

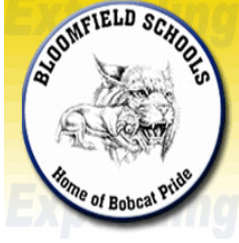
BLOOMFIELD SCHOOL DISTRICT

Bloomfield



**DISTRICT FACILITIES MANAGEMENT
PREVENTATIVE MAINTENANCE PLAN**

2023-2024



BLOOMFIELD SCHOOLS

MAINTENANCE DEPARTMENT
1110 N. Rio Vista Lane
Bloomfield, New Mexico 87413-6773

ANNUAL PREVENTIVE MAINTENANCE PLAN UPDATE

TO: District Superintendent and Distinguished Members of the Board
FROM: Nicholas Allen, District Facilities Manager
DATE: August, 2023
RE: Preventive Maintenance Plan Updates / Revisions

The Bloomfield School District Preventive Maintenance Plan is due for the required annual update. This PM plan is a living document that is updated regularly as target goals are met; inventories of equipment changes or staff changes occur. The PM Plan identifies how the district will operate its maintenance and operations program and is aimed at preventing premature equipment failures; thereby, providing reliable equipment service in safe and reliable school environments.

The following sections of the Preventive Maintenance Plan have been reviewed and updates and/or revisions have been made. I am respectfully requesting the board review and approve this plan prior to my submission to the Public School Funding Authority (PSFA) for Public School Capital Outlay Council (PSCOC) approval.

Preventative Maintenance Plans by Section:

PM Plan Section	Changes / Updates Made
1.0 - District Preventive Maintenance Purpose/ Objectives/Scope & Mission Statements	No Changes Made

2.0 – District Maintenance Goals	Updated accomplished maintenance goals
3.0 - Maintenance Organization Structure and Staffing Responsibilities	Added chain of command and collaboration chart, added newly added positions (Assistant Manager & Plumber)
4.0 - Maintenance Priorities and Procedures	No Changes Made
5.0 – Inspection and Maintenance Schedules	No Changes Made
6.0 – Scheduled Preventive Maintenance Tasks	No Changes Made
7.0 – Established Custodial Duties and Responsibilities	Added custodial survey, Added job boards, added rag color chart
8.0 – District Facilities and Equipment	Added map of district buildings, added general floor plans to sites
9.0 – Planned Major Maintenance and Repair Projects	Updated maintenance and repair projects
10.0 – Maintenance Staff Development Plan	No Changes Made
11.0 – Maintenance Safety Plan	No Changes Made
12.0 – Service Contractor and Vendor Oversight	No Changes Made
13.0 – Facility Master Plan Assessment	Made note that FMP is currently being updated
14.0 – Facility Safety Assessments	No Changes Made
15.0 – Maintaining Equipment Records	No Changes Made
16.0 – Maintenance Reports (FIMS Proficiency)	No Changes Made
17.0 – Energy Management Plan – District	No Changes Made
18.0 – Building Property Assessments	Added FMAR Summary Report
19.0 – Grounds Plan – District Developed	No Changes Made
20.0 – Integrated Pest Management (IPM) Program	No Changes Made
21.0 – Maintaining Synthetic Turf	No Changes Made

22.0 – Snow Removal Plan	Added Snow Day Plan
23.0 – Asbestos Management Plan	No Changes Made

I am available to answer any questions you may have regarding our Preventive Maintenance Plan for the year 2023-2024.

Thank you for your time and attention to this project as it is an annual review to see where we are as a District and how far we have come in making our schools better.

Sincerely,

Nicholas Allen

District Facilities Manager



Bloomfield School District

Preventive Maintenance Plan

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* State Statute Requirements



Bloomfield School District

Preventive Maintenance Plan FY 23/24

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Nicholas Allen
District Facility Manager

Date

James Olivas
Director of Operations, Data & Assessment


Date

Dr. Kimberly Mizell, PhD
District Superintendent

Date

Dale Maes
School Board President

Date

 <p>Bloomfield School District</p>	<p align="center">Preventive Maintenance Plan Introduction, Purpose, Mission and Policy Statement</p>	<p align="center">Policy 1.0</p>
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INTRODUCTION

The superintendent of schools is responsible for maintaining safe, clean and attractive school facilities and grounds. The superintendent shall keep the board of education advised of short range and long range needs and shall advise the board as to the appropriate sources and balances of funding from operational funds, bond issues, capital improvements, and any other applicable state or federal procurement methods.

A program to provide effective security for all school property, including vandalism and protection is to be developed and periodically reviewed.

It shall be the responsibility of the superintendent to ensure that the safety of students and employees is a primary consideration in the development and maintenance of school facilities, school grounds, and other facilities of the district, and in the planning and implementation of all school programs and activities. All employees, students, and patrons are encouraged to be safety conscious and to make recommendations to the administration for the improvement of safety elements.

PURPOSE / MISSION

The purpose of the Bloomfield School Districts Preventive Maintenance Program is to ensure that the physical condition, educational suitability and physical infrastructure of all public school facilities in the district meet an adequate level statewide and the design, construction and maintenance of school sites and facilities encourage, promote and maximize safe, functional and durable learning environments in order for the state to meet its educational responsibilities and for New Mexico’s students to have the opportunity to achieve success.

In addition, the preventive maintenance program will develop systematic and comprehensive methods for the development and effective implementation of an equipment management program for the district to provide a process for meeting or extending the service life of facility equipment, systems and components, conducive to the needs of the students and teachers learning environments.

This program contains all of the detailed procedures associated with the facilities preventive maintenance program. If effectively implemented, will meet state statute maintenance guidelines and effectively manage the costs associated with maintenance and operations. Any changes to procedures or preventive maintenance guidelines shall be reviewed and approved by the District Facilities Manager or designee.

Overview

The preventive maintenance program is the core for effectively managing maintenance programs for facilities. The program provides the maintenance organization with means to plan, acquire, organize, direct, control and evaluate manpower and materials resources expended or planned for expenditure in support of the district's maintenance and mission statement. The District leadership, District Facilities Manager and maintenance personnel must recognize the importance of the program and understand their role in assisting management to maintain the reliability of critical systems and building components at designed levels of reliability.

VISION STATEMENT

To educate our students to be responsible productive members of a culturally diverse world.

MISSION STATEMENT

To provide a quality learning community focused on the unique needs and goals of our students.

DEPARTMENT GOAL

Earn Respect from Peers and Co-Workers through the Quality and Integrity of our Work.

MOTTO:

Failure is not an option!

POLICY

Bloomfield School District has created a preventive maintenance plan to ensure the district properly maintains its facilities, mechanical systems and equipment so they are efficiently operational providing a comfortable and safe environment for its students, staff, visitors and guests by performing frequency scheduled routine maintenance. This Preventive Maintenance Plan is an overview of the Districts program.

Bloomfield School District utilizes the Dude Solutions / FIMS maintenance software package (maintenance direct, preventive maintenance direct, inventory direct and utility direct), to implement an effective and quality preventive maintenance plan inclusive of specific and unique equipment inventory and preventive maintenance schedules.

OBJECTIVES

The primary objective of the preventive maintenance program is to manage maintenance processes in a manner which will ensure maximum equipment operational reliability. The intermediate objectives of the districts preventive maintenance program are as follows:

- a. Achievement and participation of a uniform maintenance standard and criteria.
- b. Effective use of available manpower and material resources.
- c. Documenting information relating to maintenance and maintenance support activities.
- d. Improvement of maintenance and reliability of utility systems and equipment by provision of documented maintenance information and analysis.
- e. Providing a means for reporting building configuration changes.
- f. Effective and responsible use of resources and materials.
- g. Reduction of the costs through development of effective PM programs to prevent accidental material damage to systems and equipment.
- h. Provide the means to schedule, plan, manage and track maintenance activities.
- i. Provision of data on which to base improvements in equipment design and spare parts.
- j. Create effective policies and programs in support of a quality and safe maintenance culture.

SCOPE

This preventive maintenance program is fully applicable to all Bloomfield Schools in assisting Directors, the District Facilities Manager, and maintenance staff with the development of equipment inventories and effective processes to maintain the equipment, and associated systems in the facility at designed levels of efficiency and reliability.

It is the policy of Bloomfield Schools to utilize the School Dude / Facility Information Management System (FIMS) modules to implement an effective and quality preventive maintenance program inclusive of the development of a unique inventory, preventive maintenance schedules and strategies, maintenance work order processes and utility billing tracking and monitoring activities.

PREVENTIVE MAINTENANCE PROGRAM

The preventive maintenance program provides a simple and standard means for planning, scheduling, controlling and performing planned maintenance on all equipment, and represents an effective means for using available maintenance resources.

Preventive maintenance actions are the minimum requirement to maintain equipment in a fully operable condition and within specifications. If performed according to schedule, these maintenance actions will provide improved equipment efficiency and reliability. Preventive maintenance guidelines and the schedules at which they are to be accomplished are developed based on specific equipment operating and maintenance manuals, manufacturer

recommendations and the NM Groups Classification Types (NMGCT). These guidelines provide the detailed procedures for performing the preventive maintenance tasks and identify who, what, when, how and with what resources a preventive maintenance task is to be accomplished.

Preventive maintenance guidelines also provide spare parts specifications and consumable item listings for improved planning and preparation and cost effectiveness.

The District Facilities Manager is responsible for the implementation and management of the preventive maintenance program for the district.

Equipment identification records are developed as a part of the program's integrated logistics support effort for all new procurements, re-procurements, alterations and modifications of equipment and associated systems.

PREVENTIVE MAINTENANCE PLAN REVIEW AND REVISION

1. At least annually the Preventive Maintenance Plan is evaluated for objectives, scope, performance, and effectiveness of the plan.
2. Annually the maintenance management plan is reviewed and revised as appropriate with final approvals from the district administration.
3. The District Facilities Manager or designee is responsible for preparing the evaluation.
4. School leadership and staff are provided copies of the evaluation for their review and approval.
5. Changes to the plans policy will be communicated to the district leadership annually unless the changes are due to a local, state or federal regulatory guidelines requiring immediate implementation. In this case, a memorandum explaining the change will be communicated to all leadership and staff affected by the change.

 <p>Bloomfield School District</p>	<p>Maintenance Goals</p>	<p>Policy 2.0</p>
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POLICY

It is the policy of the Bloomfield School District to create a list of reasonable goals for the maintenance program in an effort to identify opportunities for improvements in critical or weak areas of the department. The following goals for the FY21 school year have been created and include a plan of action and timelines for completion. Maintenance Goals should be **Specific, Measurable, Attainable, Realistic and Timeline.**

INTRODUCTION: Maintaining district equipment is one of the most important components of the Bloomfield School Districts Facilities Management Department. The goal of the department is to ensure the realized investment of equipment to create a useful life expectancy and reduce cost through the equipment life cycle.

Maintenance Performance Goals:

Goal 1:

- Update the current district’s Preventive Maintenance Management Plan and submit to PSFA by yearly deadline.
- Continue to utilize the PSFA Best Practice PM Plan Template.
- Continue to utilize the PSFA Meaningful Maintenance Measures – M³

Goal 2:

- Maintain our district’s **Work Order BackLog** Rate which is currently below the recommended Benchmark to drive customer service and improve the FIMS Proficiency ratings.
- Continue developing/updating and communicating the staffing model to district leadership and the board for additional support.

Goal 3:

- Updated training for all Maintenance and Custodial staff to properly fill out work orders with Labor Hours, Materials Used and Invoicing of Purchases.
- Continue monitoring these elements to ensure proper application and collection to raise the district’s transaction rate to near or above the recommended threshold of 97%. Staff has been fully instructed in this modality and will be held accountable to comply.

Goal 4:

- Work on maintaining the PM Cost Ratio above the recommended rating of above 20% for the Fiscal year.

Goal 5:

- Persist in complying and maintaining the PM Completion Rate above the recommended rating of 90% for the fiscal year as we have done the previous year.

Goal 6:

- Continue using/populating the Meaningful Maintenance Metrics Reporting feature on a monthly basis and communicating the report to district leadership and Board members. This will be our 3rd year using the M³ feature in the district.

Goal 7:

- Many of the work vehicles in current operation are over 18 years old and are not in compliance with safety codes or in their street viability. It is the goal of this department to purchase at least one (1) utility truck beginning in the current fiscal year and each year thereafter until the maintenance fleet is restored to viable safety and operation.

Goal 8:

- Compile pandemic maintenance guidelines from current documented duties performed during COVID-19 situation.

Goal 9:

- Work with Honeywell Contractor and other local HVAC contractors to develop a viable HVAC replacement matrix for aged and less efficient equipment throughout the District and begin unit replacement fiscal year.

Goal 10:

- Develop a viable grounds equipment replacement matrix for aged and broken equipment, i.e. mowers, irrigation pumps, cla-valves, etc.

Goal 11:

- Work with Johnson Controls to upgrade fire safety security systems that are approaching their life span district-wide.

ACCOMPLISHED MAINTENANCE GOALS

BHS

1. Replaced roof to fix water damage and patch roof of BHS Auditorium Building (Ins. claim denied).
2. Multi-purpose field was completed to provide additional learning space for students.

