



West Contra Costa Unified School District

Facilities Management

Comprehensive Review
July 2003

**Administrative Agent
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Office of Kern County
Superintendent of Schools**

Chief Executive Officer
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1.6 School Safety—Monitoring of Bus Loading/Unloading Areas for Safety

Professional Standard

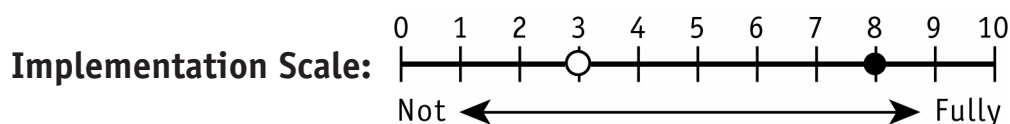
Bus loading and unloading areas, delivery areas, and parking and parent loading/unloading areas are monitored on a regular basis to ensure the safety of the students, staff, and community. Students, employees, and the public should feel safe at all times on school premises.

Progress on Recommendations and Improvement Plan

1. The district is working with the cities to curb the poor traffic patterns in conjunction with the modernization of all of the schools.
2. Instead of implementing the recommendations provided in the initial report, the district is concentrating on reconfiguring the school sites to move the current loading/unloading areas from their current congested areas.
3. There are nine elementary schools that are currently in line for modernization, and the majority of these schools will have the student-loading areas shifted from the current loading areas. Another nine elementary schools are being reviewed for similar adjustments.
4. All of the schools in line for modernization are being reviewed for changes to the student loading and unloading from the front of the site to the side of the site to reduce the overflow traffic from backing up onto the streets.
5. The full implementation of this standard will require four more years to modernize all of the schools, but the guidelines are in place to greatly reduce the current traffic hazards.

Standard Implemented: Fully - Substantially

June 2001 Rating:	3
December 2001 Rating:	3
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	8



1.7 School Safety—Installation and Operation of Outside Security Lighting

Professional Standard

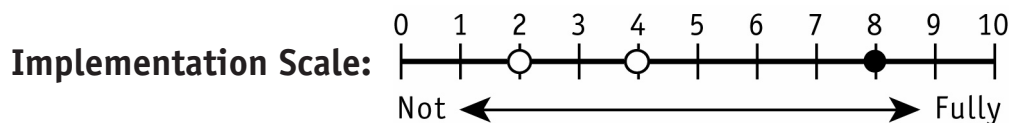
Outside lighting is properly placed and monitored on a regular basis to ensure the operability/ad-equacy of such lighting, and to ensure safety while activities are in progress in the evening hours. Outside lighting should provide sufficient illumination to allow for the safe passage of students and the public during after-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. Additional and replacement lighting are among the new standards being included in the modernization of all school sites.
2. The Master Architect and the facilities staff have developed a standard for all schools being modernized so that consistent lighting will be installed, and maintenance will be provided more easily by having standard lighting fixtures and globes.
3. Other schools that are not in line for modernization in the near future are being re-viewed by the district M&O staff and the district safety committee for funding of lighting prior to modernization.
4. Funding for these upgrades is provided by a combination of local measure funds and the state modernization program. The upgraded lighting is seen as a priority by the district.

Standard Implemented: Fully - Substantially

June 2001 Rating:	2
December 2001 Rating:	4
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	8



1.8 School Safety—Graffiti and Vandalism Abatement Plan

Professional Standard

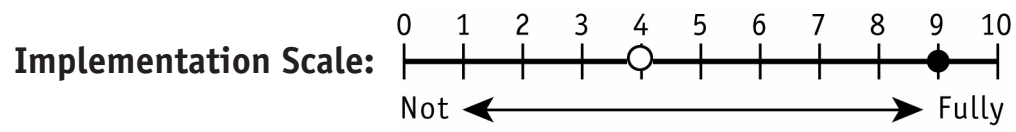
The district has a graffiti and vandalism abatement plan. The district should have a written graffiti and abatement plan that is followed by all district employees. The district provides district employees with sufficient resources to meet the requirements of the abatement plan.

