



# **Berkeley Unified School District**

Facilities Management  
Comprehensive Review  
July 2004

**Administrative Agent  
Larry E. Reider  
Office of Kern County  
Superintendent of Schools**

Chief Executive Officer  
Thomas E. Henry

## 1.4 School Safety — Restrictions on Flammable and Toxic Materials

---

### Legal Standard

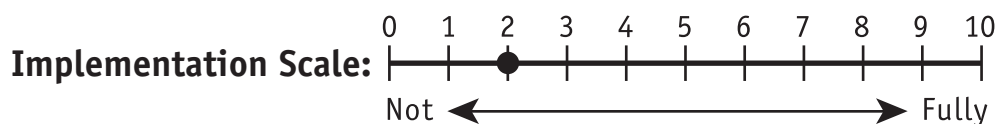
The district should ensure that the custodial and maintenance staff is regularly informed of restrictions pertaining to the storage and disposal of flammable or toxic materials. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]

### Progress on Recommendations and Improvement Plan

1. No board policies or associated regulations have been adopted by the Governing Board regarding the distribution of Material Safety Data Sheets (MSDS) sheets. As a result, schools have no MSDS binders to instruct them on how to properly use chemicals and what to do in an emergency if a chemical should make contact on someone.
2. No board policies or associated regulations have been adopted by the Governing Board regarding the purchasing, storing, and handling of hazardous materials.
3. Ongoing training is provided by the operations supervisors upon hiring of staff, and annual training also is scheduled.
4. A list of hazardous substances was not available at any of the sites visited.
5. It was unclear whether a list of hazardous substances existed that could be provided to the fire department.
6. No outside contractors were at the sites visited to confirm whether they had been notified of the hazardous materials existing on the sites.

### Standard Implemented: Partially

July 2003 Rating	2
January 2004 Rating:	6
July 2004 Self-Rating:	2
July 2004 New Rating:	2



## 1.5 School Safety — Documented Process for Key Control

---

### Professional Standard

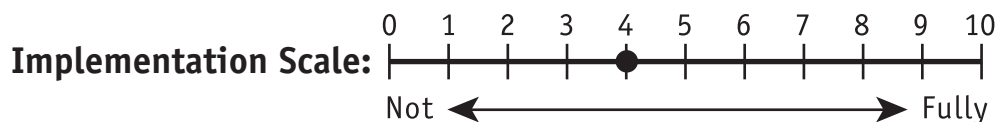
The district has a documented process for the issuance of master and sub-master keys. A districtwide standardized process for the issuance of keys to employees must be followed by all District administrators.

### Progress on Recommendations and Improvement Plan

1. No board policy has been developed and adopted regarding the proper handling and issuance of keys.
2. No locking keys were noted during the site visits.
3. The district has a system in which substitute teachers sign in and out for the use of keys. All other keys are assigned only with approval of the principal and a signature card is kept on file until the key is returned.
4. The district practice is greatly inconsistent regarding the issuance of grand master and great grand master keys. Reasons for this inconsistency include the need to rekey buildings after recent construction, overissuance of keys in the past, and lack of knowledge about which keys fit what doors. In one case, all keys were turned in, and the site attempted to match keys to doors, one by one.

### Standard Implemented: Partially

July 2003 Rating:	4
January 2004 Rating:	Not Reviewed
July 2004 Self-Rating:	4
July 2004 New Rating:	4



## 1.7 School Safety — Installation and Operation of Outside Security Lighting

### Professional Standard

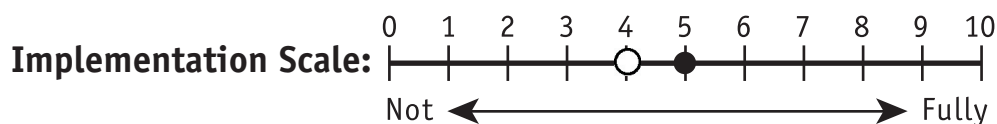
Outside lighting is properly placed and monitored on a regular basis to ensure the operability/adequacy of such lighting to ensure safety while activities are in progress in the evening hours. Outside lighting should provide sufficient illumination to allow for safe passage of students and the public during after-hour activities. Lighting should also provide security personnel with sufficient illumination to observe any illegal activities on campus.

### Progress on Recommendations and Improvement Plan

1. No Governing Board policy has been developed or adopted regarding the proper lighting of the school sites.
2. The district is in the process of replacing and maintaining hallway lighting. This will be a long-term project due to the age of the current lighting and the number of lights that must be replaced.
3. Additional exterior lighting was noted at one of the campuses where old standard lights were replaced with brighter, yet less-costly fixtures.
4. Some of the hallway lighting is being replaced with more efficient lighting as modernization is being performed at the schools.
5. The district is in the process of replacing interior lights during modernization.
6. Additional lighting has been installed at some but not all campuses. Exterior lighting has overgrown vegetation, which reduces illumination at some campuses.
7. Of the sites visited, no additional lighting was noted near portable classrooms.
8. Additional lighting is still needed in the open fields at the front of the schools.