MAJH

1. Repaired brick column at entry way to the school

Rio Vista

1. Finalize security re-model at Forest Service and Maintenance areas.

District-wide

1. Hired a licensed electrician to support maintenance needs.

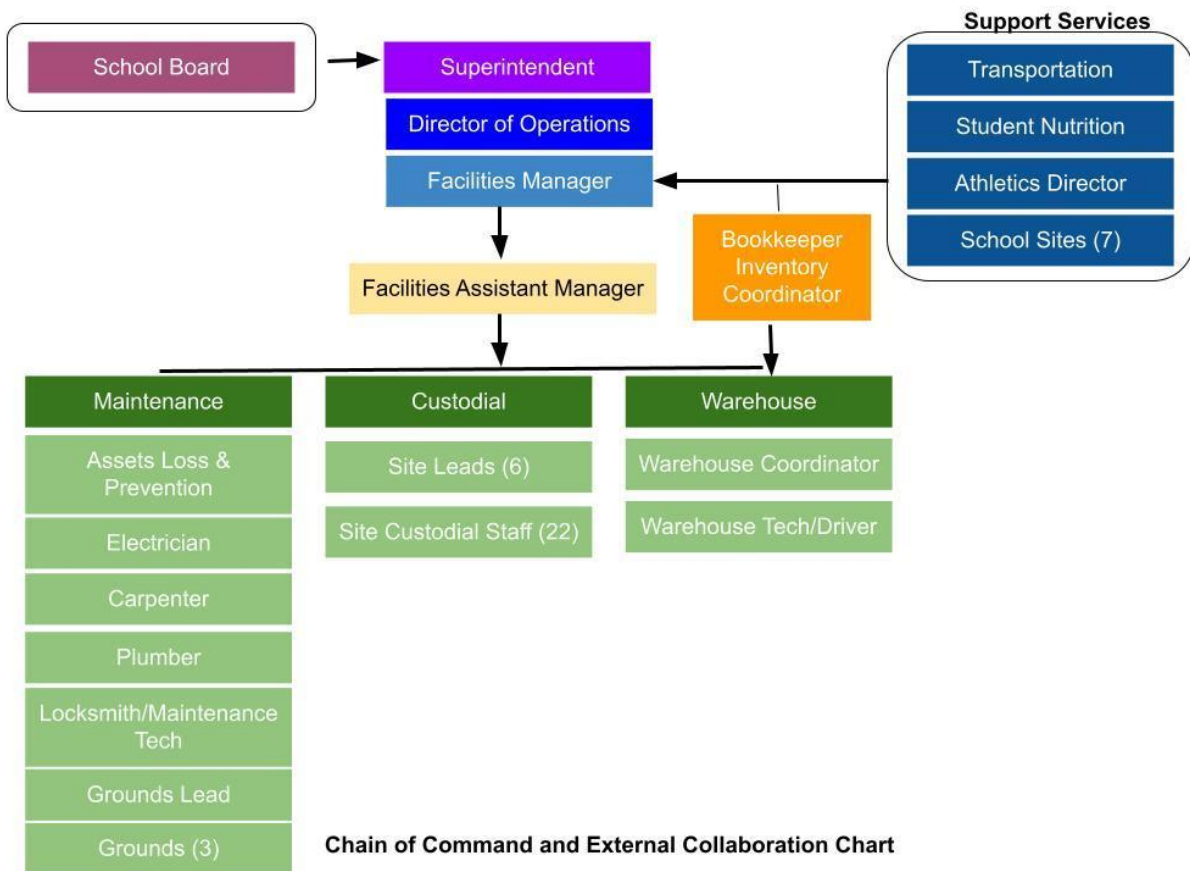
 Bloomfield School District	Maintenance Organizational Structure and Staffing Responsibilities	Policy 3.0
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OVERVIEW:

The Bloomfield School District works to establish routine maintenance staffing practices, organizational structures, and staffing responsibilities to define and promote effective lines of communication and approval processes.

PROCEDURE

The Bloomfield School District has developed the attached maintenance organizational chart structure.



All of the following positions are responsible for the district's safety policies and procedures.

SUPERINTENDENT: The Superintendent provides direct supervision to the Cabinet which includes the Financial Director, Director of Operations, Data & Assessment, Director of IT, Director of Special Education, Director of Federal Programs; Director of Curriculum, and Director of Human Resources. The Superintendent secures necessary funds, and resources, to provide quality assurance for facilities and grounds and ensures the district's safety plan is implemented.

DIRECTOR OF OPERATIONS, DATA & ASSESSMENT: Based upon the guidance of the Superintendent, the Director of Operations, Data & Assessment oversees and assists the maintenance and custodial group with needed resources, providing the most appropriate funds for supplies, equipment, and service contracts. Director of Operations, Data & Assessment works closely with the Finance Director and the Superintendent and Facilities Manager to develop the maintenance budget based upon analysis of past expenditures and projected requirements.

DISTRICT FACILITIES MANAGER: Is in charge of the maintenance budget and ensures that all school sites are safe and functional for routine use. The Facility Manager oversees department budget and spending and ensures that all work assigned to the department is completed in a timely manner, and is aligned to local, state, and federal guidelines. The Facility Manager is an on-call position and responds to emergency situations at all district locations thus approving and managing a response action. Is responsible for supervision of all maintenance repairs, renovations, and services at Bloomfield School District to include security, grounds, carpentry, electrical repairs, plumbing, welding, and painting; identifies needs and establishes maintenance goals; assigns and evaluates the work of the maintenance staff to ensure maintenance needs and goals are being met; inspects work areas with other departments and divisions for equipment materials and services purchased; reviews work done by staff to assure quality of work; estimates materials needed for project completion; inspects materials delivered by vendors to verify accuracy and completeness of orders; available to staff for consultation on any problems; approves/complies a work schedule for staff; reviews and approves purchase requests from subordinates; performs security checks of buildings and grounds as needed; attends meetings and training; conducts trainings for staff; prepares reports as needed; develops and conducts preventative maintenance programs.

Responsible for supervision of all custodial personnel and services; identifies needs and establishes custodial goals; assigns and evaluates the work of the custodial staff to ensure needs and goals are being met; reviews work done by staff to assure quality of work; available to staff for consultation on any problems; approves/complies a work schedule for staff; reviews and approves purchase requests; attends meetings and training; conducts training for staff; prepares reports as needed. Duties of staff include performing a wide variety of assignments such as: Sweeping, dusting, wet and dry mopping, stripping, waxing and/or buffing floors, halls and stairways, vacuuming and shampooing rugs and carpets, dusting and washing walls, ceilings, tables, vents, interior and exterior windows, desks, lights and lighting fixtures, cleaning, polishing and straightening office and residential furniture, emptying waste baskets, changing light bulbs, cleaning whiteboards and waste collection.

FACILITIES ASSISTANT MANAGER: Supports Facilities Manager in supervising and supporting department staff. Supervises all custodial personnel at assigned site and ensures that staff are properly trained and equipped to perform their daily duties; Oversee all custodial staff training and documentation of completed training. Organize, schedule and evaluate the completion of all custodial duties district-wide. Assists with on-call situations and develops a response action to mitigate the

problem with Facility Manager approval. Manager collaborates and works with department staff, vendors, and third-party representatives under the Facility Manager's supervision.

ASSET & LOSS PREVENTION SPECIALIST: Keeps accurate inventory of all maintenance, grounds and custodial tools and equipment; does necessary mechanical repairs to the equipment as needed. Maintains and repairs tractors, mowers; keeps snow plows and snow blowers in check. He is not a full certified mechanic, but does the general maintenance on most gas operating equipment we have.

ELECTRICIAN: Journeyman electrician does all general electrical maintenance and repairs as needed. Repairs, maintains, and conducts preventative maintenance of Light bulb changes, ballasts, changes outlets, light fixtures, runs electrical power as needed. Checks emergency lights, exit lights, fire alarms; does safety prevention, runs new service with breaker boxes. Upgrades older electrical wiring; brings and keeps electrical components to code; works on high and low voltage. Practice safe lock out/tag out.

PLUMBER: Journeyman plumber does all general plumbing and HVAC maintenance and repairs as needed. Repairs, maintains, and conducts preventative maintenance of plumbing equipment, hardware, major systems (HVAC, boilers, grease traps, etc.) as needed. Works to ensure all plumbing and HVAC systems are operational and safe such as sewer, domestic water supply, irrigation water supply, sinks, toilets, and faucets.

CARPENTER: Responsibilities includes painting, drywall, door installation, concrete work, tape & bedding, stucco and other type wall and building repairs; puts together furniture and repairs broken furniture when salvageable; works with Plumbing Tech and Electrician in manageable re-model projects.

LOCKSMITH/Maintenance TECH: Repairs, maintains, and conducts preventative maintenance of building doors. Changes locks as needed, duplicates keys, creates new cores as necessary for security, maintains key inventory for the entire district, performs preventative maintenance and visual inspections on building doors to ensure that they are operational and functional. Works with tradesmen and helps with building repairs, changes light bulbs, painting, changes ceiling tiles, window repair, work orders as assigned, roof repairs, cleaning gutters and roof drains; replacing doors, remodels, moving furniture, fixing furniture, minor carpentry, assembling furniture, working with stucco, plaster, concrete, floor care, base cove, and assisting with grounds when assigned to help. Supports plumbing preventative maintenance and repairs on campus; sewer, water, and irrigation; replaces sinks, toilets, faucets as needed.


GROUNDSKEEPER LEAD: Schedules summer growing season duties for grounds crew. Also does the work of groundskeeper. Ensures all pumps, irrigation lines, head gates and necessary supplies are available for repairs. Trains new grounds keepers and monitors their progress. Instructs grounds crew in operating large equipment and the maintenance of the equipment. Responds to district irrigation issues (leaks, breaks, water issues, pump issues, etc.)

GROUNDSKEEPER: Mows grass, pulls weeds, landscapes, irrigation maintenance, hedges, snow removal, prunes trees; fertilizes trees, shrubs, plants flowers, irrigates, helps sets up events (Promise to Graduate, Graduation, etc.). Keeps irrigation ditches cleaned and debris removed; works on irrigation pumps and sprinkler systems. Repairs broken irrigation lines and works with irrigation time clocks.

LEAD CUSTODIAN: Responsible and accountable for custodial staff at his/her school site; works with staff as a mentor and guide for training and overseeing quality of work. Has own area to clean at his/her

school site, and monitors cleanliness practices of staff. Schedules cleaning and other routine duties for the school site throughout the year. Is responsible for ordering adequate amounts of supplies to support cleaning in the school, maintains service equipment, inputs repair and support work orders into the School Dude system. Serves as the go between amongst site principals, custodians, and custodial supervisor.

CUSTODIAN: Responsible and accountable for performing custodial services at all school buildings on campuses. Typical duties and responsibilities include, but are not limited to performing a wide variety of assignments such as: sweep; dust; wet and dry mop; strip, wax and/or buff floors, halls and stairways; vacuum and shampoo rugs and carpets; dust and wash walls, ceilings, tables, vents, interiors, desks, lights and light fixtures; clean, polish and straighten offices and cottage furniture; empty waste baskets, clean school sites to a State Code Level 2.

 Bloomfield School District	Maintenance Priorities and Procedures	Policy 4.0
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Overview

The Bloomfield School District currently processes maintenance work orders through the state funded *Dude Solutions* Maintenance Direct work order system (FIMS). Administrators, Teachers, Support Staff and Custodians all have access to provide work requests via the internet which the Maintenance Administrative Assistant reviews, approves and assigns work to the technicians. On some occasions requests are sent via email to the District Facilities Manager who then creates work orders as appropriate and assigns them to the technicians. If a technician identifies a non-reported problem, they create a work order and correct the issue. All Closed (routine and PM) work orders must have the following required fields populated in order to maintain a level of high quality and integrity:

New requests should always include:	Closed work orders to be fully documented with:
Status	New Labor Transaction Hours must be listed as to how much time the WO
Priority	New Issue Transaction Listing of any inventory or tools used in completion of WO
Location Including Building, Specific Area	New Purchase Transaction Invoice of any outside contracted work for the WO
Description of Problem As much detail as possible for appropriate assignment.	Work Order Labor Entry for Employee Who was responsible for the WO (If more than one employee – list all with hours worked)
Contact Information In case the technician has a question	Action Taken What was done to complete the WO
Assignment Technician is aware of the Work Order	Date Completed Date WO work totally completed – All work orders should be completed within 30-45 days.
Purpose For Report Values	Monthly Detailed Report District Facilities Manager to run a monthly detailed report to see if any items listed above are missing.
Budget Assigned for Budgetary tracking purposes	

Craft For Report Values to see if more personnel hiring is necessary for particular trade	
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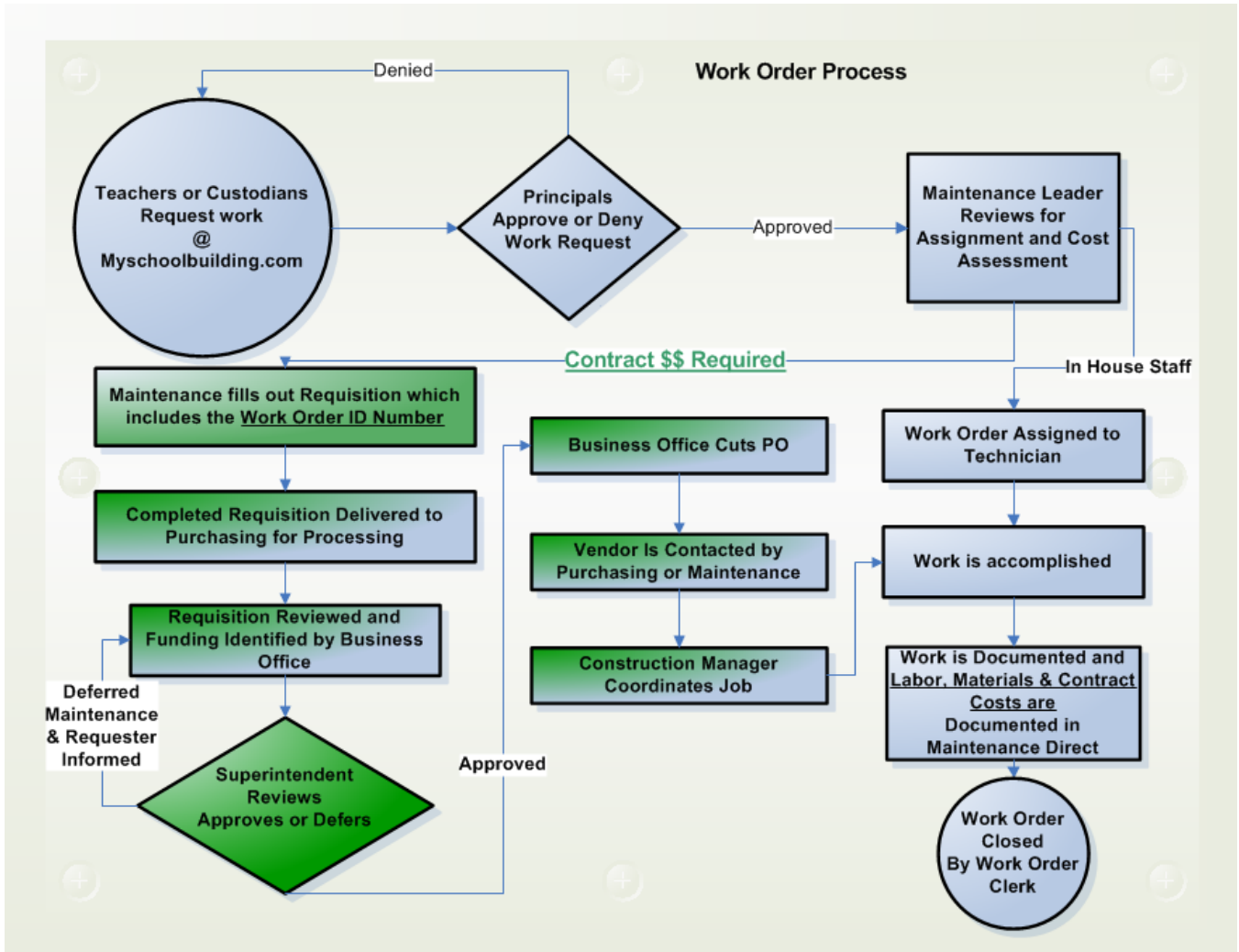
Reports from the Maintenance Direct work order system are used at staff meetings for continuous improvement of operations. Also reports are used for documentation purposes for representation for additional needs to the Director of Operations, Superintendent, Cabinet Members and Board of Directors.

Preventive Maintenance Work Orders

The Bloomfield School District preventive maintenance work orders are scheduled in the Preventive Maintenance Direct module of *Dude Solutions*. The work orders are automatically generated by the District Facilities Manager or her Assistant. During creation of the PM Work order, assignment is made to the appropriate technician, or service contractor for completion and documentation. The following chart is an example of the work order process.