Progress on Recommendations and Improvement Plan

1. Recognizing that graffiti and vandalism was one of the highest concerns of the district and the public, the district established new procedures to combat the challenge.
2. The district trained all custodial staff with the latest practices that need to be followed as a part of their daily cleaning routine.
3. The district has established a standardized exterior composition and allowable paints that can be used in the modernization of the schools. This standardization will save the district money down the road in maintenance and abatement.
4. The district has been very successful prosecuting individuals who are caught tagging school facilities. Working closely with local law enforcement groups, the district has been able to identify the individuals who are defacing the schools and to prosecute many of these individuals on felony counts of vandalism.
5. The district has also been successful in collecting fines from the parents of the individuals for the cost of abating the graffiti and vandalism.
6. At certain schools, the painters arrive an hour prior to school to paint over all graffiti before the students arrive.
7. The Maintenance Department has created a self-contained paint truck that allows the painters to paint over all graffiti, regardless of access to power or supplies. This new truck has allowed the staff to knock down large quantities of graffiti rather than painting over it manually.

Standard Implemented: Fully - Substantially

June 2001 Rating:	4
December 2001 Rating:	4
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	9



1.12 School Safety—Inspection and Correction of Unsafe Conditions

Professional Standard

Building examinations are performed and required actions are taken by the Governing Board upon report of unsafe conditions. [EC 17367]

Progress on Recommendations and Improvement Plan

1. The district staff is still using the work order system to address safety items, but has also taken additional steps to assure that unsafe conditions are handled immediately. All maintenance staff have been issued Nextel phones so that when an emergency occurs, the necessary maintenance people can be dispatched to the school. Many times the unsafe condition is repaired before the paperwork or work order is processed completely.

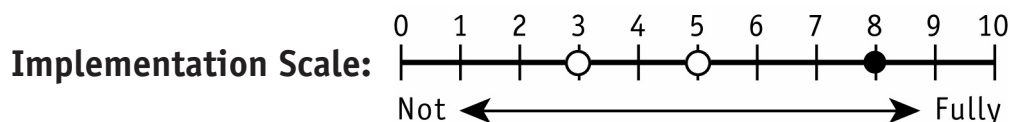
In addition to handling emergencies in a timely and efficient manner, the Maintenance Department has been able to reduce the backlog of work orders from more than 2,100 to approximately 750. This tremendous reduction in the number of outstanding work orders is a major step toward the goal of well-kept facilities.

The next step in the work order process is providing all sites with online access so that site personnel can see the current status of all work orders for their site.

2. Outstanding work orders are reviewed with the site staff to verify that the repairs are still needed. This includes the annual inspection of sites to determine if needs are going unrecognized and whether additional work may be necessary.
3. The district, in conjunction with the Master Architect, is aggressively applying for all possible modernization funding.

Standard Implemented: Fully - Substantially

June 2001 Rating:	3
December 2001 Rating:	5
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	8



2.4 Facility Planning—Existence of a District Facility Planning Committee

Professional Standard

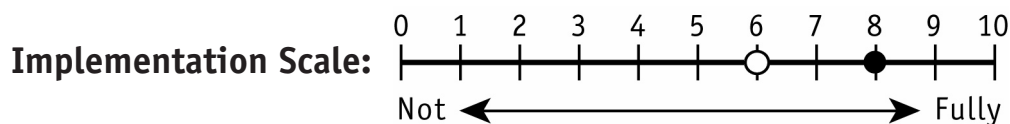
The district is in the process of finalizing a Citizens' Oversight Committee to ensure the appropriateness of expenditures related to the recent passage of the district's local school bond measure (Measure M). In essence, this committee will function as an advisory/facility planning type of committee.