### Standard Implemented: Partially

July 2003 Rating:	4
January 2004 Rating:	Not Reviewed
July 2004 Self-Rating:	5
July 2004 New Rating:	5



## 1.11 School Safety — Knowledge of Chemicals and Potential Hazards

---

### Legal Standard

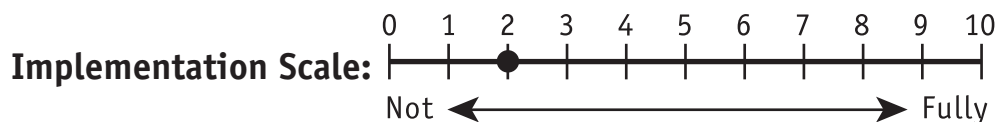
Maintenance/custodial personnel have knowledge of chemical compounds used in school programs that include the potential hazards and shelf life. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]

### Progress on Recommendations and Improvement Plan

1. The Governing Board has not adopted board policies or associated regulations on use of chemical compounds.
2. The custodial staff regularly uses safety equipment when handling chemicals. Staff members also receive annual training on proper handling of chemicals. There were no Material Safety Data Sheets (MSDS) binders available at any of the sites visited. When asked, district representatives commonly said that the district office had the binder. However, all sites must have an MSDS binder containing current copies of all MSDS sheets for all chemicals located at the school site.
3. No communication system has been established as previously recommended because of the lack of Governing Board policies directing the administration and staff to develop such a program.
4. No copy was available of any hazardous communication program documents that should be available to the employees and the public.
5. It is anticipated that the guidelines emphasizing the importance of proper handling of chemical compounds will be developed once the board policies are in place.

### Standard Implemented: Partially

July 2003 Rating: 2  
January 2004 Rating: Not Reviewed  
July 2004 Self-Rating: 2  
July 2004 New Rating: 2



## 1.14 School Safety — Sanitation is Maintained and Fire Hazards are Corrected

### Legal Standard

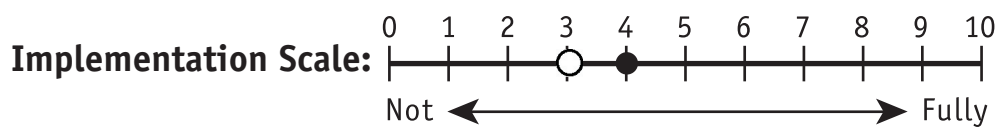
Sanitary, neat, and clean conditions of the school premises exist and the premises are free from conditions that would create a fire hazard. [CCR Title 5 §633]

### Progress on Recommendations and Improvement Plan

1. No adopted Governing Board policies exist relating to sanitation hazards and the need to correct them immediately.
2. Despite the lack of board policies, the Director of Maintenance and Operations provides annual training on site safety and cleanliness based on industry standards.
3. The annual training also focuses on ensuring the staff is aware of proper cleaning standards.
4. Campus conditions range from outstanding at lower-grade schools to needing improvement at the middle grade schools to adequate at the high school. The safety and cleanliness of the campuses are not based on a standard level of safety or cleanliness.
5. Supervisors evaluate the staff annually, and appropriate comments and actions are taken and monitored during the following evaluation period.
6. During the review team's inspections in May, a few hazards were noted and brought to the attention of either the Principal or Vice Principal. The hazards ranged from an electrical switch with no cover plate in the boys' restroom, which exposed bare wires to the students, to a broken or missing electrical conduit, which allows the electrical or communication line to hang down, exposed to the students.
7. It appears that no incentive program to report potential hazards has been implemented. This may be due in part to the lack of board policy allowing for such a program and specifying how incentives would be determined.

### Standard Implemented: Partially

July 2003 Rating: 3  
January 2004 Rating: Not Reviewed  
July 2004 Self-Rating: 4  
July 2004 New Rating: 4



## **1.15 School Safety — Injury/Illness Prevention Program Inspections are Done**

### **Legal Standard**

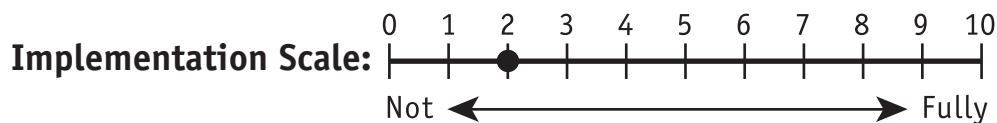
The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]

### **Progress on Recommendations and Improvement Plan**

1. The district is still in the process of completing the update of the IIPP.
2. Until the update is complete, the administration cannot emphasize the importance of the IIPP document and the need for the document to be available to all affected employees.

### **Standard Implemented: Partially**

July 2003 Rating:	2
January 2004 Rating:	Not Reviewed
July 2004 Self-Rating:	2
July 2004 New Rating:	2



## 1.24 School Safety — Maintenance of Material Safety Data Sheets

---

### Legal Standard

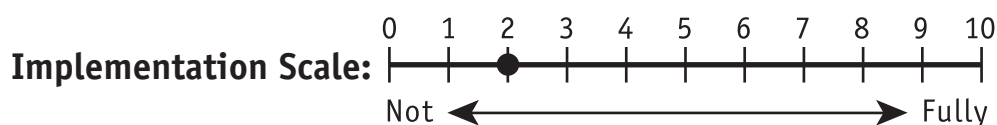
Materials Safety Data Sheets are maintained. [EC 49341, 49401.5, 49411, F&AC 12981, LC 6360-6363, CCR Title 8 §5194]

### Progress on Recommendations and Improvement Plan

1. No board policies have been adopted regarding the MSDSs.
2. MSDSs are requested from the supplier if not received with the initial delivery of the product. A binder with all sheets is maintained in the district office.
3. MSDSs are not provided to all affected employees. None of the schools visited had a complete binder listing all hazardous materials and chemicals for the school sites.
4. The Maintenance Director and her staff review all MSDSs when received to determine if new and significant information needs to be distributed to employees. However, dissemination to employees does not occur in the form of updated MSDS binders to the sites.
5. No conversion to a computerized MSDS system has occurred.
6. The Director of Maintenance does perform ongoing training on many areas of custodial and maintenance practices, including chemical handling, proper storage and use of chemicals.