PM Schedule Title Title should be brief and informative	Preventive Maintenance Work Order - Closed to be fully documented with:
Classification Choose appropriate System	New Labor Transaction Hours must be listed as to how much time the WO
Type Choose appropriate Listing	New Issue Transaction Listing of any inventory or tools used in completion of WO
Manufacturer Choose from Pre-Populated Listing	New Purchase Transaction Invoice of any outside contracted work for the WO
Location Each School Site or Building is Listed	Work Order Labor Entry for Employee Who was responsible for the PM. (If more than one employee – list all with hours worked)
Equipment – If Generated Select Equipment that applies	Action Taken What was done to complete the PM. Check all tasks completed.
Select PM Template Use pre-populated Templates	Date Completed Date WO work totally completed – All work orders should be completed within 30-45 days.
Job Start Up/Safety Points List any pertinent information	Monthly Detailed Report

	District Facilities Manager to run a monthly detailed report to see if any items listed above are missing.
Tasks & Procedures Tasks that need to be accomplished for the work order to be completed.	New Labor Transaction Hours must be listed as to how much work time was necessary.
Tools/Parts List all necessary tools/Parts required to complete the job.	New Issue Transaction Listing of any inventory or tools used in completion of PM.
Assignment/Frequency Technician(s) who will do the job and how often	New Purchase Transaction Invoice of any outside contracted work for the PM.



DEFINED PRIORITIES

The Bloomfield School District has established the following work priority definitions for the facilities department for effective response to requested work requests through the *Facility Information Management System (FIMS)/School Dude* program.

EMERGENCY is reserved for those work orders or projects, which truly stop the use of the facility or pose endangerment to health and safety of individuals. The response time should be made within 15 minutes of notification of the problem. Work on emergency priority requests commences immediately and continues until the facility is restored to sufficient and safe use.

URGENT is assigned to those projects, which, while not completely prohibiting use of the facility, represent a threat to full facility use. The response time is normally started on the day it is reported.

ROUTINE is assigned to the majority of the work requests received. The response time is generally one to two days and may be remedied within three to five working days.

PREVENTIVE MAINTENANCE is scheduling preventive maintenance actions of equipment and systems that require periodic inspections and maintenance to maximize equipment operational readiness and reduce downtime to reactive maintenance.

DEFERRED is used for those work orders or projects, which are not necessarily required but are desirable. As a general rule, work should commence within thirty days of receipt unless seasonal or other considerations allow or dictate a greater delay is stating.

 <p>Bloomfield School District</p>	<p>Inspection and Maintenance Schedules</p>	<p>Policy 5.0</p>
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Overview

The school district and maintenance department are committed to the accomplishment of scheduled inspections and preventive maintenance tasks. These practices are critical to the successful operation of the Bloomfield School District.

PROCEDURE

1. A unique and accurate inventory of all equipment is created prior to adding equipment into the maintenance management program.
2. This inventory shall be kept current and reviewed for accuracy on a routine schedule but no less than annually.


Prescribed supply and equipment inventories, maintenance schedules and PM frequencies and inspection tasks have been developed for each of the district schools.

CURRENT PREVENTIVE MAINTENANCE SCHEDULES

EQUIPMENT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuators (Growing Season-Weekly)				X	X	X	X	X	X			
Aeration & Fertilizing of Lawns & Athletic Fields				X								
Ansul System Inspection (Quarterly)	X			X			X			X		
Aquatic Center Plumbing Inspection (Annual)					X							
BHS Multi-Purpose Field (In Season)				X	X	X	X					

Boiler Conditioning (Annual)									X			
Boom Truck Inspection & Certification (Annual)							X					
Ceiling Tile Inspections (Quarterly)	X			X			X			X		
Custodial Equipment (Bi-Monthly)		X		X		X		X		X		X
CYB Lift Station Pumping & Inspection (Semi-Annual)						X						X
Daylight Savings Time Begins (Annual)			X									
Daylight Savings Time Ends (Annual)											X	
Doors, Knobs & Hardware Inspections (Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
Drainage & Site Improvements (Annual)						X						
Emergency/Exit lights/Smoke Detectors (Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
Eye Wash & Shower Stations (Semi-Annual)						X						X
Fences and Gates, Security/Access (Semi-annual)						X						X
Fire Alarm Panel Inspections (Annual)							X					
Fire Doors, General Doors (Quarterly)	X			X		X			X			X
Fire Extinguishers (Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
Fire Protection Systems (Annual)							X					

L&T Services VFD Pumps Commercial Water Treatment Controls														
Controls/Building Automation System Honeywell International, Inc.	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	12
Continuous Building Commissioning Honeywell International, Inc.	Annual						X							1

 Bloomfield School District	Scheduled Preventive Maintenance Tasks	Policy 6.0
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Overview

The Bloomfield School District utilizes the School Dude Solutions Facility Information Management System (FIMS) in development of Preventive Maintenance tasks for equipment associated with the district sites. In addition, the District shall use the New Mexico GCT's to develop preventive maintenance equipment schedules, frequencies and tasks.

PROCEDURE

The following information is a sample of the tasks associated with the Dude Solutions modules.

NATURAL GAS HOT WATER HEATER FLUSH – ADMINISTRATION BUILDING

Application:

This maintenance task is for an annual visual inspection and preventative maintenance tasks of all hot water heaters in the Administration Building.

HWG-AB-001, Hot Water Heater, Natural Gas, Administration Building

HWG-AB-002, Hot Water Heater, Natural Gas, Administration Building

Special Instructions:

1. Review manufacturer's instructions.
2. If the insulation is known or suspected to contain asbestos, check the building's asbestos management plan to see it has been tested for asbestos. If it is suspect but has not been tested, have it tested. Manage asbestos in accordance with the plan.
3. Consult the SDS for any hazardous ingredients and use proper personal protective equipment (PPE's).

Checkpoints:

A visual inspection is a quick check to see that the hot water heater is not blocked or any pipes or

flex line is crimped. Check to see the heater is in good working order and vented properly.

1. Drain several gallons from the tank to remove sediment.
2. Manually check the operation of the safety valve. Check for corrosion.

3. Check all connections – electric, gas and water. Tighten if necessary.
4. Check operation and setting of aquastat.
5. Check hot water temperature with a dial thermometer, and set the aquastat at the minimum value.
6. If applicable, check pilot and burner assembly. Clean and adjust nozzles for proper flame distribution and quality.
7. Check operation of electronic ignition device, if applicable. Check spark gap and adjust if needed.
8. Check thermocouple for corrosion or soot. Clean if required.
9. Clean up the work area and remove all debris.

Recommended Tools, Materials and Equipment:

1. Standard Tools – Basic
2. Pipe wrenches up to 24"
3. Tubing Cutters
4. Flaring Tool
5. Small Acetylene Outfit
6. Packing Tool Kit and Packing
7. ¾" Socket Set
8. Crescent wrenches to 14"
9. Cleaning equipment and materials. Consult the SDS for hazardous ingredients and use PPE's.
10. Thermometer
11. Clamp-on ammeter
12. Gap Gauge (auto ignition)

OUTSIDE LIGHTING – SEMI ANNUAL – ADMINISTRATION BUILDING

Application:

This maintenance task is for an annual visual inspection and preventative maintenance tasks of all outside lighting at the Administration Building.

- LOT-AB-001, Lighting, Outside Administration Building
- LOT-AB-002, Lighting, Outside Administration Building
- LOT-AB-003, Lighting, Outside Administration Building
- LOT-AB-004, Lighting, Outside Administration Building
- LOT-AB-005, Lighting, Outside Administration Building
- LOT-AB-006, Lighting, Outside Administration Building
- TTD-AB-001, Transformer, Dry Type, Administration Building

Special Instructions:

This preventive maintenance task applies to special lighting fixtures in parking lots, streets, loading docks and perimeter lighting. This provides for group re-lamping and maintenance of fixtures outside the building.

1. Recommend OSHA Safety Standards in 20 CFR 1910 be utilized when performing Preventive Maintenance.
2. Review procedures for “Controlling Hazardous Energy Sources”.
3. Utilize SDS for any chemical ingredients.
4. Utilize PPE’s during entire inspection and preventive maintenance repairs.

Checkpoints:

1. Ensure power is off to the fixture.
2. Open and tag switch.
3. Remove old lamps and clean fixtures thoroughly including reflector, refractor and globes.
4. Inspect condition of wiring, contacts, terminals and sockets. Look for evidence of overheating.
5. Install new lamp and assemble checking gaskets for proper seat.
6. Test operation of automatic switches.
7. Inspect lamp standards and mounting devices.
8. Clean up the work area and remove all debris.

Recommended Tools, Materials and Equipment:

1. Standard Tools – Basic
2. Ladder of appropriate height, boom lift or scissor lift according to OSHA/ANSI standards.
3. Cleaning materials

IRRIGATION START-UP – ANNUAL – DISTRICT WIDE**Application:**

This maintenance task is to visually inspect and make any repairs or adjustments to the irrigation head gates, pumps and irrigation pipes throughout the Bloomfield School District.

Special Instructions:

1. Meet with Bloomfield Irrigation District to ensure all head gates are functional, cleaned and in compliance with new district rules and regulations.
2. Ensure all pumps and valves have been serviced and are fully operational.
3. Check all piping and sprinklers heads for cracks and change out filters.

Checkpoints:

1. Clean out pump houses for easy access to equipment.
2. Check all sprinkler heads and watering time clocks for operation. Repair as necessary.
3. Check all pipes and connections for leaks or breaks. Repair as necessary.
4. Set a time zone appropriately for each site. Check to make sure there are no athletic functions that will interfere with watering times.
5. Check the irrigation system daily to ensure proper operation.

Recommended Tools, Materials and Equipment:

1. Standard Tools – Basic
2. Water key
3. Sprinkler heads
4. Multi-sized irrigation pipe
5. Connectors
6. Pipe Cement
7. Pump Replacement Parts
8. Fittings
9. Nipples
10. Tees

 <p>Bloomfield School District</p>	<p>Custodial Duties and Responsibilities</p>	<p>Policy 7.0</p>
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Overview

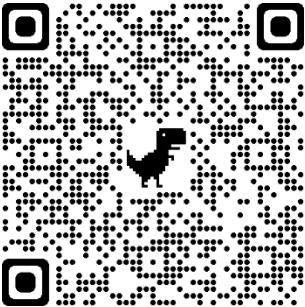
The Bloomfield School District works to establish custodial duties and responsibilities, aligned with the district job descriptions, in an effort to assist in the timely coordination and completion of the routine preventive maintenance necessary for a clean, sanitary and well-kept facility. The following duties and responsibilities for the district have been developed as a guideline to assist in the effective management of custodial staff.

As a checks and balance, the custodial lead also has a weekly check off list which verifies each custodial staff member is fulfilling their job duties and responsibilities to ensure a safe and healthy learning environment for the students and staff.

In addition to the custodians doing their daily check off lists, the custodial leads doing their weekly check off list, a cleaning survey is available to all stakeholders as a mechanism to rate the cleanliness and serviceability of all district buildings. The results of this survey are reviewed on a quarterly basis, as well as reviewed when new surveys are submitted. This mechanism allows for all stakeholders a platform to voice their opinion as well as provides constructive feedback that can be transformed into actionable solutions that can be applied in the area of concern. This survey is used as a tool for feedback to the custodial leads as to how their team is performing daily tasks and shows where they are succeeding or where they may need improvement. The survey also offers a means to capture and celebrate positive feedback to our custodians.

Custodial Survey

How was your visit today? Your responses will assist us in improving our services and to gauge how we are doing in keeping our facilities clean. You can access the survey using the link <https://forms.gle/g3wLeA7UkxdW4bYx5> or Link to the survey via your mobile device using the QR code.



JOB BOARDS: Lead custodians are required to maintain a job board highlighting daily, weekly, monthly, quarterly tasks. The job board is a means to efficiently identify and communicate the custodial needs of the school site. The job board works in tandem with the daily check off lists that are assigned to custodians. This process is used to maximize work times and increase efficiency in completing necessary tasks.

DAILY TASKS/DAILY CHECK OFF LIST: Custodians are required to follow daily check off lists to assist in the timely coordination and completion of the routine daily and preventive maintenance necessary for a clean, sanitary and well-kept school.

FALL BREAK:

1. Clean out all custodial closets of old chemicals and reorganize.
 2. Check all equipment and do preventive maintenance
-
3. Clean high windows.

HOLIDAY BREAK:

1. Wash down all student lockers.
2. Check all equipment and do preventive maintenance
3. Buff and shine all VCT and concrete tile flooring
4. Re-stock all products and dispose of used and non-useable products

SPRING BREAK:





1. Deep clean all offices including nurses' areas
2. Clean high windows
3. Wash walls and skylight fixtures in cafeteria

SUMMER BREAK:

1. Move all furniture out of classrooms and cafeteria.
2. Deep clean all desks and remove gum, debris, etc.
2. Strip all VCT tile flooring, seal and recoat with finish.
3. Vacuum all the carpet in the building.
4. Deep clean all appliances in Home Economics Rooms (if applicable)
5. Wash all walls.

RAG POLICY: To ensure that custodians are minimizing cross contamination when utilizing rags, the following rag coding chart has been devised. This system is utilizing a color coding chart that identifies which rag should be used in specific applications.

Cleaning Rag Coding Chart

Color	Expected Area of Use
	Green rags are to be used on table tops, counter tops, and general cleaning purposes
	Blue rags are to be used on glass surfaces and light cleaning surfaces
	Are to be used on seats, chairs, benches
	Are to be used in bathrooms only


Rags should be separated & washed by matching colors only. Do NOT mix color rags when washing. Do NOT use Softener.

SUPPLY ISSUE POLICY: To minimize loss of property, hoarding supplies, and to better track supply use to set par-levels, the custodial department is under a one-for-one swap system. As lead custodians order new supplies, lead custodians must give back the used or empty product in order to receive the new product. Since implementing this program, the district has seen a dramatic improvement in the number of supplies used. Equally, this system has allowed us to become more efficient in setting par levels and determining if products are being under or over utilized.

Janitorial Responsibilities By School Site

Daily	
Inside	Outside
Main Building	Sweep/De-Ice Entry Ways Sweep/ De-Ice Walk Ways

Lunch Room (Floors, Tables, Trash)		
Restrooms		
Trash		
Floors		
Classrooms		
Wipe Down Desks		
Trash		
Floors		
Weekly		
Inside		Outside
Main Building	Visual Building Inspection	
Lights		
Dusting		
Classrooms		
Lights		
Dusting		
Monthly		
Inside	Outside	
Main Building		
Classrooms		

 <p>Bloomfield School District</p>	<p>District Facilities and Equipment</p>	<p>Policy 8.0</p>
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OVERVIEW

The Bloomfield School District shall maintain a current & accurate listing of all schools within the district.