Progress on Recommendations and Improvement Plan

1. The district has a strong Citizens' Oversight Committee that is provided with timely and accurate information from various sources. The district has implemented an outstanding Web site that provides all of the committee members not only financial information, but also other documents such as architectural drawings and bid specifications. Once all information has been entered into the database, the public will also have access to the same information.
2. The Facilities Department also provides regular financial and progress reports to the administration and Governing Board on each of the other projects in process and anticipated projects for the future.

Standard Implemented: Fully - Substantially

June 2001 Rating:	6
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	8



2.16 Facility Planning—Application for Funding for Joint Use Projects

Professional Standard

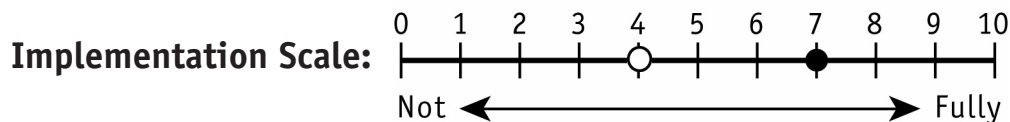
The district has pursued state funding for joint-use projects through the filing of applications with the Office of Public Construction and the State Allocation Board.

Progress on Recommendations and Improvement Plan

1. The district is focused on modernizing the elementary schools before moving on to the middle and high schools. The greatest possibility for joint use projects is in the upper-grade schools. Partners have shown interest in doing joint projects for large gymnasiums and libraries, but this will be at some time in the future.
2. The district wants to participate in joint-use projects; however, the current OPSC program is quite limiting. The requirement that the partner provide 50 percent of the match eliminates most of the partners due to the current fiscal crisis.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	7



3.6 Facilities Improvement and Modernization—Maintenance of a System for Tracking Project Progress

Professional Standard

The district has established and maintains a system for tracking the progress of individual projects.

Progress on Recommendations and Improvement Plan

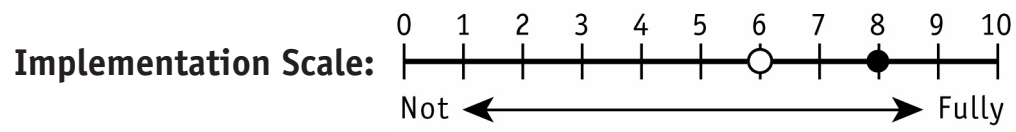
1. The district has implemented Problem Solve 2 software that allows all staff access to the paperwork associated with all active and planned projects. This includes the blueprints and the bid specifications so that problems can be assessed and an answer developed at the site.

In addition to the availability of information, the software also creates the much-needed historical files for future documentation needs. The drawings and plans are kept in both PDF and AutoCAD formats so that they can be used for future modernization or maintenance projects.

2. Training staff is an ongoing process provided by the architect and other resources. The use of consultants allows the district to have highly skilled individuals providing training and communication to the district staff.
3. The facilities coordination meetings occur at the central facilities office, which houses the master architect, district architects and inspectors, facilities staff and all other interested staff. By housing these staff in a single building, communication is provided at the highest level. Both regularly scheduled and emergency meetings are handled in a timely manner rather than trying to coordinate calendars. The result is information flowing to all parties firsthand instead of just through e-mails or paper.
4. The district has recognized the need for fully staffing the facilities department. The combination of quality staff and experienced consultants, such as the Master Architect, has created a sound facilities coordination team.
5. The team developed by the district is a fully functional team in all aspects of the term “team.”

Standard Implemented: Fully - Substantially

June 2001 Rating:	6
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	8



3.11 Facilities Improvement and Modernization—Annual Deferred Maintenance Contribution is Made Correctly

Professional Standard

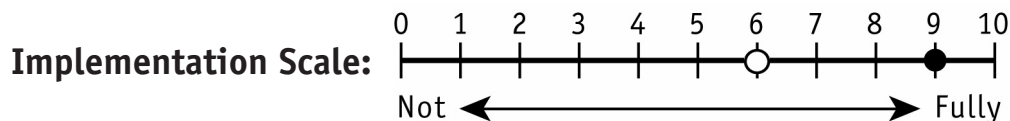
The annual deferred maintenance contribution is made correctly. The district should annually transfer the maximum amount that the district would be eligible for in matching funds from the state.