### Standard Implemented: Partially

July 2003 Rating: 2  
January 2004 Rating: Not Reviewed  
July 2004 Self-Rating: 2  
July 2004 New Rating: 2





## 2.1 Facility Planning — Maintenance of a Long-Range Facilities Master Plan

---

### Professional Standard

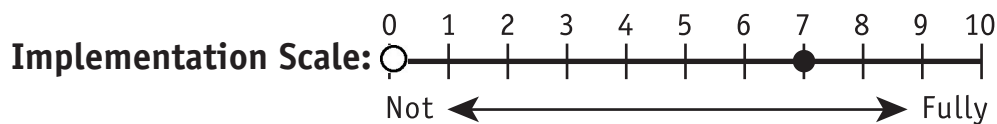
The district should have a long-range school facilities master plan.

### Progress on Recommendations and Improvement Plan

1. The district has developed a long-range school facilities master plan. It includes all of the current schools and possible future school sites and facilities. The district is considering changing the use of some of the sites and is holding public hearings on this subject.

### Standard Implemented: Partially

July 2003 Rating: 0  
January 2004 Rating: 7  
July 2004 Self-Rating: None Provided  
July 2004 New Rating: 7



## 8.1 Facilities Maintenance and Custodial — Energy Conservation Policy

---

### Professional Standard

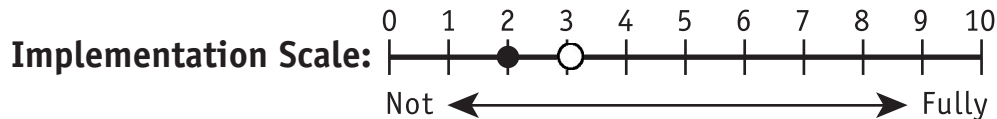
An Energy Conservation Policy should be approved by the Board of Education and implemented throughout the district.

### Progress on Recommendations and Improvement Plan

1. No board policies have been adopted regarding energy conservation. However, the district has been working with private consultants to determine how the schools can be made more energy-efficient. The consultants have identified eight schools that will be able to save money simply by changing the current meters, resulting in lower rates.

### Standard Implemented: Partially

July 2003 Rating: 2  
January 2004 Rating: 3  
July 2004 Self-Rating: 2  
July 2004 New Rating: 2



## 8.2 Facilities Maintenance and Custodial — Energy Accounting System

---

### Professional Standard

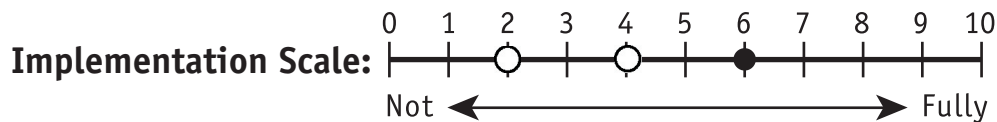
The district should create and maintain a system to track utilities costs, consumption and report on the success of the district's energy program.

### Progress on Recommendations and Improvement Plan

1. The district has established a system to monitor energy consumption. The Maintenance Director maintains an Excel spreadsheet by school site to monitor the costs for each of the schools. The director is assisted in monitoring energy consumption by both Pacific Gas & Electric Co. and School Project for Utility Rate Reduction (SPURR), the two energy suppliers to the district.

### Standard Implemented: Partially

July 2003 Rating: 2  
January 2004 Rating: 4  
July 2004 Self-Rating: 6  
July 2004 New Rating: 6



## 8.7 Facilities Maintenance and Custodial — Identification of Maintenance and Custodial Responsibilities

---

### Professional Standard

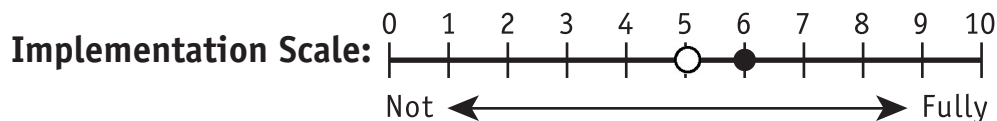
Major areas of custodial and maintenance responsibilities, and specific jobs to be performed, have been identified. Custodial and maintenance personnel should have written job descriptions that delineate the major areas of responsibilities that they will be expected to perform and on which they will be evaluated.

### Progress on Recommendations and Improvement Plan

1. The district annually reviews all job descriptions and duties as a part of the annual evaluation of staff. Any changes in the employee's performance are noted and reviewed at a subsequent evaluation.
2. The Director of Maintenance works closely with her supervisory staff to monitor the duties and responsibilities of the custodial and maintenance crew.
3. The Director of Maintenance provides support to her supervisors to keep the crews informed about district needs.