PROCEDURE

The district shall maintain a current and accurate listing of all schools within the district and includes the following:

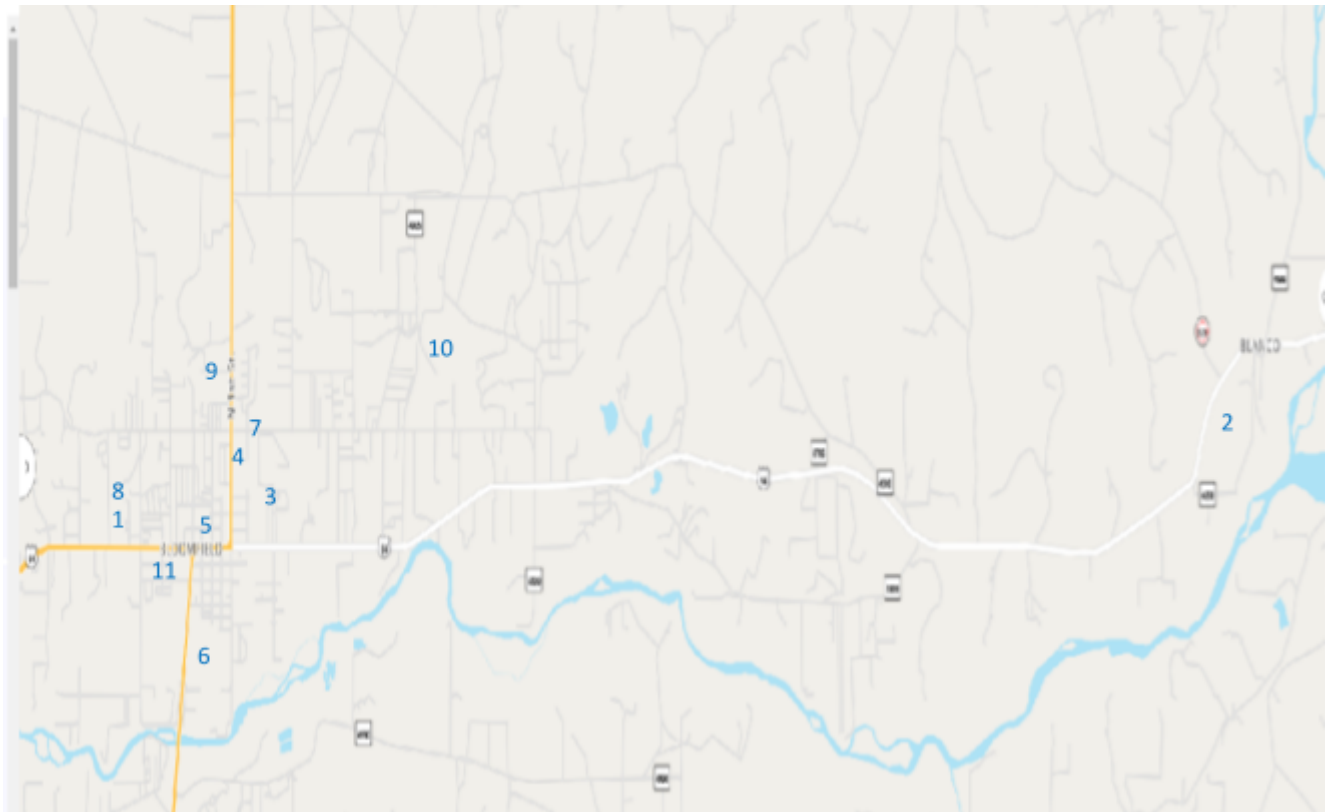
1. School Name and classification (elementary, junior, high etc.)
2. Site Location and address
3. Square footage and/or acreage of sites
4. Student Census Information (MEM Count)
5. Facility System Descriptions: Reference FMP Executive Summary Report by site
6. Facility General Floor Plans (8½ x 11) [Link to Buildings General Floor Plans](#)

Bloomfield School District has on site a 5-Year Facilities Master Plan Final Edition #5288 compiled with the aid of the Board of Education, Superintendent and Greer Stafford Planning. The 5-Year Master Plan encompasses years 2017-2022. Within the Master Plan is the FMP Executive Summary Report by Site. It is available for perusal during business hours.

BLOOMFIELD SCHOOL DISTRICT FACILITIES

	FACILITIES	ADDRESS	GROSS SQUARE FEET (GSF)	Acreage	Student Census
1	District Office Building	325 N. Bergin Lane, Bloomfield, NM 87413	22,376	Shared with MAJH	
2	Blanco Elementary	7313 US Highway 64, Bloomfield NM 87413 Grades: 1-6	58,160	40.83	223
3	Bloomfield Early Childhood Center	310 La Jara St., Bloomfield, NM 87413 Grades: Pre-K and Kindergarten	57,772	14.21	329

4	Bloomfield High School	520 N. First St. Bloomfield NM 87413 Grades 9-12	360,716	48.72	682
5	Central Primary School	310 W. Sycamore, Bloomfield NM 87413	100,917	8.43	536
6	Charlie Y. Brown Alternative High School	924 S. Bloomfield Blvd. NM 87413 Grades 9-12	22,119	8	85
7	Maintenance Warehouse Building	315 E. Blanco Blvd. Bloomfield, NM 87413	20,308	Shared with BHS	
8	Mesa Alta Jr. High School	329 N. Bergin Lane, Bloomfield, NM 87413 Grades 7-8	125,995	22.45	417
9	Naaba Ani Elementary School	1201 N. First St., Bloomfield NM 87413 Grades 1, 2 and 3	93,372	20	528
10	Rio Vista School (Partial Lease)	1110 N. Rio Vista Rd. Bloomfield, NM 87413	73,017		
11	Transportation Building	710 Maple Street Bloomfield, NM 87413	9,996	3.27	
	Totals	N/A	940,954 GSF	165.91 Acres	2,800



 <p>Bloomfield School District</p>	<p>Planned Maintenance and Repair Projects</p>	<p>Policy 9.0</p>
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Overview

The Bloomfield School District develops criteria, based upon the results of inventories and evaluation of their severity through the work order data collection and evaluation system and routine safety inspections, to implement a plan to develop and meet the needs of the district's planned maintenance and repair projects through the **Facility Information Management System (FIMS)**.

PROCEDURE

Through the maintenance departments data collection processes within the facility information management system, a list of major capital repair projects (structural or equipment) will be collected on an ongoing basis. The list will be reported to the district leadership for review no less than quarterly for the purposes of the development of a plan of correction to the identified variances.

As necessary, this list shall be integrated with the 5 Year **Facility Master Plan** no less than annually.

ADMINISTRATION BUILDING:

1. Install rolling gate fencing on the West side of the building to enclose and secure parking area for on-site overnight parking of executive vehicles.
2. Replace ice machine in lounge area
3. Add outdoor learning space to school site
4. Seal cracks and restripe parking lot

BLANCO ELEMENTARY SCHOOL:

1. Seal cracks and restripe parking lot.
2. Install security fencing around the West side of the building
3. Upgrade EBI system for HVAC
4. Replace air handlers that have outlive their life expectancy
5. Repair HVAC unit, circuit cards were damaged with electrical surge

BLOOMFIELD EARLY CHILDHOOD CENTER

1. Seal cracks and restripe parking lot.
2. Repair roof leaks around the library area.
3. Replace HVAC unit on Pre-K side
5. Add outdoor learning space to school site

6. Replace VFDs which were damaged with electrical power surge

BLOOMFIELD HIGH SCHOOL

1. Repair cracks and seal parking lot areas throughout campus.
2. Have staff and students clean and organize the stage prop area.
3. Replace Intercom system that was damaged due to electrical strike
4. Replace fire alarm system that was damaged due to electrical strike
5. Replace Auditorium roof (Phase 1 main classroom areas and auditorium area) due to damaged and patched roof
6. Replace Auditorium roof (Phase 2 hallways and auditorium edge) due to damaged and patched roof
7. Replace/upgrade scoreboard at football stadium
8. Fence multi-purpose field for security
9. Replace North Gym roof due to tear in membrane
10. Replace track in stadium due to safety issues with the track (cracked, uplifting, and pitted)
11. Replace lighting at softball field. Lights are outdated and finding replacements is difficult. Upgrade system to LED system which is more energy efficient.
12. Repair fencing around the school site. Fence has been damaged due to unforced entries.
13. ROTC building in need of HVAC, new windows, bathroom remodel to better support students
14. Paint interior and exterior of building due to aging
15. Replace/upgrade scoreboard at Basketball gym
16. Refinish gym floors (North & Bobcat)

CENTRAL PRIMARY SCHOOL

1. Seal cracks and restripe parking lot areas.
2. Install door sweeps on all outside entry doors.
3. Seal cracks in building from foundation settling in the library.
4. Repair cracks in library foundation and wall due to uplifting caused by nearby tree
5. Add outdoor learning space to school site
6. Replace boiler which has outlived its life expectancy, small crack at base with visible leak
7. Address playground equipment maintenance needs as identified by POMS and Associates

CHARLIE Y. BROWN ALTERNATIVE HIGH SCHOOL

1. Repair cracks and restripe parking lot
2. Install bollards around the entrance for security measures. (Dependent upon finances.)
3. Trim trees around the building to ensure they do not encroach over the building
4. Re-design building entrance to enhance security measures. (Dependent upon finances.)

5. Add outdoor learning space to school site
6. Cut tree near portables, safety issue and encroaches over playground

MESA ALTA JUNIOR HIGH SCHOOL

1. Repair cracks and restripe parking lot.
2. Repair uneven concrete walkway on the West side of the building.
3. Conduct remodel project for Family Resource Center
4. Replace Intercom system
5. Replaced identified old evaporative coolers
6. Install a drainage system north of school to prevent further erosion
7. Refinish gym floor

NAABA ANI ELEMENTARY SCHOOL

1. Repair cracks and restripe parking lot.
2. Concrete repair of sidewalks to prevent further spalling.
3. Install drainage to prevent further ground erosion near the playground area.
4. Remodel front to create safe and protected entry, including offices.
5. Replace nurse beds that were not functional
6. Re-carpet classrooms and hallways (A, B, C hallways).
7. Replace external freezer for Student Nutrition

RIO VISTA

1. Repair cracks and restripe parking lot.

TRANSPORTATION

1. Repair asphalt cracks and re-stripe bus parking lot.
2. Install security features (keyless bus entry, door security, window security)
3. Upgrade electrical supply for bus lines to improve and replace faulty systems

District-Wide

1. Rekey and add better door hardware to increase security in all buildings
2. Replace identified exterior doors. Doors are not locking due to upgrading HVAC or doors have been identified as requiring replacement
3. Install new AED units district wide
4. Repair and upgrade radio antenna equipment. Equipment was failing and causing communication issues.
5. Add radio repeaters to improve radio communications at school sites experiencing radio transmission issues.
6. As old lights die out, replace with energy efficient LED lighting

 <p>Bloomfield School District</p>	<p>Maintenance Staff Development</p>	<p>Policy 10.0</p>
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Overview

The Bloomfield School District encourages the development of continued education and staff development for maintenance and custodial staff.

Building maintenance has become a sophisticated process with new equipment, advancement in technologies, automated controls, computer maintenance management software, improvements in products and materials and many others. As a result, maintenance and custodial personnel are required to have advanced technical skills to maintain the electrical, mechanical and special systems in operation. To accomplish tasks associated with these building components a formal staff development path and training methods should be presented and selected individuals should attend courses for required continued education on the latest and evolving technical skills and trades.

PROCEDURE

Maintenance and Custodial Staff Development

1. Maintenance and custodial staff will be required to attend courses and training that can enhance and update their skill sets. Each week there is a safety topic covered at morning meetings with hand-outs from "Safety Toolbox Topics".
2. Employees who are sent to training are expected to complete course work and integrate the information into their work routines and provide training to others.
3. At a minimum, all required safety training shall be kept up to date beginning with annual training and annually thereafter (i.e. PPE, Asbestos, SDS, Blood borne pathogens etc.)
4. Custodial Staff will receive training semi-annually from Hillyard Products to ensure safe application and proper procedures regarding chemicals.
5. Maintenance Staff will receive annual training regarding their specific trade, i.e., electrical, carpentry, plumbing, lock-smithing, etc.
6. Grounds Staff will receive annual training regarding herbicide application; weed control and irrigation pump with sprinkler system repairs through Grand Junction Pipe in Durango, CO.
7. The District Facilities Manager or designee will be responsible for creating an annual calendar of events for general training and continued education and create a plan to meet the needs of the required training for skilled staff.
8. Records of training will be kept in the employee file.
9. The Administrative Assistant will attend Dude University for FIMS training on a bi-annual basis.

 <p>Bloomfield School District</p>	<p>Maintenance Safety Plan</p>	<p>Policy 11.0</p>
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Overview

The Bloomfield School District develops and maintains a written management plan describing the processes it implements to effectively manage the environment for the safety of students, staff, contractors, guests and other people coming to the district's facilities. This section includes Maintenance Safety, Maintenance Safety Goals and Maintenance Policies and Procedures.

PROCEDURE

1. The District Facilities Manager coordinates with the Director of Operations and the District Safety Officer the development, implementation, and monitoring of the district's maintenance safety activities.
2. The entire school district's maintenance, grounds and custodial staff are oriented, trained and responsible for the safety management plan.
3. At new employee orientation an overview of the safety management plan is provided to each maintenance employee and includes:
 - General Safety
 - Personal Protective Equipment
 - Hazard Communication / SDS practices
 - General OSHA guidelines
 - Fire Safety Procedures and equipment
 - Lock Out / Tag Out
 - Emergency School Procedures
 - Security Procedures
 - Ladder Safety
 - Grounds Keeping and General Tool Equipment Safety
 - Blood Borne Pathogens
 - CPR
 - Job specific safety risks
 - Other (as determined by district plans)

4. A department-specific safety management plan orientation is provided to employees by their individual department manager.
5. Annually, all employees are provided re-education about the safety management plan.
6. All training classes that employees attend are documented in the employee's personnel file located in human resources.
7. All staff has taken and passed the Introduction to Incident Command System, ICS-100.

Maintenance Safety

1. The maintenance department staff will adhere to all district safety rules as outlined in the District Safety Plan.
2. The District Facilities Manager conducts safety meetings each Wednesday at the regular staff meeting to ensure safety topics are discussed and training ensued. (See samples)
3. PPE (personal protective equipment) will be provided and utilized as appropriate for the tasks at hand. Some examples include: safety glasses/goggles, gloves, ear plugs, respirators etc.
4. Additional and more extensive PPE's have been provided to protect the custodial staff during extensive disinfecting procedures for combating the COVID-19 pandemic. These additional PPE's purchased by the school district include, gloves, respirators, total body coveralls, safety goggles, duct tape, shoe covers, and back pack sprayers for the QT3+ chemical application. (This chemical has a germ kill time of 5 minutes. Our regular disinfectant has a germ kill time of 10 minutes.)
5. All equipment operated by maintenance staff will be maintained such that all protective guards and shields are in place.
6. Maintenance staff is required to report any unsafe conditions, which includes employee injuries, to their immediate supervisor. A district employee injury report must be completed and forwarded through the appropriate chain of command system.
 - Injured parties should seek immediate medical attention following the district's employee injury established guidelines.
 - All injuries are reported to the Human Resources Director within 24 hours.
7. The maintenance department shall provide routine safety training to all maintenance and custodial staff. Records, to include sign in sheets, shall be maintained on all training activities.
8. Records should be kept in the employees' personnel files for any safety training accomplished.
9. Periodic safety inspections will be conducted by the Facilities Manager or designee. Violations or necessary repairs will be documented so issues can be corrected.