Progress on Recommendations and Improvement Plan

1. The district has transferred the maximum match amount established by the California Department of Education for the past three years. The past two years have been funded from bond proceeds as allowed in the bond language.
2. The district is anticipating again transferring the full amount for the 2002-03 fiscal year, even though SBX1 18 allows the district to skip this transfer for this one year only. The needs for future deferred maintenance projects are very high on the district's planned repair list. Since the transfer will be made from the bond proceeds again, the flexibility provided by SBX1 18 would not have provided the district with any additional funding in the general fund, as intended by the bill's waiver of the transfer.

Standard Implemented: Fully - Substantially

June 2001 Rating:	6
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	9



3.12 Facilities Improvement and Modernization—Deferred Maintenance Projects are Actively Managed

Professional Standard

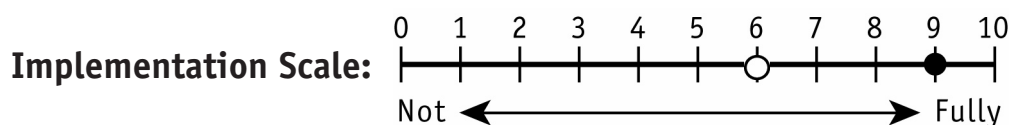
The district actively manages the deferred maintenance projects. The district should review the five-year deferred maintenance plan annually to remove any completed projects and include any newly eligible projects. The district should also verify that the projects performed during the year were included in the state-approved, five-year deferred maintenance plan.

Progress on Recommendations and Improvement Plan

1. The district updates and reprioritizes the five-year deferred maintenance plan annually.
2. With all of the modernization occurring in the schools, the district is using less of the deferred maintenance funds for upgrading the schools and rather is saving these funds for emergency repairs to schools that may not be modernized in the near future. The result is a healthy deferred maintenance fund to assist the district in meeting the unanticipated emergencies that are associated with trying to maintain older schools.
3. When determining what funding will be used to upgrade the facilities, the district considers the deferred maintenance revenues a part of all of the available funding.

Standard Implemented: Fully - Substantially

June 2001 Rating:	6
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	9



3.13 Facilities Improvement and Modernization—Knowledge of Office of Public School Construction Procedures

Professional Standard

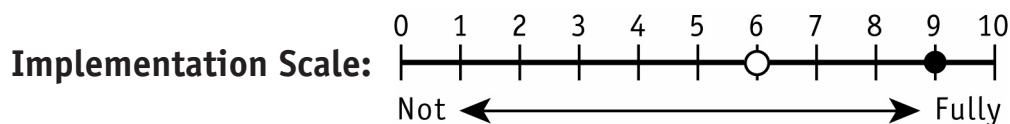
Staff within the district is knowledgeable of procedures within the Office of Public School Construction (OPSC).

Progress on Recommendations and Improvement Plan

1. Both the district staff and the Master Architect have a strong knowledge of procedures within OPSC. The Master Architect representatives are on a first-name basis with many of the key employees in OPSC. This first-name basis provides the district with access to keep the paperwork flowing in a timely manner.

Standard Implemented: Fully - Substantially

June 2001 Rating: 6
December 2001 Rating: Not Reviewed
June 2002 Rating: Not Reviewed
December 2002 Rating: Not Reviewed
June 2003 Rating: 9



3.14 Facilities Improvement and Modernization—Knowledge of Division of State Architect Procedures

Professional Standard

Staff within the district is knowledgeable of procedures within the Division of the State Architect (DSA).