### Standard Implemented: Partially

July 2003 Rating:	5
January 2004 Rating:	Not Reviewed
July 2004 Self-Rating:	6
July 2004 New Rating:	6



## 8.8 Facilities Maintenance and Custodial — Availability of Custodial Supplies and Equipment

---

### Professional Standard

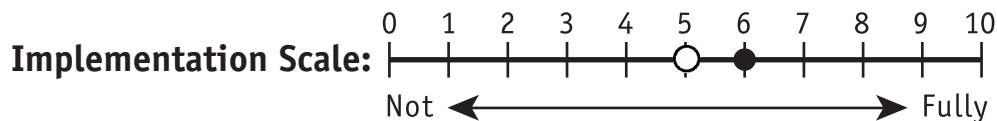
Necessary staff, supplies, tools, and equipment for the proper care and cleaning of the school(s) are available. In order to meet expectations, schools must be adequately staffed and staff must be provided with the necessary supplies, tools, and equipment as well as the training associated with the proper use of such.

### Progress on Recommendations and Improvement Plan

1. The district provides annual training on the proper use of supplies and equipment. During site visits, an employee at one site was cleaning up with one of the cleaning supplies. The employee wore protective gloves and was meticulous in handling the chemicals. The only additional recommendation would be to use protective eyewear during the cleaning process.
2. All site personnel responsible for cleaning the sites receive training at the site.
3. Supervisors evaluate employees annually, including evaluation of the proper use and handling of chemicals.
4. Instances in which chemicals are misused are noted and reviewed at the time of the misuse and as a part of the annual evaluation. If additional training is required, the district provides the training.

### Standard Implemented: Partially

July 2003 Rating: 5  
January 2004 Rating: Not Reviewed  
July 2004 Self-Rating: 6  
July 2004 New Rating: 6



## 8.10 Facilities Maintenance and Custodial — Adequate Repair and Supervision of School Buildings

---

### Legal Standard

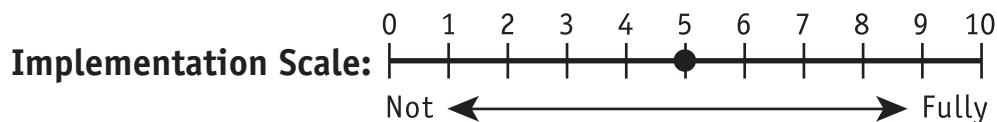
Toilet facilities shall be adequate and maintained. All buildings and grounds are maintained.  
[CCR Title §631]

### Progress on Recommendations and Improvement Plan

1. There are no adopted Governing Board policies relating to adequate toilet facilities and properly maintained buildings and grounds.
2. While the district's work order system is computerized, and all sites have access to view the progress of work orders, many site employees complained about the lack of progress on work orders. These complaints came from both school administrators and the teaching staff.
3. The district is still attempting to implement an aggressive facilities recovery plan. However, with the number of projects that must be completed, complete implementation will take a considerable amount of time.

### Standard Implemented: Partially

July 2003 Rating:	5
January 2004 Rating:	Not Reviewed
July 2004 Self-Rating:	5
July 2004 New Rating:	5



## 9.1 Instructional Program Issues — Plan for Attractive Landscaped Facilities

---

### Professional Standard

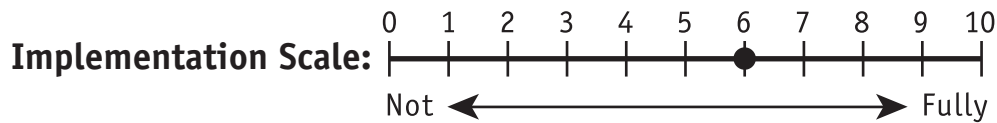
The district has developed a plan for attractively landscaped facilities.

### Progress on Recommendations and Improvement Plan

1. The district has hired additional gardening staff members to maintain the sites. However, several instances of overgrowth were noted. The most common were instances in which trees had grown over the external lighting that provides safety-related illumination for employees and students.

### Standard Implemented: Partially

July 2003 Rating:	6
January 2004 Rating:	Not Reviewed
July 2004 Self-Rating:	None Provided
July 2004 New Rating:	6



## 9.2 Instructional Program Issues — Districtwide Technology Plan to Benefit all Sites

---

### Professional Standard

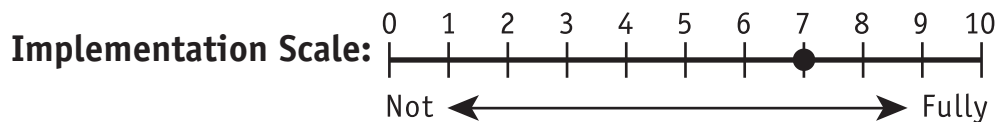
The goals and objectives of the technology plan should be clearly defined. The plan should include both the administrative and instructional technology systems. There should be a summary of the costs of each objective and a financing plan should be in place.

### Progress on Recommendations and Improvement Plan

1. No information was received to indicate that the district had made any progress in this area. As a result, no change has been made in the ranking of this standard, which will be reviewed again for the January 2005 progress report.