Maintenance Policies and Procedures

The district establishes safety policies and procedures that are distributed, practiced, enforced and reviewed as frequently as necessary, but at least every year.

- a. All safety related policies are reviewed and approved by the district leadership. Then they are forward to the school superintendent and board for final approval. All policies developed and adopted based on new regulatory standards will be identified to the district leadership.
- b. All product safety recalls are directed to the District Facilities Manager or designee for review and follow up as appropriate. Reports concerning recalls and actions taken are provided to the Director of Operations, Data & Assessment for review and final action.
- c. Through a comprehensive inspection and preventive maintenance program, the grounds and all equipment are maintained in a manner intended to provide the highest level of safety for all staff and any other personnel coming to the district facilities authorized to use devices.
- d. Use of any school equipment must first have a waiver signed by the Vendor and school district representative. (See Attached)

**BLOOMFIELD SCHOOL DISTRICT
ENVIRONMENTAL SAFETY ROUNDS**

Date of Review: _____ Floor: _____ Location: _____ Name of Surveyor: _____

Item to Check	Good Clean Condition	Needs Further Cleaning	Needs Repair	Work Order Placed/#	Comments	Follow Up
General Locations						
Walls / Floors / Ceilings						
Lights						
Light Switches						
Inside Windows						
Window Sills						
Blinds / Coverings						
Trash Containers						
Other:						
General Equipment						
Office Furniture						
Office Furniture						
Office Furniture						
High / Low Dusting						
Base Boards						
Clocks						
Vents						
Other:						
Safety Equipment						
Fire Panels						
Mechanical Rooms						
Custodial Closets						
Sidewalks						
Handrails						
Stairwells						
Other:						

Comments:

 <p>Bloomfield School District</p>	<p>Service Contract and Vendor Oversight</p>	<p>Policy 12.0</p>
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OVERVIEW

The Bloomfield School District understands the need to utilize an outside service vendor(s) to accomplish and/or supplement maintenance tasks or projects outside the scope of the maintenance & custodial staff's qualifications. These include but are not limited to HVAC, Life Safety, Project Management (project, construction and architectural vendors), plumbing, and electrical.

CONTRACT / VENDOR EXPECTATIONS AND RESPONSIBILITIES

- Every maintenance contractor/vendor performing work for the Bloomfield School District is expected to perform work in a professional manner and at the highest quality possible following the district's code of conduct policy.
- All contractors and vendors are informed as to the district's proper procedures, safety guidelines and Code of Conduct while on school property.
- Bloomfield School District and the maintenance contractor are partners working towards the common goal of repairing and or maintaining systems that support the business and educational process of the district.
- Maintenance contractors & vendors and their employees will act in a professional manner when working on any school site(s) and will avoid any direct contact or interaction with students.
- The maintenance contractor, their employees and subcontractors shall adhere to the district's tobacco free policies.
- The contractor / vendor will not commence work until an approved purchase order has been obtained per district guidelines. Guidelines include proper quotes and proposals associated with invoice & warranty information and proper district approved purchase orders prior to rendering payment for services.

CONTRACT/ VENDOR SERVICE EXPECTATIONS

- Maintenance contractors and vendors are expected to review and understand the scope of work in order to appropriately quote the job.
- It is the responsibility of the contractors and vendors to request any additional information needed to clarify the scope of work.

- Maintenance contractors and vendors shall provide accurate and detailed cost proposals, in a timely manner including details of specific work not included in the proposal.
 - Proposals shall include an estimated timeframe (hours, number of technicians, overtime etc.) for completing work.
 - Cost for materials to include delivery as applicable.
 - Appropriate New Mexico Gross Receipts Tax.
- Maintenance contractors and vendors shall be licensed contractors in the State of New Mexico relevant to the work being performed.
- All contractors and vendors shall include their contractor license number on all proposals and provide current proof of liability insurance.
- Maintenance contractors and vendors shall follow all applicable building codes related to the work being performed.
- All contractors and vendors are expected to obtain appropriate building permits to complete work as required by NM State Law.
- Maintenance contractors and vendors shall perform clean up related to contract services in order to complete the work performed.
- Maintenance or repairs shall be accomplished in a manner and time schedule that minimizes discomfort to the buildings occupants or potential damage to the building or systems
- The service contractor is responsible for ensuring utilities are restored to equipment shut down for maintenance, service or repair upon completion of services and that equipment is in normal operating condition.
- A final report including invoice & warranty information associated with a district approved purchase order will be provided to the facility /district prior to payment for services rendered.

DISTRICT STAFF RESPONSIBILITIES

- The Bloomfield School District will provide clear, concise “Scope of Work” for any work requested.
- The Bloomfield School District will provide oversight of work performed including final inspection.
- The Bloomfield School District will coordinate work as needed with the school site.
- The Bloomfield School District will provide final approval of work completed.

ACCESS CONTROL AT SCHOOL WORK SITE

- Maintenance contractors and vendors shall sign-in at the appropriate school site. The sign in log will be maintained at the front desk of every Bloomfield School District site.
- All district loaned equipment to include keys, access cards, and badges shall be returned at the end of the Scope of Work.
- A Waiver and Release of Liability Form shall be signed by each Vendor for any loaned equipment. (See Form in Section “Maintenance Safety Plan” Policy 11.0)

SAFETY POLICIES

- Maintenance contractors are fully responsible for the safety of all workers performing Scope of Work services for the company and will be fully responsible for following all applicable safety regulations outlined by the Occupational Safety and Health Administration (OSHA) and state building codes to include Lock-Out Tag Out procedures.
- Maintenance contractors and vendors shall utilize appropriate personal protective (PPE) equipment related to work being performed and shall require anyone entering the work zone(s) to also wear appropriate PPE.
- Maintenance contractors and vendors shall provide appropriate signage necessary to warn others of work being performed that may cause injuries to others.
- Maintenance contractors and vendors are responsible for the safety of students and school district employees when working at any school site.
- Maintenance contractors and vendors shall provide any necessary temporary safety devices to separate the work being performed from the students and school district employees.

FREQUENCY AND METHODS OF COMMUNICATIONS WITH DISTRICT PERSONNEL

- The Bloomfield School District Facilities Manager or designee shall act as the project manager for each contracted maintenance job.
- All communication with the Contractor shall take place through the District Facilities Manager or designee.
- Communication will occur as frequently as necessary and no less than weekly for long term projects and daily on all short term projects and work lasting less than one day.

DOCUMENTATION OF WORK UPON COMPLETION

- Contractor/vendor will be responsible to train district staff on operation and care of equipment as applicable.
- Contractors and vendors will provide operational manuals for installed equipment.
- Director of Operations, Data & Assessment or District Facilities Manager will have final signature approval on any work completed by contractor prior to contractor/vendor leaving the site. This includes a visual review of the completed scope of work to ensure equipment is placed back in its proper operation condition.
- Contractors and vendors will provide training on newly installed equipment operation to appropriate maintenance staff as necessary.

WARRANTY

- Contractors / vendors shall provide all warranty information to appropriate staff to include Director of Operations, Data & Assessment and/or District Facilities Manager on all work performed.
- If replacement parts carry a longer warranty, the contractor shall provide a copy of the warranty information to district representatives.

FIMS DOCUMENTATION

- All contract vendor work completed at district sites shall be documented in the FIMS / School Dude work order system for appropriate tracking to include labor, materials and contract information with appropriate reference to district approvals and purchase orders.

 <p>Bloomfield School District</p>	<p>Facility Master Plan</p>	<p>Policy 13.0</p>
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POLICY

New Mexico state law requires all school districts to have a current five-year facilities master plan as a prerequisite for eligibility to receive state capital outlay assistance (Section 22-24-5 NMSA 1978). The Facility Master Plan provides the district with a road map on how to address their facilities needs in order to best utilize their resources and the necessary funding and timetables for completing necessary projects. The FMP identifies the necessary projects needed to provide their students with a healthy learning environment. In addition, districts need to secure the approval of the director of the Public School Facilities Authority (PSFA) prior to the construction or letting of contracts for construction of any school facility or related school structure requiring a building permit (Senate Bill 450, 2006).

OVERVIEW

The Bloomfield School District preventive maintenance plan shall be incorporated into the district's Facility Master Plan (FMP). The district's capital funding strategy includes major planned maintenance and repair projects. Districts shall develop both a comprehensive Facility Master Plan and a Preventive Maintenance Plan in order to be eligible for a capital outlay award(s). These strategies can assist school districts in creating a more accurate and robust long range capital plan.

PROCEDURE

1. The Director of Operations, Data & Assessment and the District Facilities Manager will maintain a detailed and prioritized list of capital replacement items and system components related to the facilities.
2. On a monthly / quarterly basis, the Facilities Manager will submit a report of repair items exceeding the routine expenditure cap for repair and determine a capital cost for replacement.
3. This capital list will be reviewed, assigned a priority, approved, and integrated into the Facility Master Plan.

Methods of determining capital projects:

There are 2 recommended methods of determining projects as follows:

1. FIMS method – Develop Annual Capital Expenditure / Deferred Maintenance Purpose Code in FIMS.
2. Physical Building Audits and Data Collection – See Policy Section 18 for Sample Form.

See 5-Year Master Facilities Plan #5288, Section 3 – Capital Outlay Improvements Listings.

 <p>Bloomfield School District</p>	<p>Facility Safety Assessments</p>	<p>Policy 14.0</p>
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OVERVIEW

The Bloomfield School District has developed a program to conduct environmental safety tours/rounds at all school locations to proactively identify environmental deficiencies, safety hazards, and unsafe practices.

PROCEDURE

1. A monthly environmental safety calendar has been developed of department locations to be surveyed. The schedule ensures that all areas where students are served are surveyed at least one time per year.
2. A data collection form to assist in identifying environmental deficiencies, hazards and unsafe practices is utilized during environmental safety rounds. (See Form)
3. When deficiencies are discovered, they are documented through work orders in the Facility Information Management Systems (School Dude) for processing, using the defined priorities definitions.
4. Safety work orders are prioritized to prevent undue risks to students, staff or guests.

 <p>Bloomfield School District</p>	<p>Maintaining Equipment Records</p>	<p>Policy 15.0</p>
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PURPOSE

Equipment records are a vital component in the development of and the continued operation of the district's preventive maintenance program. Developing and maintaining accurate records informs maintenance personnel of the equipment within their facilities, what areas they serve and the required preventive maintenance tasks necessary to maintain them in a reliable and quality manner. In addition, it informs them of the importance of the attached individual components that may need maintenance and developing strategies for replacement parts and preventive maintenance tasks.

It can also provide data that may lead to the detection of significant trends; for example, if a number of items in the same building suffer similar electrical problems, there may be an associated problem with the building's electrical distribution system.

Accurate Equipment records are necessary to begin any preventive maintenance program and should be updated regularly but no less than annually.

Accurate equipment records simplify making cost benefit analysis of maintenance activities. Through effective record keeping on equipment preventive maintenance tasks the districts can determine costs on preventive maintenance, equipment parts and the useful life replacement time periods and effectively budget for replacement through the capital process as needed.

POLICY

It is the policy of the Bloomfield School District that all facility equipment (HVAC, Playground equipment, life safety systems, etc.) that is to be maintained by the districts personnel or their designees will be re-inventoried and documented in the Facility Information Management System on an annual basis or as equipment is replaced or added to the facilities resulting from projects and/or emergency replacements. This process should include documenting equipment specifications to include but not limited to the following items: make, model, serial numbers, warranties, service contracts, recommended preventive maintenance tasks, spare parts needed

to maintain the equipment, initial and replacement cost projections. The FIMS administrator and the District Facilities Manager are responsible for executing this policy.

PROCEDURE:

The following is a procedure for updating records and replacement of equipment utilizing the FIMS / School dude database.

Procedures for updating records and replacement of equipment:

When an equipment item is installed or replaced it shall be documented in the district's FIMS account. This can occur in either the Maintenance Direct (MD) or Preventative Maintenance Direct (PMD) modules of the *School Dude* software. The specifics of the new piece of equipment shall be entered and the records of any removed items be documented as "*removed from service*". A basic outline of record keeping policy is as follows:

- The equipment manufacturer's O&M Manuals shall be obtained and filed by the District Facility Manager's Assistant for data entry.
- An equipment number is assigned in FIMS using the following format:
 - Description-Location-integer
 - LPS-BECC-003 translates to:
 - LPS = Large Play Structure
 - BECC = Bloomfield Early Childhood Center
 - 003= Unit number 3

If an equipment item is replaced with the same type, the same number can be reused but the letter "R" which stands for Replacement should be added to the end of the Equipment Record number (LPS-BECC-003-R) in the FIMS system.

For added equipment, the same description and location code should be used, but the number should be changed with no two numbers alike for the same type and location of equipment. Each equipment number must be unique.

- Enter as much information in FIMS about the installed item as possible; i.e., location, model and serial number, installation date, warranty information, life expectancy, etc. When available and as applicable, replacement part details can be added, such as filter and belt sizes, etc.
- Written manufacturer's information about the equipment should be filed.
- Existing PM schedules can continue to be used for replaced equipment of the same type, but new PM schedules should be developed for new types of equipment.
- PM Schedules should be developed and activated for the new equipment

- Replaced equipment shall be removed from service in the FIMS Equipment Record, and any PM Schedules deactivated. In the equipment records of MD or PMD equipment will be deactivated as follows:
 - Click On Equipment under Information and Analysis
 - Find Equipment record to be deactivated
 - In the Add/Update Page for that equipment record type a date in the Date removed box.
- Failed equipment will be disposed of properly in accordance to school policy through Public Surplus Auction through approval of PED and Board of Education.

 <p>Bloomfield School District</p>	<p>Reports</p>	<p>Policy 16.0</p>
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PURPOSE

Monthly and quarterly reports, both in narrative and quantifiable data forms are an integral part of business communication and assist developing departments, superintendents and boards with improved decision making of processes that ultimately benefit the district's quality. As a good business practice, Superintendents and Boards can use the information to improve their knowledge of the district's school sites, physical conditions, capital needs and overall activities and accomplishments towards the annual report.

POLICY

It is the policy of the Bloomfield School District to create monthly reports based on data collected in the Facility Information Management System / School Dude and present it to the Superintendent and Board for review. Monthly reports from the maintenance and operations department are to be developed and submitted to the Superintendent and Board no more than 5 days into the following month.

At the end of every month, the School District/FIMS maintenance manager or designee shall develop a Maintenance Metrics report that encompasses the maintenance and operations activities occurring during that time frame for review by the District Facilities Manager.