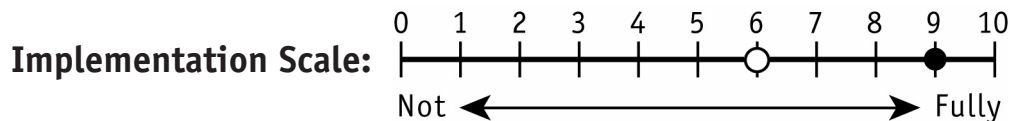
Progress on Recommendations and Improvement Plan

1. As mentioned previously in 3.13, the district staff and the Master Architect have a strong knowledge of OPSC procedures. This knowledge goes hand-in-hand with the need for a strong knowledge of DSA requirements. The Master Architect has such knowledge.

During the recent conversion to the electronic review and approval of project drawings, one of the representatives of the Master Architect worked with DSA staff to show them how they could do electronic reviews, thus saving staff time and providing more timely processing of paperwork.

Standard Implemented: Fully - Substantially

June 2001 Rating: 6
December 2001 Rating: Not Reviewed
June 2002 Rating: Not Reviewed
December 2002 Rating: Not Reviewed
June 2003 Rating: 9



4.3 Construction of Projects—Appropriate Project Records and Drawing are Maintained

Professional Standard

The district maintains appropriate project records and drawings.

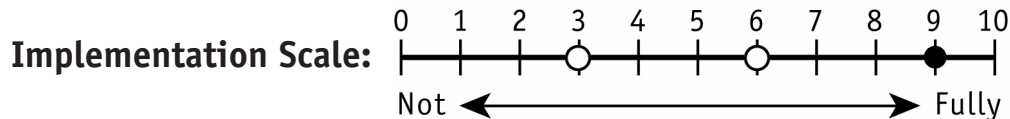
Progress on Recommendations and Improvement Plan

1. While interviewing staff for this follow-up, it was observed that the district had taken great strides to organize the historical drawings for all of the schools. However, the district has taken even greater strides, thanks to the use of the Problem Solve 2 software, which allows all staff access to the paperwork associated with all active and planned projects. This includes the blueprints and the bid specifications, so that problems can be assessed and answers developed at the site.

The software also creates the essential historical files for future documentation needs. The drawings and plans are kept in both PDF and AutoCAD formats so that they can be used for future modernization or maintenance projects.

Standard Implemented: Fully - Substantially

June 2001 Rating:	3
December 2001 Rating:	6
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	9



5.2 Compliance with Public Contracting Laws and Procedures—Procedures for Request for Quotes/Proposals

Professional Standard

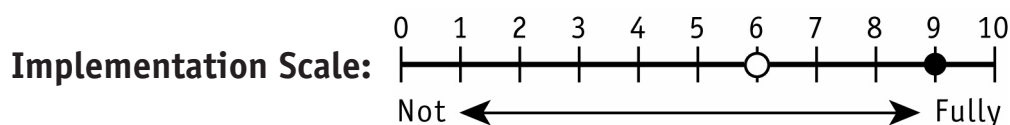
The district has a procedure for requests for quotes/proposals. [GC 54202, 54204, PCC 20111]

Progress on Recommendations and Improvement Plan

1. The combination of the Facilities Department, the Master Architect, the Purchasing Department, and the Business Office have developed a streamlined purchasing and proposal procedure.
2. One of the improvements developed during the process is the standardization of certain items included in the modernization process. The standardization includes fire systems, energy monitoring systems, and other systems within the schools. The result will be a uniform set of supplies to inventory to allow for bulk purchasing and savings. It will also allow all maintenance staff to become more proficient on necessary repairs.
3. The district is also working toward more cooperative purchasing of needs with 13 neighboring school districts.

Standard Implemented: Fully - Substantially

June 2001 Rating: 6
December 2001 Rating: Not Reviewed
June 2002 Rating: Not Reviewed
December 2002 Rating: Not Reviewed
June 2003 Rating: 9



6.1 Special Education Facilities—Compliance with CDE Regulations

Professional Standard

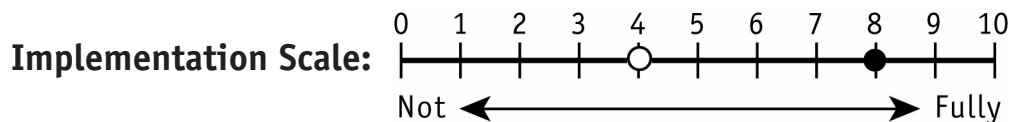
The district complies with California Department of Education (CDE) requirements relative to the provision of Special Education facilities.

