



Physical Plant Policy Book
Physical Plant Office
231-1026

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Addendum Page

All pages in this document should be dated 11/10/16, (no addenda)

Introduction

The following document outlines the policies of the Physical Plant Department of the State College Area School District. It is your responsibility to keep this document and update it as instructed. By definition, the policies of the department are at the discretion of the Director and this document is subject to change as necessary. A revised addendum page will accompany any changes to this document. You are encouraged to keep your book up to date. If you are not sure, please ask to see an updated addendum page.

These policies are a written supplement of many other rules, regulations, and standards to which we all must adhere. The union contract, board policy, the school code, and federal, state, and local laws all take precedent over anything written here. (If you have questions regarding these, please call the physical plant office). Additionally, staff members have one or more of the following: job descriptions, assigned work orders, work schedules, typical daily duties, and work area. These govern a staff member's assignment on a day-to-day basis and are not detailed in this document. Finally, there exist general rules of good conduct, which cannot be documented in detail. The purpose of this document is to aid in your successful employment with the district by identifying and clarifying the established policies of the department.

You will be expected to follow these policies, so I hope that you take some time to familiarize yourself with what follows. If you do not understand any portion, please ask your supervisor or myself for an explanation.

Ed Poprik

Director of Physical Plant

A) Organization-

Introduction - The physical plant department is responsible for the care of the district's buildings and grounds. This is a complex task, which involves a wide variety of responsibilities. Various job classifications exist within the department. Each of these positions has a different set of responsibilities within the department. This section is not an attempt to define the responsibilities, but rather, is clarification as to how they interact and how various issues are addressed across these lines.

1) Chain of command

a) sections - Within the department there are three sections: Administrative, Maintenance, and Custodial each with their own area of responsibility. Overlap is very common when maintaining the physical plant and close coordination is necessary between all sections. The Director will clarify responsibility and coordination if a particular situation warrants such action. (See A.1.e and A.3 for further clarification of duties and responsibilities)

b) supervisory authority - Several grades of supervisor positions exist within the department. In order of descending authority they are:

- I) Director
- II) Assistant Director
- III) First line supervisor (shop and secondary buildings)
- IV) Plant supervisor (elementary buildings)
- V) Group leader

Each grade has its own job description and level of authority, but in general each grade of supervisor has work assignments and supervisory duties. In all cases, a supervisor is required to give direction, observe performance, and document offenses by staff members. In most cases, the supervisor's authority lies with their own assigned staff, but in some cases (such as observation of wrong doing) a supervisor may have authority over staff assigned to another supervisor. (For detail on disciplinary authority see A.5)

c) out of grade performance - When a supervisor is absent, the position will be filled by a staff member in that building or shop. The person filling this position will be paid according to provisions in the contract and will assume the supervisor's responsibilities, with the exception of administering discipline. If discipline is required, the staff member should contact the Physical Plant Director or Assistant immediately. In the case of a secondary building, the group leader will assume the position. If the group leader is not available, seniority will be used to determine which available staff member will fill that position. In the shops and elementary buildings, seniority will be used in the determination. The Physical Plant office has discretion to fill supervisory roles as needed if staff is not available within a given unit as needed, and out of grade performance pay will be applied accordingly.

d) other administrators - The Superintendent of Schools is the lead administrator in the district, who delegates authority as needed. In all matters, direction from the superintendent takes precedent. Building principals have the obligation to oversee their assigned building. While not direct supervisors to the custodial staff, they may give direction on items needing attention or other associated needs. Staff members take appropriate direction from all administrators. If the request is in conflict to direction given by your supervisor, you should complete the request, then contact that supervisor as soon as it is convenient and inform them of the situation. If the request is a threat to safety or security, you should inform the administrator of the condition.

e) diagram - The attached diagram (figure 1, page 13) depicts the departmental structure and chain of command. This diagram is subject to periodic updates and is meant to reflect the current status. Where numbers are used to indicate staff, this is not a promise of staffing allotments or positions.

2) Assignment

Dependent on position, a staff member may have one or more of the following:

- I) Time Guidelines for Custodial Work
- II) Job description
- III) Work area
- IV) Assigned work orders

These are not contained in this document, but are available to the staff member for review and should be updated as needed. In all cases, a supervisor may change these assignments if needed to cover daily needs or special situations.