PROCEDURE:

The Maintenance and Operations reports include:

1. Any changes to the district preventive maintenance plan
2. Quarterly Proficiency Rating in the state provided Facility Information Management System (FIMS) / School Dude and any activities associated with the program such as training activities.
3. Maintenance Metrics activities to include:
 - o Work Order Completion rate
 - o Monthly Work Order Backlog %
 - o Work Order Transaction Information
 - o Monthly Preventive Maintenance Work Order rate
 - o Monthly PM cost ratio
 - o Vandalism report
 - o Utility Direct Management 12 months of effective history
4. Progression of developed maintenance goals for the year.

5. Progression or accomplishments of developed district capital projects and updates to the 5 Year Facility Master Plan.
6. Results of environmental or safety rounds and any corrections made.
7. Custodial performance activities occurring at the district sites.
8. Meetings and training activities occurring in Maintenance and Operations
9. Staffing changes or challenges affecting the completion of the preventive maintenance activities.
10. Additions / deletions or changes to any maintenance and operations policies.
11. Additions / deletions of major equipment at district facilities.
12. Any regulatory (local, state or federal) compliance visits/audits, listing all variances and a plan of correction to those variances.
13. Changes or updates to the district's energy management programs.
14. Hazardous Materials & Waste Management activities to include additions/deletions to the district's MSDS program and any training activities.
15. Pest Control Management Activities to include additions/deletions to the district's IPM program and any training activities.
16. Fleet Vehicle maintenance activities, repairs etc.
17. COVID-19 training, correspondence to parents, and cleaning forms for custodial teams.

 <p>Bloomfield School District</p>	<p>Energy Management Plan</p>	<p>Policy 17.0</p>
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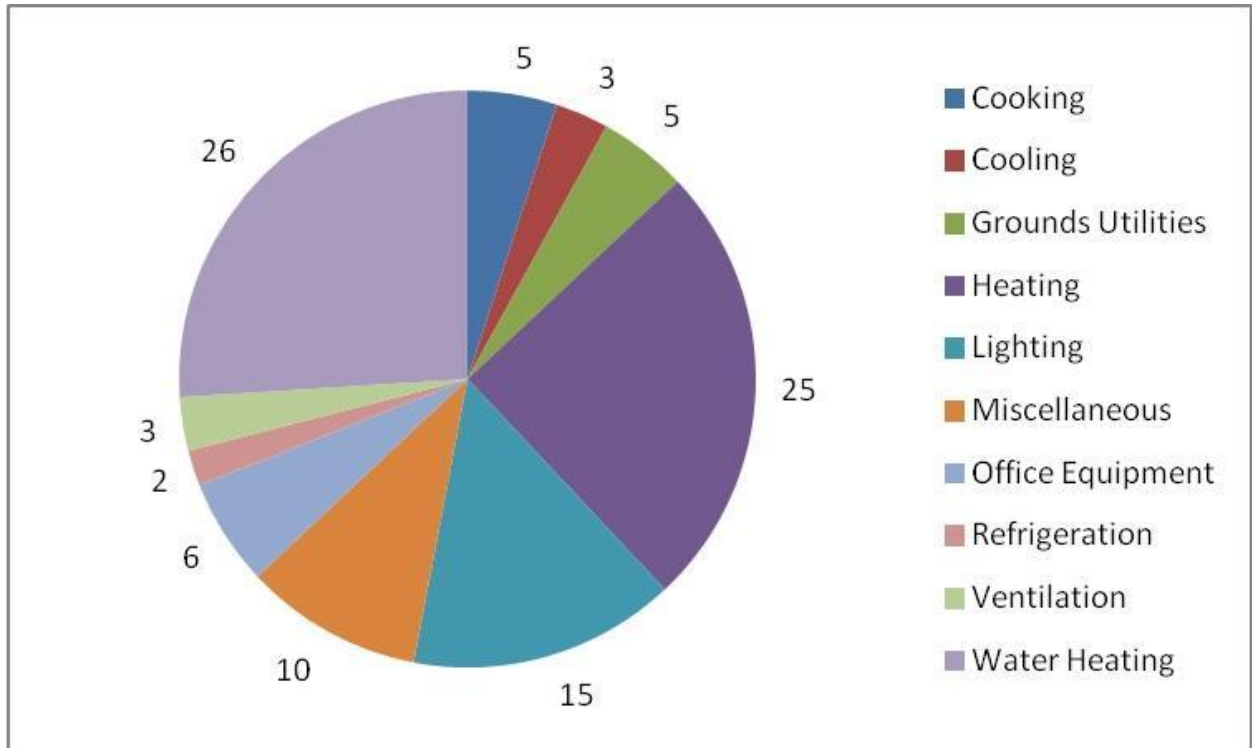
The Bloomfield School District has an Energy Management Plan in place and has been working on making all district facilities more energy efficient as funding permits.

The District continues to upgrade fluorescent lighting, as finances allow, throughout classrooms by removing lamps and ballasts and replacing them with LED lamps. Several District-wide parking lot lights and rolling gates have been replaced with solar powered fixtures impacting our energy costs substantially.

The District has an HVAC Mechanical and Automation contract with Honeywell. We have a district wide automated system which tracks room temperatures, boiler and air conditioner functions, outdoor lighting, and kitchen walk-in cooler and freezer temps. All of this is monitored through an EBI system which generates an email 24/7 to the District Facilities Manager if any equipment goes into alarm. Response time to address the notifications is within minutes.

With the COVID-19 pandemic and buildings virtually empty, with the exception of essential employees; we have reduced our energy output by dropping the heating temps and raising the cooling temps.

Our Energy Management Plan consists of strategic planning for a comprehensive energy management plan includes 10 essential components to either creating or enhancing the energy management program: Measure/benchmark current energy consumption. Establishing a baseline against which future reductions will be measured is an important first step in our tracking progress.



 <p>Bloomfield School District</p>	<p>Building Assessments - FMAR</p>	<p>Policy 18.0</p>
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OVERVIEW

The Bloomfield School District participates in the Facility Maintenance Assessment Report (FMAR) System established by the Public School Funding Authority (PSFA). This is a process tool used to evaluate New Mexico school facility conditions, appearance and determine – with verification – the implementation of an effective maintenance management program.

FMAR Definition: The FMAR stands for Facility Maintenance Assessment Report (FMAR). The FMAR is a Process tool used by the Public Schools Facility Authority (PSFA) to evaluate NM school facilities conditions / appearance and determine and verify the implementation of an effective maintenance management program. The results (feedback report) are used to establish a benchmark for the individual schools/districts maintenance programs in an effort towards continuous improvements and implementation of cost effective maintenance strategies.

Purpose: To establish a verifiable process to determine the extent a school district is maintaining industry standard maintenance practices; To provide constructive feedback (OFI’s) to the district on facility maintenance programs; To gather and share Best Practices across the state; To establish a baseline condition score/rating of current facility maintenance programs and physical conditions; To identify districts progressing towards an “Exemplary” facility maintenance program.

A physical building assessment is a comprehensive review of a building systems and assets. Physical Building Assessments are a standard method for establishing baseline information about the components, systems, policies procedures of a new or existing buildings maintenance program. An FMAR assessment is a way of determining the status of the building maintenance program. It provides a snapshot of how the various systems are being maintained and environmental components are operating. A primary objective of an FMAR is to measure the value of implemented maintenance and operations programs effectiveness.

Building assessments are a tool for projecting current and future maintenance effectiveness & needs. Building assessments are accomplished by assessing buildings, grounds, equipment and systems, documenting the findings, and recommending service options to increase efficiency, reduce waste and save money. FMAR provides the landscape against which all building maintenance efforts and planning occur.

Knowing What You Have – The importance of a physical building assessment to include buildings, grounds, and other systems and equipment is essential for the school districts successful operation. It is a component of the district’s maintenance program, and a feeder into the management of the FMP. Knowing what you have and the condition it is in is an important aspect of operating your facilities.

Building assessments require time, energy, expertise and resources. Performing a comprehensive and accurate assessment is time consuming and economical all the same because it is a necessary step in the effective & efficient management of school district buildings.

Why a Facility Maintenance Assessment – Things change. The luster and aesthetic appeal of new buildings and equipment are sure to fade over time. When buildings age, the building condition begins to exhibit normal wear and tear. The definition of what constitutes “proper maintenance”, changes over the life of the equipment or building systems. Knowing the age and condition of a building or piece of equipment is a prerequisite for maintaining it properly. Otherwise, maintenance efforts are a hit or miss situation – some things only get fixed when they break (reactive), while others get maintained on a routine basis whether they need it or not (preventive). When a school knows the status of its buildings and equipment, the need for maintenance, repairs and upgrades become much clearer.

The FMAR Building Assessment: The assessment team is made up of members of the NMPSFA and school staff, if available. The assessment of the schools’ buildings leads to a prioritized list of repair needs & items/recommendations. The completed feedback report will paint a picture of the repair/replacement /focus area needs for the immediate period and into the future. The next step is to assign a reasonable time frame for repairs using the schools CMMS programs or capital expenditure project program (FMP).

FMAR’s assist the school administration in knowing what they have, its condition, service history & maintenance needs.

Provide facts, not guesswork, to inform school administrators and maintenance staff of necessary repairs to ...

Establish a baseline for measuring building maintenance progress.

Building assessments should be a routine part of the building's maintenance program. By integrating the findings of an annual assessment the district can ascertain the impact of various maintenance and custodial strategies, and the future.

FMAR Summary Report

Table below reflects the most recent FMAR scores as defined by the year/quarter

School Name	Product Score	Maint. Score	FMAR Score	%FMAR Score	FMA Date
Blanco Elementary			752.28	75.228%	6.26.2023
Bloomfield Early Childhood Center	651.67	81.21	819.54	91.954%	7.10.2019
Bloomfield High School	369.14	81.21	499.26	49.926%	7.23.2018
Central Primary	489.06	81.21	570.27	57.027%	2.28.2018
Charlie Y. Brown Alternative High School			889.86	88.986%	3.29.2023
Mesa Alta Jr. High	542.23	81.21	623.44	62.344%	1.31.2018
Naaba Ani Elementary	695.97	87.79	823.27	82.327%	3.1.2022

 <p>Bloomfield School District</p>	<p>Grounds Keeping Maintenance Plan</p>	<p>Policy 19.0</p>
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OVERVIEW

The purpose of a Grounds-keeping Maintenance Plan is to ensure that grounds systems are maintained in an attractive, orderly, healthy and safe manner to support a pleasant and functional outdoor educational environment. Grounds-keeping and property maintenance are an important aspect of public schools’ maintenance programs. Routine Preventive Maintenance tasks should be developed to ensure a safe and functional environment for all occupants. Parents, visitors, students and the general public pay a great deal of attention to the initial appearance of public school facilities and how well they are maintained. Maintaining properties in a good, clean and safe condition adds curb appeal, supports a quality educational environment, and prevents deferred maintenance.

DEFINITIONS:

Grounds-keeping: The activity of tending areas of land for aesthetic or functional purposes in a public school setting. Tasks may include, but are not limited to routine litter management, mowing grass areas, trimming hedges and trees, planting, mulching, aeration, fertilizing, managing flowers, management of watering systems (manual or automated), zero-scaping, pest and weed control, integrated pest management etc. Other tasks include managing walkways, patios, parking lots, fountains, fences, planters and benches and seasonal functions to include start-ups, shut-downs and snow removal functions. Specific areas to public schools that should also be considered include managing athletic field surfaces (soccer & football fields, track surfaces, basketball surfaces, and artificial turf & playground areas). Maintenance of equipment to support grounds-keeping tasks is also part of developing a sound safety program.

Having and maintaining the right equipment is vital to the success of a quality Grounds-keeping program.

Groundskeeper is an individual who maintains landscaping, grounds, gardens, sporting venues and other exterior properties (and their vegetation where appropriate) for appearance and functionality.

PURPOSE


The purpose of the Grounds keeping Preventive Maintenance Program is to create a developmental method and implementation of a grounds maintenance program for the schools to provide an aesthetically appealing, safe and functional environment.

POLICY/GUIDELINES

Each year the district grounds department develops landscape maintenance work plans for the following year. Work plans are in place for the following maintenance specialties:

Fence Maintenance	Monthly by School Assignment	X	X	X	X	X	X	X	X	X	X	X	X	X
Weed Treatment	Weekly by School Assignment			X	X	X	X	X	X	X				
Pesticide - Kelly's Pest Control Services	Monthly by School Assignment	X	X	X	X	X	X	X	X	X	X	X	X	X
Parking Lot Maintenance/Clean up	Weekly by School Assignment	X	X	X	X	X	X	X	X	X	X	X	X	X
Aeration / Thrashing	Bi-Annual School Assignment			X									X	
Playgrounds	Weekly by School Assignment	X	X	X	X	X	X	X	X	X	X	X	X	X
Striping Athletic Fields	Weekly during Season			X	X	X	X			X	X	X	X	X

GROUNDS WEEKLY ASSIGNMENTS ASSIGNED TASKS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Trim all Lawn Edges – Trim all Bushes					
Check Sprinkler/Irrigation Pump Motors & Clean All Filters					
Check Time Zone Schedule & Change Watering Schedule as Necessary					
Seed Bare Spots as Necessary					
Rake Leaves/Sweep Dead Grass from Curbs/Broom Sweep & Blow Gravel					

 <p>Bloomfield School District</p>	<p>Use of Pesticides on School Property Integrated Pest Management (IPM)</p>	<p>Policy 20.0</p>
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**Use of Pesticides on School Property
POLICY**

The Bloomfield School District has procedures for the implementation of pest management processes with consideration for reducing the possible impact of pesticide use on human health and environment, including people with special sensitivity to pesticides.

PROCEDURE

Procedures include, but are not limited to the following: The district uses a New Mexico licensed and certified service vendor(s) to accomplish and/or supplement maintenance tasks or projects outside the scope of the maintenance & custodial staff’s qualifications for use of pesticides.

Uses of pesticides are governed by the following standards:

Definitions as used in this section:

Pesticides: is any substance used to kill pests. It includes insecticides, herbicides, fungicides, rodenticides, etc.

Pests: is any organism with characteristics that are regarded by humans as injurious or unwanted.