### Standard Implemented: Partially

July 2003 Rating:	7
January 2004 Rating:	Not Reviewed
July 2004 Self-Rating:	None Provided
July 2004 New Rating:	7





## 10.1 Community Use of Facilities — Plan to Promote Community Involvement in Schools

---

### Professional Standard

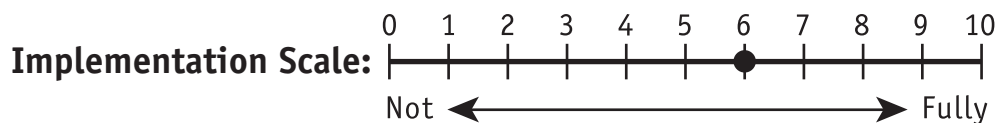
The district should have a plan to promote community involvement in schools.

### Progress on Recommendations and Improvement Plan

1. The district works closely with several community groups, provides community forums for input during the development of school projects and provides detailed information during Governing Board workshops. That information is available on the district's Web site.

### Standard Implemented: Partially

July 2003 Rating:	6
January 2004 Rating:	Not Reviewed
July 2004 Self-Rating:	None Provided
July 2004 New Rating:	6



## 10.2 Community Use of Facilities — Compliance with Civic Center Act for Community Use

---

### Legal Standard

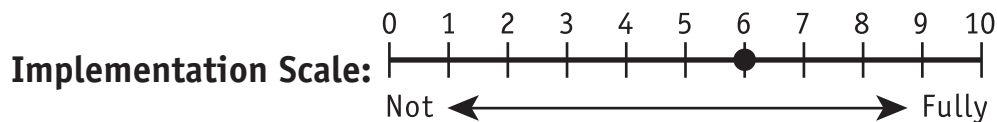
Education Code Section 38130 establishes terms and conditions of school facility use by community organizations, in the process requiring establishment of both “direct cost” and “fair market” rental rates, specifying what groups have which priorities and fee schedules.

### Progress on Recommendations and Improvement Plan

1. No information was received to indicate that the district had made any progress in this area. As a result, no change has been made in the ranking of this standard. This standard will be reviewed again for the January 2005 progress report.

### Standard Implemented: Partially

July 2003 Rating:	6
January 2004 Rating:	Not Reviewed
July 2004 Self-Rating:	None Provided
July 2004 New Rating:	6



## **10.3 Community Use of Facilities — Maintenance of Records and Cash Controls on Civic Center Funds**

---

### **Professional Standard**

The district should maintain comprehensive records and controls on civic center implementation and cash management.

### **Progress on Recommendations and Improvement Plan**

1. The use of facilities request and supporting documentation should be sent to a designated district office, where permits are approved and issued.
2. Invoices should be prepared and mailed by members of the Accounting Department.
3. Remittances, primarily checks, should be received and deposited by a different member of the Accounting Department staff.
4. Payments should not be made directly to the same individual who either approves permits or is responsible for billing the charges.
5. Prenumbered forms and activity logs should be used to provide adequate transaction history and to improve internal control.
6. The district should consider requiring payment in advance for facility use permits in cases where costs are more predictable. This would eliminate the need for invoicing, receiving and handling checks, and following up on late payments.
7. The district should recognize the opportunities this program presents for fraud and abuse and provide additional oversight, staffing, and safeguards accordingly.
8. The district should request that its independent auditors address the internal controls in this area in each year's annual audit.
9. The Facilities Department maintains a binder of all invoices for facilities use fees. The department collects the checks from the users and forwards them to the business office for deposit. While the process of documentation has increased, and the timely deposit of the funds has improved since the initial review of this standard, it does not follow the recommendation of the standard. The physical payments and deposit of the fees should be the full responsibility of the business office in order to provide a clear internal control break. Until this recommendation is implemented, the standard rating cannot be increased.

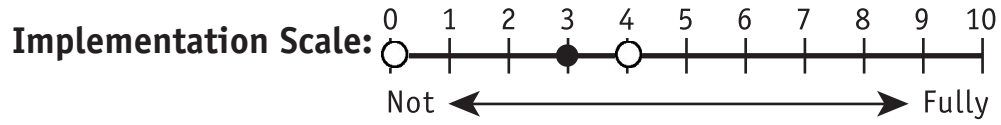
## Standard Implemented: Partially

July 2003 Rating: 0

January 2004 Rating: 4

July 2004 Self-Rating: 5

July 2004 New Rating: 3





## **Table of Standards for Facilities Management**



Facilities Management					
Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
1.1	All school administrators should be thoroughly familiar with the California Department of Education, Civil Defense and Disaster Planning Guide for School Officials, 1972. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607, CCR Title 5 §550, 560, Title 19 §2400]	2	NR	NR	<input type="checkbox"/>
1.2	The district includes the appropriate security devices in the design of new buildings as well as in modernized buildings. [EC 32020, 32211, 35294-35294.9, 39670-39675]	6	NR	NR	
1.3	The district should be able to demonstrate that a plan of security has been developed, which includes adequate measures of safety and protection of people and property. [EC 32020, 32211, 35294-35294.9]	2	4	NR	
1.4	The district should ensure that the custodial and maintenance staffs are regularly informed of restrictions pertaining to the storage and disposal of flammable or toxic materials. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]	2	6	2	<input type="checkbox"/>
1.5	The district has a documented process for issuing of master and sub-master keys. A districtwide standardized process for the issuance of keys to employees must be followed by all district administrators.	4	NR	4	



# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
<b>1.6</b>	Bus loading and unloading areas, delivery areas, and parking and parent loading/unloading areas are monitored on a regular basis to ensure the safety of the students, staff and community. Students, employees and the public should feel safe at all times on school premises.	3	3	NR	<input type="checkbox"/>
<b>1.7</b>	Outside lighting is properly placed and monitored on a regular basis to ensure the operability/adequacy of such lighting and to ensure safety while activities are in progress in the evening hours. Outside lighting should provide sufficient illumination to allow for the safe passage of students and the public during after-hours activities. Lighting should also provide security personnel with sufficient illumination to observe any illegal activities on campus.	4	NR	5	
<b>1.8</b>	The district has a graffiti and vandalism abatement plan. The district should have a written graffiti and abatement plan that is followed by all district employees. The district provides district employees with sufficient resources to meet the requirements of the abatement plan.	5	NR	NR	<input type="checkbox"/>
<b>1.9</b>	Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607] [CCR Title 8, §3220]	2	NR	NR	
<b>1.10</b>	Each elementary and intermediate school at least once a month, and in each secondary school not less than twice every school year, shall conduct a fire drill. [EC 32000-32004, 32040, CCR Title 5 §550]	3	NR	NR	<input type="checkbox"/>

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
<b>1.11</b>	Maintenance/custodial personnel have knowledge of chemical compounds used in school programs that include the potential hazards and shelf life. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]	2	NR	2	
<b>1.12</b>	Building examinations are performed, and required actions are taken by the Governing Board upon report of unsafe conditions. [EC 17367]	6	NR	NR	
<b>1.13</b>	Each school which is entirely enclosed by a fence or partial buildings must have a gate of sufficient size to permit the entrance of ambulances, police and fire fighting equipment. Locking devices shall be designed to permit ready entrance.	10	NR	NR	
<b>1.14</b>	Sanitary, neat and clean conditions of the school premises exist and the premises are free from conditions that would create a fire hazard. [CCR Title 5 §633]	3	NR	4	<input type="checkbox"/>
<b>1.15</b>	The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]	2	NR	2	
<b>1.16</b>	Appropriate fire extinguishers exist in each building and current inspection information is available. [CCR Title 8 §1922(a)]	3	NR	NR	<input type="checkbox"/>
<b>1.17</b>	All exits are free of obstructions. [CCR Title 8 §3219]	9	NR	NR	
<b>1.18</b>	A comprehensive school safety plan exists for the prevention of campus crime and violence. [EC 35294-35294.9]	3	NR	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
<b>1.19</b>	Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607] [CCR Title 8, §3220]	3	NR	NR	<input type="checkbox"/>
<b>1.20</b>	Requirements are followed pertaining to underground storage tanks. [H&SC 25292, CCR Title 26 §477, Title 23 §2610]	10	NR	NR	
<b>1.21</b>	All asbestos inspection and asbestos work completed in the US is performed by Asbestos Hazard Emergency Response Act (AHERA) accredited individuals. [EC 49410.5, 40 CFR Part 763]	2	4	NR	<input type="checkbox"/>
<b>1.22</b>	All playground equipment meets safety code regulations and is inspected in a timely fashion as to ensure the safety of the students. [EC 44807, GC 810-996.6, H&SC 24450 Chapter 4.5, 115725-115750, PRC 5411, CCR Title 5 §5552]	10	NR	NR	
<b>1.23</b>	Safe work practices exist with regard to boiler and fired pressure vessels. [CCR Title 8 §782]	3	5	NR	<input type="checkbox"/>
<b>1.24</b>	Materials Safety Data Sheets are maintained. [EC 49341, 49401.5, 49411, F&AC 12981, LC 6360-6363, CCR Title 8 §5194]	2	NR	2	<input type="checkbox"/>
<b>1.25</b>	The district maintains a comprehensive employee safety program. Employees are made aware of the district safety program and the district provides in-service training to employees on the requirements of the safety program.	0	5	NR	
<b>1.26</b>	The district conducts periodic safety training for employees. District employees should receive periodic training on the safety procedures of the district.	0	NR	NR	<input type="checkbox"/>

Facilities Management					
Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
1.27	The district should conduct periodic first aid training for employees assigned to school sites.	0	NR	NR	<input type="checkbox"/>
2.1	The district should have a long-range school facilities master plan.	0	7	7	
2.2	The district should possess a California State Department of Education Facilities Planning and Construction Guide (dated 1991).	10	NR	NR	
2.3	The district should seek state and local funds.	5	NR	NR	
2.4	The district is in the process of finalizing a Citizens Oversight Committee to ensure the appropriateness of expenditures related to the recent passage of the district's local school bond measure (Measure M). In essence, this committee will function as an advisory/facility planning type of committee.	9	NR	NR	
2.5	The district should have a properly staffed and funded facility planning department.	5	NR	NR	
2.6	The district should develop and implement an annual capital planning budget.	10	NR	NR	
2.7	The district should have standards for real property acquisition and disposal. [EC 39006, 17230-17233]	5	NR	NR	
2.8	The district seeks and obtains waivers from the State Allocation Board for continued use of its nonconforming facilities. [EC 17284, 17285]	2	NR	NR	
2.9	The district has established and utilizes a selection process for the selection of licensed architectural/engineering services. [GC 17302]	9	NR	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
<b>2.10</b>	The district should assess its local bonding capacity. [EC 15100]	10	NR	NR	
<b>2.11</b>	The district should develop a process to determine debt capacity.	10	NR	NR	
<b>2.12</b>	The district should be aware of and monitor the assessed valuation of taxable property within its boundaries.	10	NR	NR	
<b>2.13</b>	The district should monitor its legal bonding limits. [EC 15100, 15330]	10	NR	NR	
<b>2.14</b>	The district should collect statutory school fees. [EC 17620, GC 65995, 66000]	0	NR	NR	<input type="checkbox"/>
<b>2.15</b>	The district should consider developing an asset management plan.	2	NR	NR	
<b>2.16</b>	The district has pursued state funding for joint-use projects through the filing of applications through the Office of Public School Construction and the State Allocation Board.	7	NR	NR	
<b>2.17</b>	The district has established and utilizes an organized methodology of prioritizing and scheduling projects.	8	NR	NR	
<b>2.18</b>	The district complies with California Department of Education (CDE) recommendations relative to school site sizing.	0	NR	NR	
<b>2.19</b>	The district should distribute facility funding in an equitable manner to all communities served and to all school levels.	10	NR	NR	