3) Communication / building management

Each supervisor has an area of responsibility. If another supervisor or staff member must complete work that affects another supervisor's area of responsibility, they are required to inform said supervisor. Preferably this is done in advance. If this is not possible, every means necessary will be used to convey this information as soon as possible. Several examples are; when maintenance staff arrives to complete a work order, they should notify the Plant Supervisor of their arrival; when a delivery is made the staff person making the delivery should radio the Plant Supervisor for a drop location; and when a supervisor completes work normally falling into the normal duties of a particular maintenance shop, they should notify that shop of what was completed.

4) Substitutes

a) procurement of, in custodial operations - When staff members are absent during the year, the physical plant office must be contacted as soon as possible to arrange for a substitute. If no substitute is available, one of the following options should be used (listed in order of preference):

- I) Authorize available building staff overtime to clean the area in question.
- II) Call building staff from another shift to clean the area in question.
- III) Request that the remaining staff clean their own areas to the minimum standard, followed by cleaning the open area to the minimum standard. On subsequent days, overtime may be authorized to catch up on work that was missed.
- IV) When the first 3 options are exhausted, staff from other buildings or departments may be requested to work in a building. This will be done on a voluntary basis. The physical plant office will maintain a list of interested staff members and use this on a rotating seniority basis.

Every attempt will be made to honor vacation requests. If all options are exhausted in attempting to cover building needs, vacation requests will be honored on a seniority basis.

b) direction of - Any assigned substitute will be supervised and expected to perform to the level of a regular staff member. They should complete the regular staff assignments and additional assignments as needed. They should be given direction by a supervisor or group leader. Any matters requiring documentation or discipline should be noted and referred to the Assistant Director or Director.

5) Progressive discipline

a) enforcement of contract - Each supervisor has a responsibility to help enforce the contract, maintain performance standards, monitor conduct, and enforce district and departmental policies.

b) process- The general steps in progressive discipline are as follows:

- I) verbal warning
- II) written warning
- III) suspension
- IV) termination

Group leaders are the only supervisors (A.1.b) who do not deliver discipline, they are to monitor and report incidents to their immediate supervisor.

The progression through these steps is dependent on the nature of the violation. For example, theft may result in immediate termination while substandard performance may require several verbal warnings and a written warning prior to any suspension or termination. Many factors are involved in each case and printing guidelines listing offenses and actions would be unfair to all parties. Supervisors may write notes or memos to staff members documenting a variety of transgressions. These are considered “verbal warnings.”

A written warning may be delivered by the Director, Assistant, or in some instances, a First Line Supervisor. In the instance of a written warning, a letter will be delivered to the employee including notice that said letter will be entered into the employee’s personnel file.

Any supervisor may send an employee home if, in the supervisor’s best judgment, that employee has committed a flagrant violation of proper conduct or is deemed to be a danger to themselves or others. This will be with pay, pending an investigation. If it is determined a just action, pay may be revoked retroactively.

