month

SCHOOL _____ DATE _____

CHECK	CHECK THE FOLLOWING	COMMENTS
	Turn unit off.	
	Check belt tension and bearings. If belt is worn, replace.	
	Check filter media change if dirty.	
	Check burner flange mounting bolts.	
	Clean fan blades if dirty.	
	Oil motor bearings as per manufacturers specifications located on motor. (Required yearly)	
	Check flame color, should be bright yellow.	
	Make sure fan operating limit is functioning correctly. Burn should shut off and fan should continue to run until low limit is reach.	

Custodian: _____

Date: _____

Site Administrator: _____

Date: _____

WEEKLY GENERATOR CHEKLIST
Southwest Region School District

Please complete by first week of each month

SCHOOL _____

DATE _____

CHECK	CHECK THE FOLLOWING	COMMENTS
	Engine oil level.	
	Radiator or surge tank - coolant level (radiator level 1" from bottom of the fall tube and surge tank 1/8" to 1/4" fluid level in sight glass)	
	Block heater - functioning?	
	Oil heater - functioning?	
	Battery charger - functioning?	
	Circulation pump on? (KEK, KGK, TWA)	
	Batteries - verify acid level 1/2" from top of vent slot in each individual cell. Batteries - inspect connection for corrosion, clean if corroded.	
	Belts for tightness.	
	Hoses for leaks.	
	Engine for leaks or oil seepage; clean the engine.	
	<ul style="list-style-type: none"> • Start the engine - bring up to operating temperature. • Bring the engine up to speed; energize the field and monitor a) voltage b) amperage c) cycles d) temperature e) oil pressure. • Turn off the field switch, and reduce engine speed to idle for 5 minutes to cool turbo; shut down engine. 	

Custodian: _____

Date: _____

Site Administrator _____

Date: _____

WINTERIZATION CHECKLIST
Southwest Region School District

Check the following items to guarantee that you are ready for the cold weather.

Check and return this form to district maintenance by **October 1**.

- _____ 1. Drain all water from fuel lines and fuel storage tanks.
- _____ 2. Test all heat tapes to ensure they are working properly.
- _____ 3. Check all building skirting to ensure that no cold air will enter the building.
- _____ 4. Check all anti-freezers in power plants and boiler systems.
- _____ 5. Check to make sure all windows and doors close properly.
- _____ 6. Check all insulated lines to insure they are still securely wrapped.
- _____ 7. Check all emergencies lighting or heating devices to insure they work properly.
- _____ 8. Check all equipment to insure it is stored out of the weather, or wrapped to prevent damage caused by winter storage.
- _____ 9. Service vehicle. Check anti-freezer, change oil and filter, check v-belts, clean and tighten battery cables.
- _____ 10. Service 4 or 6 wheeler and/or snow machine.

SCHOOL: _____

DATE: _____

SIGNATURE OF SITE ADMINISTRATOR: _____

CLEANING CHECKLIST
Annual (year-end)
Southwest Region School District

To be completed by Custodian at the end of school year and review by Site Administrator

SCHOOL _____ DATE _____

CHECK	CHECK THE FOLLOWING	COMMENTS
	<u>Electrical:</u> Disconnect all battery back-up systems, including uninterrupted power supplies for computers/exit signs/emergency lights (leave heating systems on).	
	Disconnect chargers/batteries on generators.	
	<u>Refrigerator:</u> Vacuum coils/condensers refrigerators/freezers (all housing units and school).	
	<u>Air Handler Systems:</u> Replace filter media.	
	Replace all belts.	
	Clean all louvers in exhaust fans/air systems (housing units and school).	
	Oil all motors to manufacturers specifications.	
	Lubricate all bearings.	
	<u>Furnace:</u> Replace filter media in all forced air furnaces.	

CLEANING CHECKLIST
Annual (Year-end)
Southwest Region School District

CLEANING CHECKLIST Cont.

CHECK	CHECK THE FOLLOWING:	COMMENTS
	Replace all belts.	
	Oil burner motors to manufacturers specifications.	
	Grease actuator gear on all Honey well zone valves.	
	Shut off fuel lines to burners.	
	Fill (top-off) all day tanks and close all valves.	
	Clean and brush boilers/furnaces (all housing units and school)	
	Clean/scrub tank farm containment dike. Immediately report any breakage to Dist. Maint.	
	<u>Misc.</u> Clean P-traps (all housing units and school).	
	Lubricate with poxylube strikers/lock sets (all housing units and school).	

Custodian: _____

Date: _____

Site Administrator: _____

Date: _____

VANDALISM & PROPERTY DAMANGE REPORT
Southwest Region School District

Description of vandalism or property damage:

Location of damage:

Identity of Individuals responsible:

Why did the damage take place?

Report to: Central Office: _____ State Police: _____

Person making report to: Central Office: _____

State Police: _____

Recommended follow up:

Signature

Date

Site

Southwest Region Schools
Maintenance Department
P.O. Box 90
Dillingham, AK 99576

NOTICE OF PARTS SHIPMENT

TO: Site Administrator/Secretary

SITE: _____

FROM: Monty Murphy, Expediter

Your _____ will be arriving _____
(Today)

on _____ at approximately _____
(Airline)

Please call Monty Murphy if you have any questions.

Thank you.

SOUTHWEST REGION SCHOOLS

DILLINGHAM, AK 99576

PHONE: 907-842-5287

FAX: 907-842-5428

REQUEST FOR QUOTE

DO NOT SHIP

TO: _____

DATE: _____

QUANTITY	STOCK #	ITEM DESCRIPTION	UNIT PRICE	TOTAL

DISCOUNT IF AVAILABLE: _____

TOTAL: _____

Originator