- a. No pesticide may be applied to the Bloomfield School District property and no pest control device (as defined in the New Mexico Pesticide Control Act) may be used on the Bloomfield School District property except those pesticides and devices currently registered for legal use in the state by the New Mexico Department of Agriculture.
- b. No pesticide may be applied to the Bloomfield School District property except by those persons certified in the applicable category and currently licensed by the New Mexico Department of Agriculture or by employees under their direct supervision.

c. Pesticides are applied in and on the outside of school buildings on a monthly basis by a local licensed pest control vendor. A pest is considered to be present when it is observed directly or can reasonably be expected to be present based on finding evidence such as droppings, body parts, or damage that is typically done by the pest. This section of the regulation does not apply to pre-construction termite treatments or the use of outdoor pesticides.

d. Pesticides that are applied in a liquid, aerosolized, or gaseous form through spraying, aerosol cans, bombs, fumigation, or injections into the ground, foundation, or plants will not be applied on the Bloomfield School District property when students, staff or visitors are present or may reasonably be expected to be present within 6 hours of the application. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of the Bloomfield School District property and which requires the immediate application of a pesticide to remediate - students, staff, and other school occupants will be removed from the treatment area prior to the application. Small amounts of gel or liquid pesticides applied to cracks and crevices or baits used to treat pest infestation are exempt from this section.

e. At the beginning of each year, and when new students register, the Bloomfield School District includes in their communication to the parents and/or guardians a notification form if they wish to be aware of pesticide application during the school year. The parents/guardians who have requested such information will be notified via email prior to pesticide application. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of public school property no pre-notification is required. Immediately following the application of a pesticide in emergency cases, signs will be posted indicating an application was made.

f. Written records of pesticide applications will be kept for three (3) years at the office of the District Facilities Manager and will be available upon request to parents, guardians, students, teachers, and staff.

 <p>Bloomfield School District</p>	<p>Maintaining Synthetic Turf</p>	<p>Policy 21.0</p>
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PURPOSE

Sports Surfaces are a very important asset to our district and the safety of our athletes require a clean safe sport surface.

It is important that the people who are responsible for field maintenance are thoroughly familiar with its contents and refer to it regularly. The contents in this manual represent the most current information regarding suggested procedures for the proper use and care of synthetic turf systems.

POLICY

It is the policy of the Bloomfield School District that all facility equipment (HVAC, Playground equipment, Synthetic Turf, Life Safety Systems, etc.) that is to be maintained by the districts personnel or their designees will be re-inventoried and documented in the Facility Information Management System on an annual basis or as equipment is replaced or added to the facilities resulting from projects and/or emergency replacements. This process should include documenting equipment specifications to include but not limited to the following items: make, model, serial numbers, warranties, service contracts, recommended preventive maintenance tasks, spare parts needed to maintain the equipment, initial and replacement cost projections. The FIMS administrator and the facilities director/manager are responsible for executing this policy.

PROCEDURE:

The following is a procedure for maintaining the district's sports surfaces. It is good business to protect your investment and take care of your synthetic turf system. To do this most effectively, KEEP IT CLEAN.

The following maintenance precautions are advised:

- Control access to field
- Keep your surface free of litter, mud and debris
- Post signs prohibiting smoking and carrying food or drink onto the field
- Minimize and properly monitor the use of motorized vehicles on your surface
- Repair minor damage promptly

- Follow suggested maintenance and cleaning procedures

CLEANING AND STAIN REMOVAL

For outdoor surfaces, rain is the best cleanser. Rainfall gently cleans the fibers of dust, pollen and airborne pollutants in a way that is difficult to duplicate. In areas where rainfall is scarce – or during prolonged periods of drought – an occasional watering is beneficial to cleanse the synthetic surface. Listed below are the suggested precautionary maintenance practices:

- Keep trash and litter containers on site
- Route field's access traffic in such a way to minimize mud/dirt tracking on the field
- Set up drinks for athletes during practice breaks off the synthetic surface if possible
- Enforce a smoke free environment and discourage the use of chewing tobacco, gum and sunflower seeds

DAILY CARE

Daily care is on-going care; it does not necessarily mean care each and every day. The amount and frequency of daily care is dependent on not only the surface, but also by the volume and the type of use.

MFG. recommends that every turf system shall be periodically groomed and swept to remove litter and dust etc.

LITTER REMOVAL

Light trash (paper, peanut shells, sunflower seeds, athletic tape etc.) and airborne dust can be removed easily with a lawn sweeper or maintenance sweeper.

SWEEPERS

When using machines, several points should be observed:

Bristle Type

The sweeper should have synthetic fiber bristles such as nylon or polypropylene. The minimum brush length should be 2.5". The maximum bristle diameter should be .030". The brush must contain no metal or wire. Metal fibers can fall out and cause injuries to players and can also damage the surface.

Brush Setting

The brush setting should be monitored. The actual setting will of course depend on the model and type of sweeper. The sweeper will work best, however, when the brush is set so that it barely touches the tips of the fibers of the turf.

DO NOT SET THE BRUSH SO LOW THAT IT DIGS INTO THE TURF PILE OR BACKING.

Too low a setting can damage the turf. Vacuum cleaners are not recommended to remove mud. Contact your Turf representative if you have any questions about the type of machine to use or brush settings.

Turf Loading Limitations

Brushing and brush cleaning may require several trips over the field to finish the operation. Any sweeper that weighs more than 300 lbs. should have turf type low ground pressure tires (pneumatic tires) with a maximum tire pressure of 35 pounds per square inch (psi). Do not park vehicles on the turf, especially in the heat of the day, or leave vehicles on wet turf for long periods of time.

Exhaust Fumes

For outdoor use we recommend either electric or propane. The type of fuel or power used by a sweeper is of no major importance for outdoor use. However, if the sweeper has an internal combustion engine, make certain that the hot engine exhaust is not discharged down toward the playing surface. Hot objects can damage the field and engine exhaust may soil it. Also check to make sure that the sweeper is designed in such a way that a hot muffler or exhaust pipe cannot drop onto the surface; Oil Spill, etc.

Care should be taken to prevent lubricating oil, gasoline, grease, transmission fluids, battery acid, brake fluid, etc. from dripping, leaking or spilling on the turf surface during sweepings. Such spills can discolor the turf and damage the fibers and turf backing. Proper maintenance procedures should be observed in this regard. Battery acid and other fluids should not be allowed on the surface. Never change or add fluids to maintenance equipment while on the surface.

CAUTION: Electrically powered units may not be properly grounded, do not use them on wet or damp surfaces.

Frequency

The removal of loose rubbish and surface dust should be performed on an as needed basis, generally about once a week depending on usage.

DO's

Synthetic turf systems are designed to resist both wear and exposure to the elements. The effectiveness of their materials, design and construction is demonstrated by the long life of fields under heavy use in many climates. The following are the most obvious precautions:

- Control access to the synthetic turf system. Keep the synthetic turf system and close adjacent areas clean and free of litter, mud and debris.

- Post signs prohibiting smoking and carrying food or drink onto the synthetic turf system.
- Observe load limits for static and rolling loads, especially when the surface is wet.
- Repair minor damage promptly.
- Follow suggested maintenance and cleaning procedures.
- Contact your turf representative for assistance with repairs, renovation work, or any further technical details.

DON'T's

DO NOT ABUSE THE SYNTHETIC TURF SYSTEM WITH:

- Vehicle traffic
- Heavy static loads
- Fireworks
- Storage of materials such as drums, lumber, equipment, etc.
- Golfing, shot putting, javelin or discus throwing
- Use of long spike track shoes
- Open flames, welding, etc.
- Use of wire brushes in any form
- Use of cleaning equipment, materials, and methods not authorized by Manufacturer
- High-pressure water sprays exceeding 500 PSI
- Vehicles with non-pneumatic tires
- Introduction of in-fills or impregnated layers other than supplied or authorized by MFG.
- Do not allow the use of bikes, skateboards, lawn mowers, etc.
- Do not allow any unauthorized use
- Improper storage of a Sports Turf removable synthetic turf system

GROOMING OF INFILLED TURF

MFG. recommends that every turf system has a routine brushing every 80 to 120 hours of usage. Routine brushing is accomplished with a commercial turf brush suitable for brushing the surface. If you do not have a commercial turf brush please contact your Turf representative to purchase one. In-filled surfaces

do require grooming. Additional grooming may be necessary only when and if the infill has become displaced due to excessive use in certain areas of the surface such as a goal and heavy traffic areas.

ROUTINE BRUSHING

Routine brushing keeps the surface free from debris, but also maintains your synthetic turf system at its optimum performance. Routine brushing simultaneously achieves three objectives:

1. Keeps infill layer uniform in its distribution
2. Ensures that the exposed part of the fiber is uniform in its direction and stays erect
3. Helps remove litter, leaves, dirt, etc.

The realized benefits from routine brushing are:

1. Consistent footing and ball bounce throughout the surface
2. Maximum aesthetic appeal
3. Lengthened life expectancy

STAIN REMOVAL

General Instructions

Turf fibers are among the most stain resistant in the industry. Most stains are not “true” stains but rather residue of foreign matter that must be promptly and thoroughly removed. The first rule in spot removal is promptness. It is always easier to clean up a fresh spill than one that has dried and hardened. Remove any solid or paste-like deposit with a spatula or table knife. Blot up excess liquids with a thick stack of paper towels or a dry absorbent such as “kitty litter” or Fullers Earth. Dry absorbents can then be swept or vacuumed up. Turf surfaces provide good resistance to staining. However, it is important to realize they are only one part of a sophisticated system of various components designed for overall field performance. Some cleaning agents that are safe for the fiber can be harmful to other components of the system.

Nylon Fibers

Cleaning agents are grouped into two sets, one of which can be used in liberal amounts directly on the turf surface, and the second which should only be applied by rubbing a cloth soaked in cleaner, in order to minimize penetration of possibly harmful agents below the turf fibers. In the first group of cleaners, which generally can be applied to non in-filled systems without any special precautions, are the following:

1. A warm, mild solution of granular household detergent such as Tide or ALL in water, or any neutral low sudsing detergent that is recommended for fine fabrics. Use approximately one teaspoon of detergent to one pint of water. This will handle most stains.

2. Use a three percent solution of ammonia in water for more severe cleaning problems. (NOTE: household ammonia is three percent. Industrial aqua ammonia is 33 percent. Dilute nine parts water to one-part industrial ammonia, or the available supply as appropriate.) Thoroughly flush the surface, rinse with plenty

of cold water afterwards.

3. Clean, dry absorbents such as paper towels or commercial “kitty litter” can be used for applicable stains.

In the second group of cleaners, where agents must be applied sparingly, care must be taken to avoid penetration beneath the turf fibers. We recommend consulting a professional for application instructions.

Polypropylene & Polyethylene Fibers

Polypropylene & polyethylene fibers are among the most stain resistant fibers known to man. Hence, most “stains” ON polypropylene and polyethylene fields are not true stains but rather residues of foreign matter which must be promptly and thoroughly removed. (This is not the case with nylon and other fibers on the market.) Most “stains” on polypropylene or polyethylene fields can be removed with water or soap and water. The first rule is promptness. It is much easier to clean up a fresh oil spill before it has time to dry and harden. Remove any solid or paste-like deposit promptly using a dull knife or spatula-like tool. Blot up excess liquids with a stack of towels, cloth or paper. Dry absorbent clay based materials, such as cat litter absorbers (“kitty litter”) can be very useful and should be stored on site. Such dry absorbers can be swept or vacuumed up. Cleaning agents are grouped into two sets, one of which can be used in liberal amounts directly on the turf surface, and the second of which should only be applied by rubbing a cloth soaked in the cleaner, in order to minimize penetration of possibly harmful agents below the turf fibers.

The first group of cleaners can generally be applied to infilled systems without any special precautions.

“Water Borne” Residues

Most “stains” commonly associated with polypropylene and polyethylene playing fields can be classified as “waterborne” stains. These stains are best removed using a warm mild solution of granular household detergent (non-abrasive) and water.

1. Brush the residue with a stiff brush
2. Scrub the area with soap and water
3. Rinse the area thoroughly with clear water to remove all traces of soap
4. Dry with absorbent towel(s), if necessary

A. three percent solution of ammonia in water may be used in lieu of household detergent for more stubborn residues or stains.

“Non-Water Borne” Residues

In the second group of cleaners, where agents must be applied sparingly, care must be taken to avoid penetration into the turf fibers. We recommend consulting a professional for application instructions.

FIELD MARKING, LOGOS, ADVERTISING AND DECORATION PAINTED LINE AND MARKING SYSTEM

NOTE: Inlaid line and marking systems are preferred for optimum performance. Inlaid line and marking systems are constructed utilizing the same material specifications, and are to be inset in such a manner to ensure a good bond, an even finished surface and physical strength equal to the material prior to introduction of the line and marking system. Permanent inlaid line and marking systems are more attractive than painted systems because of the reduction in maintenance and quality of image.

Alternative painting of line and marking systems and their care is explained below. Many facility owners like to use elaborate line and marking systems, including facility logos, league logos, sponsor logos, mid-field and end-zone design in assorted colors. Others prefer the simpler approach of sharp, well-defined game markings with no extraneous markings. In either instance, the materials and techniques used in applying paints will determine the life of the markings and the ease of removal when these need to be changed. In marking, do not apply paint too heavily. Light applications give good visibility and adequate life and are less abrasive than excessive layers of “caked on” paint. Also, where possible, do not paint over inlaid lines and logos.

Dry Markings

Chalk markings are NOT recommended for in-filled systems. Dry chalk can be captured by the infill which can degrade a field’s performance and drainage. There are some aerosol chinks that have proven to work well on synthetic turf. Some brands can stain inlaid lines and logos. We recommend Pioneer’s Aerosol chalk as it fades to white over time and will not stain turf.

Paints

Regardless of the type of paint used and design required, best results will be obtained when paint is applied to a clean, dry, dust and grease free base. It is extremely important that old, degraded paint and dirt be

washed off any area that is to be repainted if the best appearance and traffic resistance are to be obtained.

If your field needs this type of attention, we recommend contacting a Pioneer Athletics representative for quotations and scheduling at.

Temporary Paint

The recommended paints in this category are designed to be easily removable after usage in a limited number of sport games on in-filled systems. Usually, the removal can be achieved by applying a special paint remover solution, agitating with a deck brush or remover machine and rinsing thoroughly with water. We suggest a top quality water based paint designed specifically for synthetic turf such as Pioneer

Athletics Game Line paints. One day curing is recommended for these paints, at moderate temperature and dry weather, is sufficient. Traditional grass paints or household paints can be very difficult to remove.

Durable Paints

High quality latex based permanent paint is highly durable. Once applied and cured, this paint may require special chemicals and equipment to remove. Thus it is imperative that use of this paint be

restricted to carefully chosen areas. For each of the above paints, it is recommended that 24-48 hours be allowed for complete cure. Paint should always be applied to dry turf at moderate temperatures.

We recommend Pioneer Athletics' Extreme Line paints for in-filled systems and Titan for non-in-filled systems.

Striping and Painting

The application procedure for applying temporary and permanent paint is as follows:

Remove excess paint existing on the field. Test application procedure before going on the field (use a scrap of turf fastened to asphalt, plywood or use a corner of the field.) Use no more paint than absolutely necessary. Keep water on hand and readily available to rinse any spills or mistakes before they dry.

The paint should be applied lightly to the tips of the turf fibers—not the entire length of every fiber. Applying the paint too heavily makes for a very rough, abrasive surface and will make the removal job very difficult. An airless system is recommended as it provides a superior look while using less paint. We recommend applying paint at 500-1,000 psi using a 317 or smaller tip. Sprayers that do not atomize the paint are not recommended as paint will flow into the infill and negatively impact removal and field performance. When applying paint, use large templates and cardboard or wood windshields to minimize paint over-spray. For logos and other markings, always use a guide such as templates or straight edges.