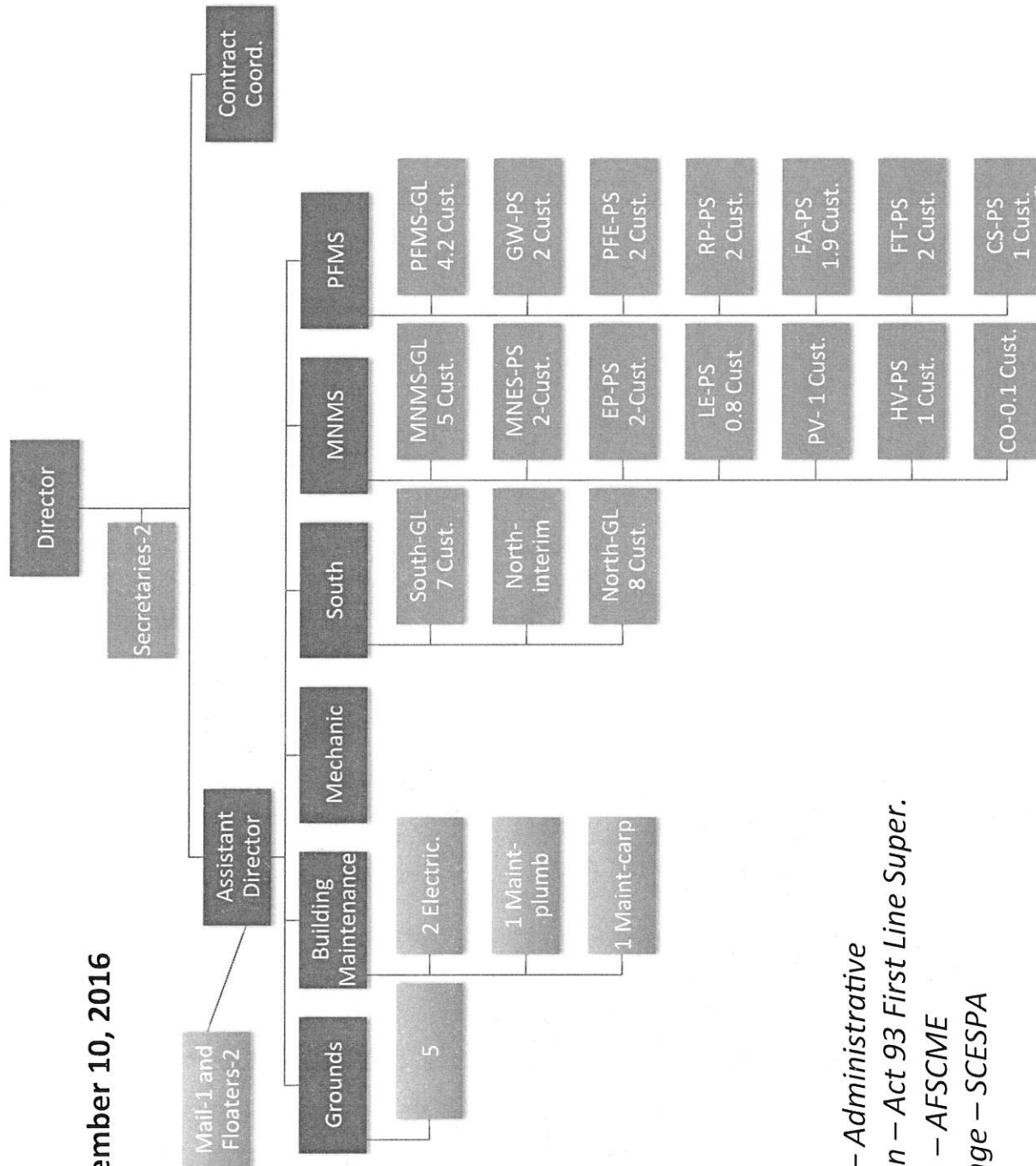
c) examples- It would be impossible to list every example of conduct warranting discipline. However, a list is provided to help clarify offenses that are not tolerable:

- Sub-standard performance (not fulfilling job requirements)
- Smoking on district property
- Interfering with others on the job
- Absent without approval
- Sleeping on the job
- Entering or using facilities without assignment or permission
- Loitering in other work areas
- Excessive breaks
- Leaving premises during assignment without permission
- Gambling on school property
- Alcohol on breath
- Consuming, possessing, or being under the influence of illegal drugs or alcohol
- Stopping work before quitting time
- Obscene or abusive language
- Insubordination
- Theft
- Horse play
- Threatening, intimidating, or fighting with other employees
- Excessive use of personal cell phone (all phone use should be done during authorized breaks except in the case of emergency)
- Personal use of district computers

6) Outside contractors

- a) coordination of** - The Contract Coordinator shall be responsible for coordinating work of all outside contractors. Communication between plant supervisors and the coordinator is essential for effective operation. The coordinator will inform the supervisors of schedules and the supervisor will inform the coordinator of arrivals, progress and completion. All Plant Supervisors shall help coordination of outside contractors with district activities. Building principals should be notified of all outside contractors and their associated work activities.
- b) background checks** - All staff of outside contractors working in buildings during the school year must have valid background checks. If the checks are not available, the contractor must be accompanied by a member of the physical plant staff.
- c) asbestos** - All outside contractors working in a building shall be informed of the presence of asbestos and location of the building management plan. Any contractor who damages asbestos during their work should be reported to the Director immediately.
- d) insurance** – All outside contractors must provide the physical plant office with applicable insurance certificates.

November 10, 2016



Red – Administrative
 Green – Act 93 First Line Super.
 Blue – AFSCME
 Orange – SCESPA

B) Personnel

Introduction - Most aspects of personnel are dictated by contract, board policy, or law. This section is meant to clarify, reinforce, or establish procedures related to those documents. Physical plant policies are important in the management of personnel issues and must be enforced to insure accuracy and fairness to all parties.