Progress on Recommendations and Improvement Plan

1. With the awarding of the contract to the Master Architect in 2000, the district obtained a working knowledge of the CDE requirements for special education classrooms. This working knowledge, coordinated with the district's Director of Special Education, provides all of the necessary facilities and equipment for the special education students.

Standard Implemented: Fully - Substantially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	8



6.2 Special Education Facilities—Equity with Other Facilities, Appropriate to Educational Program

Professional Standard

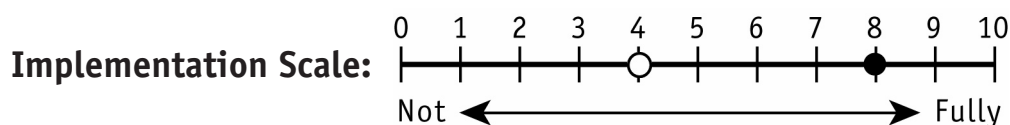
The district provides facilities for its Special Education programs that ensure equity with other educational programs within the district and provides appropriate learning environments in relation to educational program needs.

Progress on Recommendations and Improvement Plan

1. As mentioned in 6.1 on the previous page, the district is coordinating the needs of the special education program properly. By providing the team approach of the Director of Special Education and the Master Architect, special education classrooms are designed based on the anticipated needs of the students.
2. In response to the district's desire to mainstream the Special Education students with the regular education students, Special Education classrooms are built as close as practical to the regular education classrooms for the same grade level.
3. In some cases, Special Education classrooms are identical to regular education classrooms, with some modifications for personal care needs.

Standard Implemented: Fully - Substantially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	8



8.1 Facilities Maintenance and Custodial—Implementation of an Energy Conservation Program

Professional Standard

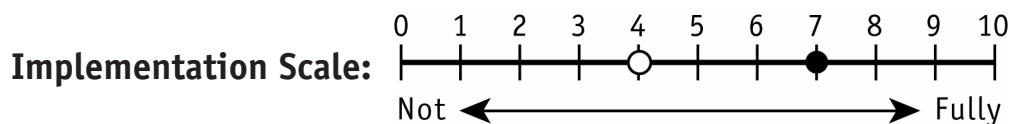
An energy conservation policy should be approved by the Governing Board and implemented throughout the district.

Progress on Recommendations and Improvement Plan

1. The Governing Board has not revised the board policy for energy since the initial interview two years ago. However, this has not kept the district from implementing an energy conservation program.
2. A centralized energy monitoring system is in place for a few of the schools, with the potential of all schools being on a central system as they are modernized. This new system will allow the Director of Maintenance and all maintenance staff to monitor energy usage and make any necessary adjustments remotely, instead of having to interrupt the classroom to make adjustments.
3. To properly implement an energy conservation program, it requires the direction of the Governing Board and the cooperation of the educational staff to recognize the proper setting for climate and utilizing natural lighting during sunny days, which will provide the district with savings. This direction must be spelled out in the Governing Board policies and associated administrative regulations.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	7



8.2 Facilities Maintenance and Custodial—Energy accounting system

Professional Standard

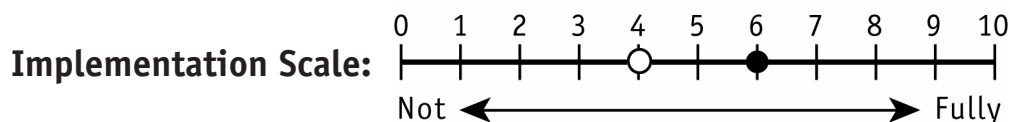
Create and maintain a system to track utility costs and consumption and to report on the success of the district's energy program.