Facilities Management					
Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
3.1	The district has a restricted deferred maintenance fund and those funds are expended for maintenance purposes only. The deferred maintenance fund should be a stand-alone fund reflecting the revenues and expenses for the major maintenance projects accomplished during the year.	7	NR	NR	
3.2	The district has pursued state funding for deferred maintenance - critical hardship needs by filing an application(s) through the Office of Public School Construction and the State Allocation Board. [State Allocation Board Regulation §1866]	0	NR	NR	
3.3	The district applies to the State Allocation Board for facilities funding for all applicable projects.	8	NR	NR	
3.4	The district consistently reviews and monitors its eligibility for state funding so as to capitalize upon maximal funding opportunities.	7	NR	NR	
3.5	The district establishes and implements interim housing plans for use during the construction phase of modernization projects and/or additions to existing facilities.	8	NR	NR	
3.6	The district has established and maintains a system for tracking the progress of individual projects.	4	7	NR	
3.7	Furniture and equipment items are routinely included within the scope of modernization projects.	8	NR	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
3.8	The district obtains approval of plans and specifications from the Division of the State Architect and the Office of Public School Construction (when required) prior to the award of a contract to the lowest responsible bidder. [EC 17263, 17267]	8	NR	NR	
3.9	All relocatables in use throughout the district meet statutory requirements. [EC 17292]	2	NR	NR	
3.10	The district maintains a plan for the maintenance and modernization of its facilities. [EC 17366]	8	NR	NR	
3.11	The annual deferred maintenance contribution is made correctly. The district should annually transfer the maximum amount that the district would be eligible for in matching funds from the state.	10	NR	NR	
3.12	The district actively manages the deferred maintenance projects. The district should review the five-year deferred maintenance plan annually to remove any completed projects and include any newly eligible projects. The district should also verify that the expenses performed during the year were included in the state approved five-year deferred maintenance plan.	10	NR	NR	
3.13	The staff within the district is knowledgeable of procedures within the Office of Public School Construction (OPSC).	8	NR	NR	
3.14	The staff within the district is knowledgeable of procedures within the Division of the State Architect (DSA).	8	NR	NR	
4.1	The district maintains an appropriate structure for the effective management of its construction projects.	7	NR	NR	

<b>Facilities Management</b>					
<b>Standard to be addressed</b>		<b>July 2003 rating</b>	<b>January 2004 rating</b>	<b>July 2004 rating</b>	<b>Focus for January 2005</b>
<b>4.2</b>	Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.	8	NR	NR	
<b>4.3</b>	The district maintains appropriate project records and drawings.	0	2	NR	
<b>4.4</b>	Each Inspector of Record (IOR) assignment is properly approved.	9	NR	NR	
<b>5.1</b>	The district complies with formal bidding procedures. [GC 54202, 54204, PCC 20111]	7	NR	NR	
<b>5.2</b>	The district has a procedure for requests for quotes/proposals. [GC 54202, 54204, PCC 20111]	7	NR	NR	
<b>5.3</b>	The district maintains files of conflict-of-interest statements and complies with legal requirements. Conflict of interest statements should be collected annually and kept on file.	2	2	NR	
<b>5.4</b>	The district ensures that biddable plans and specifications are developed through its licensed architects/engineers for respective construction projects.	6	NR	NR	
<b>5.5</b>	The district ensures that requests for progress payments are carefully evaluated.	7	NR	NR	
<b>5.6</b>	The district maintains contract award/appeal processes. [GC 54202, 54204, PCC 20111]	8	NR	NR	
<b>5.7</b>	The district maintains internal control, security, and confidentiality over the bid submission and award processes. [GC 54202, 54204, PCC 20111]	7	NR	NR	



# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
6.1	The district complies with California Department of Education (CDE) requirements relative to the provision of Special Education facilities.	6	6	NR	
6.2	The district provides facilities for its special education programs that ensure equity with other educational programs within the district and provide appropriate learning environments in relation to educational program needs.	6	6	NR	
6.3	The district provides facilities for its special education programs that provide appropriate learning environments in relation to educational program needs.	5	5	NR	
7.1	The district applies for state funding for class size reduction facilities. The district should apply for class size reduction (CSR) facilities funding annually.	10	NR	NR	
7.2	The district has provided adequate facilities for the additional classes resulting from the implementation of class size reduction.	10	NR	NR	
7.3	The district has complied with CDE suggested space requirements relative to the provision of educational environments for the implementation of class size reduction.	10	NR	NR	
7.4	The district has developed a plan for the provision of permanent facilities in which to house its CSR programs.	6	NR	NR	
8.1	An energy conservation policy should be approved by the board of education and implemented throughout the district.	2	3	2	
8.2	The district should create and maintain a system to track utility costs and consumption and to report on the success of the district's energy program.	2	4	6	