1) Hours of Work

- a) regular hours of work** - These are established in the current contract (see also B.1.d) . Employees not covered by contract will have hours established by the Director. These hours will reflect the current needs of the district and may be modified as situations dictate.
- b) weekly attendance** - All employees are required to comply with attendance reporting as prescribed by the district. Supervisors are to verify accuracy of attendance. Any questions should be referred to the physical plant office.
- c) reported hours** - Employees are paid for the hours they work. The only exception is call-in pay. Call-in pay is in effect when a staff member works less than 2 hours of contiguous time. When less than 2 hours are worked and not attached to a regular shift, 2 hours will be paid. With the exception of call-in pay, any incidence of reporting hours in excess of actual hours worked will be considered theft.
- d) days when school is not in session** - By contract, regular work hours are set during the school year. This may be modified by a supervisor when school is not in session. On these days, staff may be called to work first shift. This decision is at the discretion of the supervisor, Assistant Director, and Director, and dependent on the needs of the district.
- If Physical Plant staff cannot report to their assigned work location due to a temporary closure for emergency reasons, and other work locations in the district are in operation, the Director or Assistant will temporarily assign the staff of the closed location to another assignment.
- e) overtime** - Overtime is considered a condition of employment. Coordination of overtime is the responsibility of the supervisor who will insure all contractual obligations will be met. Overtime within the maintenance shops will be distributed first to the applicable shop, then to all other shops, and then to custodians (on a rotating seniority basis). Substitutes will only receive overtime after all available bargaining unit staff receives an opportunity.

(Continued)

- Those on sick leave will not be called for overtime.
- An attempt will be made to contact those on vacation for overtime.
- Events that carry over days (like football cleanup) will be considered a single opportunity.

Due to the specialized nature of the Memorial Field lighting system, overtime for lighting will be distributed as follows:

- For all PIAA and spectator attended events, the overtime will be filled by the Electrical Shop. (In the event that a staff member is not available, the Director, at his discretion, will determine an alternate course of action).
- For practices and non-spectator attended events, the overtime will be distributed among the Electrical, Plumbing and Carpentry shops. (If an electrical emergency occurs during these events, the non-electrical staff member will aid in safe evacuation of the site and scheduling emergency service. Non-electrical staff is not permitted to attempt repairs to the Memorial Field lighting system).

The Director or Assistant must approve planned overtime in advance. Supervisors have the authority to approve overtime as needed:

- in emergencies
- in the absence of the Director and Assistant
- for unfilled staff vacancies
- for building use requirements

2) Leave

a) procedures –

- I) More than 24 hours in advance of absence, staff will use the automated system employed by the district.
- II) Less than 24 hours in advance but more than 2 hours in advance of absence, staff will both use the automated system AND call their supervisor directly.
- III) Less than 2 hours in advance of absence, staff will call their supervisor directly.
- IV) In emergency or unusual cases, an employee may call the Physical Plant office to aid in reporting an absence.

b) sick - Any staff member who will be out sick is required to report this as soon as possible. Supervisors are responsible for arranging coverage with the appropriate staff member (see A.1.c).

- c) vacation** - Provisions for vacation are established by contract. All requests for vacation are preferred at least 2 weeks in advance by written notice. At minimum, requests must be 2 days in advance. (Requests with less than 2 days notice may or may not be considered, and are at the sole discretion of the supervisor, Director or Assistant). Because of notification requirements, requests for leave cannot be re-coded after they are used.
- d) code 90** - The district has provided for a liberal amount of leave, making code 90 (no pay) days generally unacceptable. Unusual circumstances will be evaluated on a case-by-case basis, but repeated use of code 90 may result in disciplinary action.
- e) code 30**- Based on contract language, staff is entitled to one day of leave "for attendance at a funeral of a close friend or relative." When code 30 days are used, as much advanced notice as possible would be appreciated. Additionally, supervisors may ask for verification of details and/or proof of attendance at a funeral.

3) Uniforms

- a) supply** - Uniforms will be supplied as specified in the union contract. These standards are a minimum and may be exceeded at the discretion of the Director.
- b) wearing of** - All staff supplied with uniforms must wear them at all times. Any exceptions are noted in this section or must be approved by the Director. Additionally, all staff members must wear identification as assigned by the physical plant office.
- c) summer** - During summer operations, T-shirts may be worn. If T-shirts are supplied by the district, these are the only acceptable deviance from the prescribed uniform. If not supplied, T-shirts must be appropriate for a public school setting.
- d) hats** - When working out of doors, hats are permissible, but must be appropriate to a public school setting. Hats are not allowed inside buildings during the school year, but are at the discretion of the supervisor and Director during other times.
- e) attachments** - Pins, buttons, or any other attachment to a uniform is limited to those endorsed by the union or school district.

4) Seniority List

The Physical Plant office will maintain an updated seniority list.

5) Evaluation

- a) establishment** - Based on district policy, staff members will be evaluated based on performance.

b) frequency - Employees will be evaluated at a minimum of once per year. This will be at the end of the fiscal year. Progress reports may be delivered as deemed necessary by the Director. More frequent evaluations may be dictated for staff, if so required.