Applying more than one coat of paint may make removal significantly more difficult. Therefore, we recommend a single coat be used where possible. Painting Turf systems with brushes or rollers is not recommended. Spraying equipment is recommended for the following four reasons:

1. Spraying can make a more uniform paint application
2. A more intricate template can be used if the paint is sprayed
3. Paint can be applied more rapidly with spray techniques
4. Paint can be removed more easily from areas that have been correctly sprayed than from areas on which the paint has been rolled.

PAINT REMOVAL

The main key to efficient removal of temporary paint from surfaces is initial control in the application. The use of excessive amounts of paints is wasteful, presents abrasion hazards to players and requires extra work in removal. Either of the following two techniques should result in clean removal of temporary paints within reasonable time and without excessive labor.

Equipment needed for Paint Removal:

Use a street broom, deck brush, small sprayer or watering can, water hose, medium-sized tank or bucket for mixing, and a couple of wet vacuums.

Materials Needed:

Paint removal method requires the use of 8 percent ammonia. The solution should be prepared in advance and access to water outlets provided. The percent ammonia solution is prepared from aqua ammonia (33 percent ammonia) by diluting with three parts water to one-part aqua ammonia.

CAUTION: Aqua ammonia is a strong chemical. Follow the seller's instructions for handling – including eye protection, avoiding skin contact, etc. Ammonia is very corrosive to copper alloys, do not use brass nozzles or fittings. For mixing, use galvanized watering cans and a sprayer tank at all times.

Procedures

1. Hose down the painted area with water until the surface is saturated. Using a sprayer or a watering can, apply the ammonia solution on the painted area. It is important that the ammonia solution be metered out uniformly at the rate of one gallon per 45 to 50 square feet. Scrub the wet area with a street broom until the ammonia solution turns to foam. A sweeping motion similar to sweeping a floor is sufficient. During this step, the paint will start to loosen and the pigment will begin to run. However, do not shorten the sweeping at this point.
2. Wait about 10 minutes to allow the foamed ammonia to work. Apply the same amount of ammonia solution on the area a second time. Thoroughly scrub the area with a street broom. This scrubbing is not intended to be a light scrub, scrub vigorously.
3. Hose down the area with water and simultaneously pick up the water and dislodged paint residue with the wet vacuum. Do not let the water and paint residue seep across the field. If the residue and water start to spread, stop the housing and let the wet vacuum catch up. Repeat the process if necessary. However, if the paint was applied lightly and uniformly, repeating the process should not be necessary.

If the paint stubbornly adheres to the turf, take the following additional steps:

1. Repeat steps as above. Blast or fracture the paint loose with hot water from an industrial high pressure hot water sprayer. Set the water temperature at 150 degrees F (65C). Do not spray the water at “point blank” range – keep the wand at least 12 - 15 inches (30 - 40cm) from the turf. Use 10 gallons of hot water per minute and a water pressure of no more than 300 psi (21 kg/cm²). No solvent is required.
2. Wet vacuum the residue and water or immediately flood the field.
3. Rinse the area thoroughly with lots of water and pick up rinse water rapidly to avoid unsightly spots or paint residue.

LOAD LIMITS

As a general rule, no long term static load of more than 3 PSI (300 lbs./sq. ft.), nor any transient rolling load of more than 35 PSI be applied to any surface (foam pad or elastic layer under pad). Rolling loads of

up to 30 psi are acceptable on an occasional basis. (The loading of a pneumatic-tired vehicle is approximately equal to the air pressure in its tires.) It is good practice to eliminate any unnecessary long-term static loads. Sheets of 3/4” exterior plywood or pieces of 2” x 10” lumber may be used to spread major static loads and thus minimize the risk of damage to the turf system.

NOTE: Under static loads, the surface should first be covered with a load spreader such as polyethylene sheeting to keep it clean. New plywood may contain materials that will leach out and stain the turf

if it is exposed to water therefore a polypropylene barrier should be used under the plywood to prevent this from happening.

SNOW AND ICE MANAGEMENT

Snow and ice are not harmful to synthetic turf systems and can generally be left to melt and run off on their own accord. Sometimes, however, it becomes essential to clear away snow and ice to permit scheduled use of the surface. When this happens, the working principle for snow is to leave it in place until as near to time of use as possible. Doing so will minimize the risk of ice build-up from cold wind blowing across a damp snow-cleared surface. Ice removal is more difficult, especially if a heavy layer has built up following freezing rains (see below). Two methods are used for snow removal:

Snow Blowers

If the snow is dry and powdery, it can be swept or blown from the field using a rotary brush or snow blower. Be sure that any machinery used is set so as not to dig into the turf or gouge the surface.

If using a blower:

1. The first pass of the blower should be down the center of the field.
2. Second pass should be made at the edge of either side of the first pass and the blower must be adjusted so that the snow is deposited in the truck.
3. The blower then continues down one side and up the other accompanied by the truck.
4. Clean off remaining snow with a mechanical broom.

Snow Plows

Snow that is wet and sticky may be more easily pushed off the field by using a snow blade with a 4" to 6" wide rubber tip mounted on a Jeep or light tractor. If such a blade is used, extreme care should be taken to avoid digging into the surface. The best blade setting is one that barely "kisses" the top of the surface and rolls the snow ahead of the blade. In this procedure, the snow itself will maintain contact with the surface.

Wood, metal or other rigid surface blades should not be used. Adjust the blade to proper height taking care that it will not gouge or dig into the surface. MFG. recommends wheels on each side of the blade to ensure the blade cannot possibly dig into the surface.

If using a plow:

1. Push snow into piles off the playing surface.
2. Scoop into the truck using front-end-loader., also with a rubber tipped blade. Use extreme caution.
3. Use a rotary mechanical broom to clean off the remaining snow.

Severe cases of ice can be removed by using a small lawn roller to break up the ice and then proceed as above. It is recommended that all of the equipment used as described above be moved on pneumatic tires. LUGS, STUDS AND CHAINS ARE DAMAGING AND SHOULD NOT BE USED.

Snow removal equipment may be stopped momentarily on the surface, but DO NOT PARK SUCH EQUIPMENT ON THE FIELD OVERNIGHT OR FOR SEVERAL HOURS. Tire pressure should be below 35 PSI. IMPORTANT: Keep tarps or field covers off the field in freezing weather. They are difficult to remove when frozen to the surface. Avoid using a tarp on the field during freezing weather. Tarps can freeze to the turf by means of condensation and thus can be very difficult to remove for a scheduled event.

WATERING OUTDOOR SYNTHETIC TURF SYSTEMS

Some owners have found it desirable to deliberately wet their synthetic turf surfaces, especially in periods of very hot weather. Wetting the surface provides moisture for cooling the field before evaporation takes place. It also acts as a lubricant to the turf but it must be noted it may also lower traction to a slight degree. On a hot sunny day outdoor playing surfaces can receive enough radiant energy to evaporate about a quart of water per square yard per hour. As the moisture evaporates the temperature of the synthetic turf will

match that of natural grass in the same area. A full sized soccer, hockey or football field may evaporate up to 1200 gallons of water per hour in extremely hot weather. If you decide to water your field, be careful to distribute the water evenly. If water is put on the field, it should not be from a polluted supply. Also be aware, when a field is watered on an extremely hot day, you risk dangerously raising the heat index level which can be harmful to athletes.

SPECIAL EVENTS ON NON-REMOVABLE SYNTHETIC TURF SYSTEMS

Assemblies and convocation facilities with synthetic surfaces are often used for graduation ceremonies at many colleges / universities. The basic precaution is to keep long-term static loads below 300 pounds per square foot by the use of plywood or other load spreaders. Normally, 4' x 8' sheets of 3/4 " plywood do a good job of load spreading, provided the load is not applied too near the edges of each panel. Landscape fabric should be laid over the turf under the load spreaders to avoid staining or spoilage of the turf. Any chairs placed directly on the playing field surface should be inspected to be sure that the tips of the legs couldn't damage the turf. Metal chair legs should be protected with rubber tips. The legs of wooden chairs should be free of any sharp edges that may tear the turf or damage the under pad.

MINOR REPAIRS TO TURF SURFACES

Your playing surface has been carefully engineered to provide many years of service. In the case of vandalism or unusual abuse, limit your maintenance staff to performing minor repairs. For more serious problems, consult your representative.

When to Repair

To properly maintain a synthetic playing field, be aware of day-to-day activities, usage and condition of the facility. It is very important that any minor damage be repaired immediately because a small problem may eventually grow into a major repair. In addition to routine awareness of field conditions, once or twice a year, each field should be given a careful and thorough inspection, preferably in the spring with a follow-up in early fall. All seams should be inspected and any loose areas noted and repaired. Go over the body of each panel of fabric and note any rips and/or tears. Assess the status of the under padding and the condition of the surface. In the case of an older and/ or heavily used field, inspections should be made more frequently.

Why a Spring inspection?

Fields endure their heaviest scheduled activity during the fall months. Once your inspection has been completed you may require the assistance of a professional Turf crew. Your Turf Representative is always available to assist in the case of an emergency, but planned visits permit more efficient and cost effective service. If repairs are required they are easier to make in warm, dry weather. Adhesives will hold better and cure faster when there is more opportunity to leave the repaired area undisturbed. Gluing repairs should not be attempted if the field is wet. What Are "Minor Repairs?" An open spot in a sewn or glued seam, where the loose area in the seam extends from a few inches to one or two feet (along a glued seam line where at least one of the turf edges is still attached to the seam tape). Cuts, rips or tears in the surface fabric that are less than six inches or so in length do not generally require a special trip by our service staff and can be repaired by the owner without much effort. These can also be regarded as minor unless allowed to become larger. All of these problems can be handled by sewing or adhering to the repairs. To repair minor seam openings or loose seam areas:

1. For in-filled systems vacuum sand or rubber from the turf to be repaired.
2. Be sure that the fabrics to be adhered are dry, free from loose sand, dirt, old adhesive and other foreign matter.
3. Remove the area of debris.
4. Position the fabric to check for satisfactory final placement.
5. Be sure the seaming tape to which the fabric will be adhered is itself adhered to the underlying pad (If system uses an underlying pad).
6. Apply a small amount of caulk onto seaming tape. Avoid excessive adhesive to reduce the possibility of bleed through or bleed out. Spread the adhesive with a trowel and trowel so that the entire fabric is coated lightly and evenly.
7. Press the fabric into the adhesive bed uniformly.
8. Weight down the area and allow it to cure for a minimum of 2 hours.
9. For in-filled systems, spread appropriate rubber or sand on the repaired area and brush into the turf thoroughly until even with surrounding playing areas.

SMOKING SHOULD BE STRICTLY PROHIBITED IN THIS AREA!

OTHER TYPICAL REPAIRS CIGARETTE / FIREWORK BURNS

Use a hand held metal brush (such as is used to remove paint) and brush the spot vigorously to separate the fibers. If brushing the turf does not remove the damage, take a razor knife and cut the fused area away.

PROHIBITED ACTIVITIES ON A SYNTHETIC TURF SYSTEM:

- Storage of materials such as drums, lumber, equipment, etc.
- Unnecessary vehicle traffic
- Shot putting, javelin or discus throwing, and the use of any metal spiked shoe
- Open flame, fireworks, welding, etc.
- Use of wire brushes in any form
- Use of cleaning equipment, methods or materials not authorized
- High-pressure water sprays exceeding 1000 psi
- Vehicles with non-pneumatic tires
- Introduction of in-fills that varies from the Turf specifications

 <p>Bloomfield School District</p>	<p>Snow Removal Plan</p>	<p>Policy 22.0</p>
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POLICY

The Bloomfield School District Facilities has a robo call system that alerts all parents and staff regarding school delays or closures due to incimate weather. Measurable amounts of snowfall or ice warrants the facilities maintenance personnel to arrive at the district by 5:00 a.m. to begin snow or ice removal.

- Sand Truck is kept loaded and ready for dispatch to all parking lots and bus loops in the district.
- Snow blowers and Snow shovels or man plows are used by all facilities staff on sidewalks and entryways.
- Buckets of sand are available to all custodial staff to keep entryways free of ice buildup. Custodians are required to clean at least 50’ from each entry of the building with man plows and sand.
- Each facilities staff person is assigned a school and duty for efficient snow and ice removal.
- Maintenance trucks are equipped with snow plows to clear all district parking lots and bus loops.



TELEPHONE NUMBERS/ASSIGNMENTS IN CASE OF SNOW/ICE 2022-2023


NAME	PHONE	LOCATION
Justin Bell	(505) 860-0461	BHS/Walker – Snow Blower-Kubota Sand
Dwayne Eaton	(505) 436-9484	Plow/ Naaba-Admin-Mesa-Blanco-BECC
David Stockert	(505) 360-0103	Warehouse/Shovel-Snow Blower
Leland Wilson	(505) 486-2756	Plow/CYB-Central-Rio-BHS-Warehouse
Eldon Bell	(505) 320-6404	Admin/MAJH Shovel-Snow Blower
Daisy Charlie	(505) 486-2234	Naaba Ani/Shovel-Snow Blower
Jamie Lamotte	(505) 320-6404	CYB/Central Snow Blower-Shovel
Rio Vista Custodian	(609)	Rio Vista/Shovel-Snow Blower
Regulo	(505)	BECC/Shovel-Snow Blower
Gilbert Scott	(505) 686-1500	Blanco/Walker-Shovel-Snow Blower
Jim Marrs	(505) 333-5340	Sand Truck – District-Wide Parking Lots

SNOW DAYS – START TIME 6:00 A.M.

1. Weather will be monitored throughout the work day and personnel will be notified if snow day start time will be executed the following morning. You may not be notified until the morning of snow occurrence.
2. When serious winter weather happens, proceed to your designated areas. Make sure you have a 5-gallon bucket of sand in your truck during winter weather.
3. All lead custodians will help with snow removal at their schools.
4. As soon as your area is completed – check with others to see where help is needed. **We will need to work as a team and help each other with our limited personnel resources.**
5. Only true emergencies will be addressed on “Snow Days”. Removal of Snow and ice will be the #1 priority. We will work 6:00 a.m. - 2:30 p.m. (Lunch is at 10:00 a.m.)
6. Sign out and Pick up your snow shovel, snow blower & necessary tools from the Tool Supply at Rio Vista.

Nicholas Allen (970)708-7430

Miranda Florez (505) 320-8917

 <p>Bloomfield School District</p>	<p>Asbestos Management Plan</p>	<p>Policy 23.0</p>
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The Bloomfield School District has had an Asbestos Management Plan in place since 1987 in accordance with the Asbestos Hazard Emergency Response Act (AHERA). District Facilities are re-inspected for asbestos containing building materials by AHERA certified and accredited vendors every 3 years to ensure a safe environment for our students, staff and visitors.

We post an "AHERA" Annual Notification Letter each year on our Bloomfield School District website with all applicable information. (See attached letter.)