Facilities Management					
Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
8.3	An energy analysis should be completed for each site.	5	5	NR	
8.4	Cost-effective, energy-efficient design should be a top priority for all district construction projects.	10	NR	NR	
8.4a	The district should be in discussion and working as a team with agencies that can provide professional assistance and funding.	10	NR	NR	
8.4b	The district should act toward improving the energy efficiency of all sites, including those not included in the local bond.	8	NR	NR	
8.4c	The district should analyze the possibility of using alternative energy sources as a means to reducing the financial impact of utilities on the district.	0	NR	NR	<input type="checkbox"/>
8.5	Adequate maintenance records and reports are kept, including a complete inventory of supplies, materials, tools and equipment. All employees required to perform maintenance on school sites should be provided with adequate supplies, equipment and training to perform maintenance tasks in a timely and professional manner. Included in the training is how to inventory supplies and equipment and when to order or replenish them.	7	NR	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
8.6	Procedures are in place for evaluating the work quality of maintenance and operations staff. The quality of the work performed by the maintenance and operations staff should be evaluated on a regular basis using a board-adopted procedure that delineates the areas of evaluation and the types of work to be evaluated.	4	5	NR	<input type="checkbox"/>
8.7	Major areas of custodial and maintenance responsibilities and specific jobs to be performed have been identified. Custodial and maintenance personnel should have written job descriptions that delineate the major areas of responsibilities that they will be expected to perform and will be evaluated on.	5	NR	6	
8.8	Necessary staff, supplies, tools and equipment for the proper care and cleaning of the school(s) are available. In order to meet expectations, schools must be adequately staffed and staff must be provided with the necessary supplies, tools and equipment as well as the training associated with the proper use of such.	5	NR	6	
8.9	The district has an effective preventive maintenance program. The district should have a written preventive maintenance program that is scheduled and followed by the maintenance staff. This program should include verification of the completion of work by the supervisor of the maintenance staff.	7	NR	NR	
8.10	Toilet facilities are adequate and maintained. All buildings and grounds are maintained. [CCR Title 5 § 631]	5	NR	5	

Facilities Management					
Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
8.11	The district has implemented a planned program maintenance system. The district should have a written planned program maintenance system that includes an inventory of all facilities and equipment that will require maintenance and replacement. This program should include purchase prices, anticipated life expectancies, anticipated replacement timelines and budgetary resources necessary to maintain the facilities.	3	5	NR	<input type="checkbox"/>
8.12	The district has a documented process for assigning routine repair work orders on a priority basis.	6	NR	NR	
9.1	The district has developed a plan for attractively landscaped facilities.	6	NR	6	
9.2	The goals and objectives of the technology plan should be clearly defined. The plan should include both the administrative and instructional technology systems. There should be a summary of the costs of each objective and a financing plan should be in place.	7	NR	7	<input type="checkbox"/>
9.3	The Governing Board shall provide a warm, healthful place in which children who bring their own lunches to school may eat their lunch. [EC 17573, CCR Title 5 §14030]	7	NR	NR	
9.4	The Governing Board of every school district shall provide clean and operable flush toilets for the use of pupils. [EC 17576, CCR Title 5 §14030]	5	NR	NR	
9.5	The district has plans for the provision of extended day programs within its respective school sites. [EC 17264]	5	NR	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
9.6	The district has developed and maintains a plan to ensure equality and equity of its facilities throughout the district. [EC 35293]	6	NR	NR	
9.7	All schools shall have adequate heating and ventilation.	8	NR	NR	
9.8	All schools shall have adequate lighting and electrical service.	8	NR	NR	
9.9	Classrooms are free of noise and other barriers to instruction. [EC 32212]	9	NR	NR	
9.10	The learning environments provided within respective school sites within the district are conducive to high quality teaching and learning.	7	NR	NR	
9.11	Facilities within the district reflect the standards and expectations established by the community.	7	NR	NR	
10.1	The district should have a plan to promote community involvement in schools.	6	NR	6	
10.2	Education Code section 38130 establishes terms and conditions of school facility use by community organizations, in the process requiring establishment of both "direct cost" and "fair market" rental rates, specifying what groups have which priorities and fee schedules.	6	NR	6	<input type="checkbox"/>
10.3	Districts should maintain comprehensive records and controls on civic center implementation and cash management.	0	4	3	
11.1	The district's public information office should coordinate a full appraisal to students, staff and community of the condition of the district's facilities.	8	NR	NR	

Facilities Management					
Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	Focus for January 2005
11.2	The district should apprise students, staff and community of efforts to rectify any substandard conditions.	8	NR	NR	
11.3	The district should provide clear and comprehensive communication to staff of its standards and plans.	8	NR	NR	
11.4	All stakeholder groups should be directly involved in a meaningful manner regarding the district's facilities.	8	NR	NR	