Probationary employees will be evaluated before the end of 60 days worked and again at the end of the fiscal year.

c) delivery – First Line supervisors will be evaluated by the Director or Assistant. Other staff members will be evaluated by their supervisor. Input may be sought from other appropriate sources, such as group leaders, building principals, etc.

d) forms - Established forms will be used in the evaluation process. Additionally, comments may be documented by either party.

6) Promotion and Bidding

a) bidding and hiring - All contractual obligations will be met in the bidding and hiring process. For lateral transfers, an employee may elect to transfer immediately back into the position they have left, but this must occur during the posting of the original position.

b) promotion - All contractual obligations will be fulfilled in the process of promoting staff members. In determining qualification and job experience, the employee's personnel file will be examined, appropriate supervisors and administrators consulted, an interview conducted, and the employee will be given an opportunity to present relevant information. Based on the sole discretion of the Director, the most qualified staff member will be promoted. Pay raises will be determined based on district practice and discretion.

7) Meetings

Meetings will be periodically scheduled for staff members. It is the responsibility of each staff member to note such meetings and attend. Missing a meeting is not acceptable without prior approval of the Director.

C) Operations

Introduction - Throughout the course of physical plant operations, many procedures and plans are followed. This section establishes policies and documents the existence of various plans and procedures. Both maintenance and custodial operations are obliged to be familiar with and follow prescribed policies, plans and procedures.

1) Precedent

The function of the physical plant department is to support education in the district. All attempts will be made to coordinate physical plant work with educational program needs in order to best accommodate both endeavors. However, in lieu of coordination, educational programs always take precedent. Additionally, if required, educational programs may waive any previously established physical plant work in order to facilitate its mission.

2) Code

The physical plant department and its staff members will at all times comply with rules and regulations established by local code, IBC, PDE, DER, EPA, and all other agencies having jurisdiction. If a staff member suspects an activity or work directive does not comply with said rules and regulations, they must report that to the Director immediately. (This applies even if the directive came from the physical plant office or Director.)

3) Plans

a) preventative maintenance - The district believes in preventative maintenance. Staff members specified in any applicable plan have the obligation to familiarize themselves with the plan and insure its implementation.

Daily inspection of assigned areas is the responsibility of the supervisor, each day the area is in use. This must be completed early in the day to insure any required repairs be made in a timely manner. Inspections may also be assigned on days when the building or area is not in use. (See also C.4.k and C.3.e)

b) summer cleaning - Each building supervisor will be responsible for developing and implementing a summer cleaning plan. This will be reviewed by the Director as needed.

c) grass mowing - Each building supervisor will insure that the turf areas assigned to the custodial staff are mowed within the district standard. Additionally, they will track these efforts by work order and report them accordingly.

The grounds supervisor will develop and implement a plan for mowing turf areas assigned to maintenance. This plan will be updated as needed and communicated to the building staff. Changes to the plan may be needed on a temporary basis due to weather and other factors. These will be communicated appropriately by the grounds supervisor.

Removal of trash and policing of grounds will be the responsibility of all staff. When mowing, the staff member assigned to that task is responsible for policing the area of trash and other obstructions prior to mowing of the area.

d) snow removal - On a yearly basis, a snow removal plan will be developed and reviewed with appropriate staff. The grounds supervisor will implement this plan and has authority regarding these matters over all members of the physical plant in the absence of the Director or Assistant.

e) refrigerant management - The district will maintain a plan that complies with all appropriate legislation, including usage logs by each technician. Additionally, the building staff shall be responsible for the checking of equipment as prescribed by the Director.

f) energy conservation - All staff members have responsibility to aid in energy conservation. Equipment must be maintained in good operating condition and corresponding preventative maintenance schedules followed. Lighting should only be used as required and shut down during times when areas are not in use. Supervisors are responsible for overseeing usage of all forms of energy in their area of responsibility. Prescribed temperature settings (based on ASBO guidelines) are as follows:

- Heating; daytime – 68-70
- Heating; night set back – 55-60
- Air Conditioning – 72-75

4) Procedures

a) work orders - A work order system will be used to assign and document all work not covered under an assigned work schedule. All procedures for said system must be followed by all staff. Every attempt should be made to authorize work orders through the physical plant office prior to completion. If an emergency requires work prior to submitting an order, a work order must follow.

b) supply orders – Supervisors are responsible for following proper supply ordering protocol. Advanced planning should be used so that ample time is allowed for orderly process.

If supplies are requested and delivered that have not previously been used in the location, the supervisor must request an MSDS sheet for the product and any applicable training.

c) damage-incident - A formal reporting system for incidents of damage or vandalism will be maintained. Supervisors will be responsible for completing required forms as prescribed by the Director.

d) boiler maintenance - Boiler maintenance is shared between maintenance staff, custodial staff, and outside contractors. The Building Maintenance Supervisor will coordinate activities and responsibilities to insure safe and reliable operation. In the absence of the Director or Assistant, the Building Maintenance Supervisor has authority over all staff in matters related to the boilers.

e) asbestos - The district and its staff will comply with all provisions of AHERA. Each staff member will receive training in asbestos awareness. Staff is responsible for knowing what materials in their area may contain asbestos and how to handle these materials appropriately. Other aspects of management, such as clean up, are covered in the AHERA regulations and district management plan. Staff is required to know, and follow, these rules.

In the event of an asbestos release, staff must secure the area in question and notify the physical plant office for further instruction. Building supervisors are responsible for conducting and reporting 6-month AHERA inspections. (if applicable)

f) glass replacement - When glass is broken in a school, the building supervisor is required to inform the contract coordinator immediately and follow up with a work order. A damage/vandalism report should be completed if appropriate. Additionally, a sample of the glass should be bagged, tagged, and stored for a period of 5 years. The contract coordinator is responsible for insuring safe replacement of said glass.

g) cleaning methods - Standard cleaning methods will be established and communicated to the staff. Alternate methods to save time or money without sacrificing quality will be encouraged. Any alternate methods used must be approved by the plant supervisor and subsequently the Director.

h) radio usage - Two way radios are supplied for work use only, personal or conversational calls are forbidden. Emergencies have first precedent, and during such incidents, other work related calls should be deferred until the emergency situation has been resolved.

When making a call, first announce the party you are trying to reach (use number if so assigned), then identify yourself (by number if assigned).

i) grease disposal - Kitchen grease may not be thrown in the dumpsters. The plant supervisor is responsible for insuring disposal in accordance with proper procedure.

j) roof - Plant supervisors will be required to inspect and maintain roofs as prescribed by the Director. Appropriate forms will be completed upon inspection.

k) playgrounds - Plant supervisors are responsible for a daily visual inspection of the playground. Any problem that creates a safety hazard should be corrected immediately or the area in question closed until a repair can be made. The Director will periodically make a more thorough evaluation and report.

l) oil tanks - In buildings where tanks are present, the supervisor is responsible for daily monitoring and reporting said tanks as prescribed by the Director.

m) building lock down - At the end of a given shift, that is not immediately followed by another shift, all designated custodians are responsible for building lock down and check out. This includes checking all assigned doors and windows both manually and visually. Additionally, a prescribed check out procedure may be required.

n) covering 2 areas in 8 hours- Supervisors may require staff to clean 2 areas, to a minimum standard, in an 8-hour shift. When this is necessary, the primary assignments will be: completely clean all bathrooms in both areas, sweep all hallways, secure all windows and doors, and empty trash. The secondary assignments will be: pick up trash and clean spills on classroom floors, and straighten desks and other large classroom objects. If time allows, more detailed cleaning can be accomplished at the end of the shift beginning with sweeping classrooms and cleaning window glass.

o) campaign signs - Procedures will be maintained regarding campaign signs placed on school grounds. In general, the signs may not be posted until school has dismissed on the day immediately prior to the election and must be removed before noon of the day immediately following the election. Signs must not obstruct access or sight lines, must be at ground level, and shall be smaller than 3' by 3'. If the candidate does not remove the sign, the physical plant staff will remove and dispose of the signs.

p) salvage operations- The district has prescribed policies for disposal of materials and equipment, which are to be observed by Physical Plant employees at all times. On occasion, certain materials such as used parts, may not have resale value but may have value as scrap. In these instances, any cash received for disposal of district property must be accounted for with the Physical Plant office.

5) Integrated Pest Management

The district and its employees will follow an integrated pest management program. This program follows all laws and regulations prescribed by the State of Pennsylvania. These laws require that areas must be posted at least 72 hours before and 48 hours after a pesticide application. Physical Plant staff is responsible for posting and maintaining these postings, as well as aiding with other provisions of this program. Under no circumstances should unlicensed staff handle pesticides. All questions regarding the program should be referred to the Director.

6) System Malfunctions

When a system malfunction endangers the continued operation of a building, staff on duty are required to inform administration as soon as possible. The preferred order of contact is (staff should first attempt to contact their supervisor, and then as follows):

- I) Base one via radio
- II) Physical Plant office via phone
- III) Assistant Director of Physical Plant
- IV) Director of Physical Plant
- V) Contract Coordinator
- VI) Building Administrator
- VII) Business Manager
- VIII) Superintendent

If you must notify a Building Administrator, the Business Manager, or the Superintendent of an emergency prior to notifying Physical Plant, please continue to attempt to make contact until you are successful.

7) Purchasing

Many laws, guidelines, and policies exist regarding purchasing. Authorization to purchase must come from the Physical Plant office. Any supervisor making a purchase is responsible to understand these regulations and follow them accordingly. Any questions regarding purchasing should be directed to the Physical Plant office.

D) Equipment

Introduction - Functional equipment is vital to our jobs. While it is an ally in operation of the physical plant, if not handled properly it can impede performance, reduce quality, and even be dangerous. For the most part, equipment concerns are addressed in terms of preventative maintenance plans and operating procedures. Policy is used to make rules and provide guidance on some of the key issues.

1) Personal use

School district equipment and supplies are to be used for district functions only. Under no circumstance is either to be used for personal reasons or projects. No exceptions will be made by the Director or other members of the staff.

2) Disposal of

When equipment is no longer needed (including furniture and all manner of school fixtures), a work order for pick up should be written. The equipment will then either be held for auction, or if it has no value, it will be taken to the landfill. Under no circumstances are items to be given away, thrown in dumpsters, or donated to other concerns.

3) Equipment Maintenance

a) vehicle - Each staff member or shop assigned a vehicle is responsible for daily cleaning and routine “walk around” checks, including oil levels. Scheduled maintenance is the responsibility of the mechanic shop. Any necessary repairs, damages, or mechanical failures must be reported to the mechanic and written on a work order.

b) custodial - The staff of each building is responsible for upkeep of their equipment. Any maintenance or needed repairs must be requested by work order.

c) mowing - The grounds staff shall clean and perform daily “walk around” checks on all assigned equipment. The mechanic will sharpen blades, make repairs, and perform maintenance via work order.

d) shop - All shop equipment will be maintained by the supervisor. Any repairs that must be performed across shop or by an outside contractor will be requested by work order.

e) fuel usage- All staff is required to report and track their fuel usage.

4) Loaning of

Each building or shop is responsible for tracking and inventory of its equipment. Cooperation among buildings and departments is encouraged, but records must be kept of loaned equipment as well as equipment received on loan. Any problem arising from the loan of equipment should be directed to the Physical Plant office.

5) Procurement

On a yearly basis, new and replacement equipment will be budgeted. The supervisors will keep records on the condition of existing equipment and new equipment needs. These will be furnished for consideration upon request of the Director.

6) Abuse of

Due to the importance and cost of our equipment, under no circumstances will abuse of said equipment be tolerated. Supervisors and others shall report such abuse to the Director or Assistant for appropriate disciplinary action.

E) Health, Safety, and Emergency

Introduction - While this section is positioned last in the policy book, it is the most important. Your first concern is always for your own personal safety as well as that of the building occupants. Many aspects of safety and security are not policy matters, but this section clarifies some key aspects regarding those issues. Many safety issues are addressed in other sections of this book or are covered in procedures.

1) Emergency Operations

By board policy, the district maintains a "Safe Schools Plan." It is the responsibility of the Physical Plant staff to familiarize themselves with this plan and their roles in various emergencies. The supervisors or designees will make certain that all aspects of the plan relating to Physical Plant are coordinated and completed.

2) Succession of Authority

In emergencies, the Director of Physical Plant assumes the role of incident command as established in the Safe Schools Plan. In the absence of the Director, the succession of authority is as follows:

- 1) Assistant Director
- 2) Contract Coordinator
- 3) First Line supervisors in order of seniority

3) Reporting

a) accidents - When an employee is in an accident, after any emergency care is completed, their first responsibility is to report the incident to the personnel office. The employee should then notify their supervisor as soon as logistically possible. The supervisor will complete the required investigation of each staff accident.

When an accident occurs with visitors and the facility is involved, the supervisor or staff member assigned to that area should report the incident to the Physical Plant office as soon as possible. Instruction will be given on how to proceed.

b) theft - All incidents of theft should be reported to the police immediately. A report should be filed with the arriving officer. A follow up call should be made to the Physical Plant office for further instructions. Notes should be made and filed as to the items involved and approximate time and date.

c) fire - All fires should be reported to 911 and the Physical Plant office via radio immediately. If the fire is extinguished without the fire department or other emergency help, the incident must still be reported to the proper authorities.

4) Emergency Systems

- a) emergency generator** - Each building supervisor is responsible for exercising or observing operation of emergency generators on a weekly basis. These tests shall be documented as prescribed by the Director.
- b) fire alarm** - Service agreements are maintained on the fire alarm systems. The building supervisor will be responsible for reporting any trouble to the contract coordinator for remedy. In the event that a system is out of commission due to malfunction or power outage, the building staff will immediately assume "fire watch." Emergency air horns shall be requested in larger buildings to aid in an evacuation, if necessary.
- c) fire extinguishers** - Fire extinguishers will be serviced annually. Between service calls, the building staff will monitor the gauges on each extinguisher to verify that it is available for use, and complete monthly checks per the preventative maintenance plan.

5) Emergency Drills

- a) fire** - Building supervisors will aid principals in conducting and reporting monthly fire drills. During said drills, all staff must evacuate and any discrepancies must be reported to the Director.
- b) other** - Other drills, including but not limited to severe weather and secure in place are outlined in the Safe Schools Plan or may be organized as needed. The Physical Plant staff will complete whatever duties are assigned to them during such drills.

6) Health and Safety

- a) operations** - In all cases, the staff is obligated to use the safest possible procedure in completing assigned tasks and daily duties. Any problems arising from, or suggestions to improve on these procedures, should be reported to the Physical Plant office.
- b) committee** - The staff shall have a bargaining unit representative on the district's Certified Workplace Safety Committee.
- c) meetings** - Periodic safety meetings will be organized for the staff; attendance is required. Staff should make themselves familiar with all items reviewed and use the information appropriately.

d) accident scene - When an accident has occurred, Physical Plant staff should make no attempt to move injured parties unless remaining in that location presents imminent danger. Proper medical personnel should be contacted if an accident victim cannot move himself or herself. If an accident victim must be moved due to imminent danger, great care should be exercised to decrease the likelihood of further injury.

Any accident scene should remain intact until an investigation is completed. If the scene must be disturbed immediately to prevent further accidents or accommodate the school day, notes should be made and pictures taken to aid in the impending investigation.

e) cell phone usage- Driving while using a cell phone is inherently dangerous. If staff members are using cell phones while operating vehicles during the workday, they should stop the vehicle in a safe location.

Because of the other inherent dangers in the physical plant work areas, all personal cell phone use is limited to authorized breaks and emergencies. In the case of work related cell phone use and emergencies, all work should be paused during the course of the call to allow for undivided attention to work duties.

f) blood borne pathogens- There may be times during the course of employment that staff members are required to clean up bodily fluids. It is vital that safety precautions be used to limit contact with these fluids and to ensure the affected area is disinfected. At a minimum, protective gloves must be worn, the area cleaned with a 10% bleach solution (which is not pre-mixed, but mixed at the time of clean-up). The solution must be allowed to remain undisturbed on the spill for at least 10 minutes and then all waste must be disposed of properly. Any tools used must be thoroughly washed and disinfected. More detailed instructions are contained in the District infectious disease policy and procedures.

7) Opening of Building

Upon opening a building for occupancy, the staff is required to verify that all emergency exits and fire doors are operable. This includes removing any materials used to secure the door at lock down and checking the mechanical integrity. Any problems must be reported to the Physical Plant office immediately.

8) Guidance for Reporting the Abuse of Students

As a State College Area School District Employee working in the Physical Plant department, you have important responsibilities if you witness sexual contact or abuse involving students. This outline is intended to guide you regarding the appropriate response for a variety of situations that you may witness. Remember that these responses are not discretionary and you must follow the appropriate protocol. If you have any questions, please ask your supervisor.

During the School Day:

If you witness inappropriate sexual contact or abuse during the school day, you must report it to a Building Administrator immediately.

After the School Day:

If you are working after the school day and no building administrator is available, you must follow the protocol(s) listed below:

A) Inappropriate sexual contact or abuse between an adult and a student:

- 1) Call 911 and, if possible, secure the safety of the victim
- 2) Notify the Building Administrator (or your supervisor)

B) Nonconsensual sexual contact between 2 students:

- 1) Call 911 and, if possible, secure the safety of the victim
- 2) Notify the Building Administrator (or your supervisor)

C) Consensual physical contact (beyond kissing) between 2 students:

- 1) Stop the activity by asking the students to leave the area
- 2) If possible, get the names of the students
- 3) Notify the Building Administrator (or your supervisor)

D) Consensual physical contact such as kissing:

- 1) Stop the activity by asking the students to leave the area