Progress on Recommendations and Improvement Plan

1. As mentioned in Standard 8.1, the district has begun the implementation of an energy monitoring system. The Maintenance Department is able to monitor the schools that are connected to the energy monitoring system to make sure that efficiency is kept intact, and that any repairs that are necessary are made to maintain the proper atmosphere for the students and staff.
2. In cooperation with Pacific Gas & Electric and EBMUD, the district receives monthly billings showing the current usage and comparisons with historical usage.
3. The Maintenance Manager has a high interest level in energy management and making sure that, as schools are modernized, they become a part of the centralized monitoring program and that all staff is aware of the potential savings of the program.
4. The program is in the implementation stage, but has great potential with the proper support from the Governing Board policy and the administration.

Standard Implemented: Partially

June 2001 Rating: 4
December 2001 Rating: Not Reviewed
June 2002 Rating: Not Reviewed
December 2002 Rating: Not Reviewed
June 2003 Rating: 6



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

Professional Standard

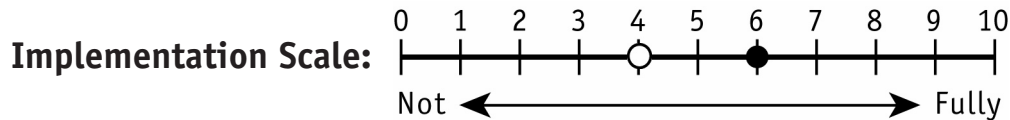
Necessary staff, supplies, tools, and equipment for the proper care and cleaning of the school(s) are available. In order to meet expectations, schools must be adequately staffed and staff must be provided with the necessary supplies, tools, and equipment, as well as the training associated with the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

Progress on Recommendations and Improvement Plan

1. The district has implemented a computer software inventory system. The sites can order supplies online with approval by the Director of Operations. The orders are reviewed occasionally to verify that the supplies that should be used are being used. Any deviation is noted and discussed with the employee to determine if additional training is needed or if another product is being used in its place.
2. The implementation is relatively new, so the monitoring and evaluation portion is still being worked out.
3. As the monitoring is fine tuned, the district should be able to save money by making larger orders for supplies and equipment.

Standard Implemented: Partially

June 2001 Rating:	4
December 2001 Rating:	Not Reviewed
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	6



8.11 Facilities Maintenance and Custodial—Implementation of a Planned Program Maintenance System

Professional Standard

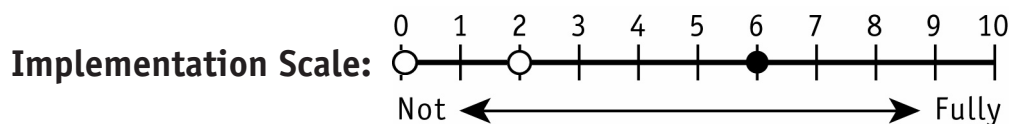
The district has implemented a planned program maintenance system. The district should have a written planned program maintenance system that includes an inventory of all facilities and equipment that will require maintenance and replacement. This program should include purchase prices, anticipated life expectancies, anticipated replacement timelines, and budgetary resources necessary to maintain the facilities.

Progress on Recommendations and Improvement Plan

1. The district has begun the implementation of a portion of the planned program maintenance system. It started with the HVAC units and has expanded to vehicle maintenance, summer checks of door systems by the lock shop, and summer repairs of doors, benches, and ramps by the carpenters.
2. The Maintenance Department plans for the summer planned program maintenance in the spring to ensure that needed supplies and materials will be available.

Standard Implemented: Partially

June 2001 Rating:	0
December 2001 Rating:	2
June 2002 Rating:	Not Reviewed
December 2002 Rating:	Not Reviewed
June 2003 Rating:	6



Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
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]	3	NR	6	NR	NR
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]	5	NR	NR	7	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]	4	6	NR	NR	NR
1.4	The district should ensure that the custodial and maintenance staff 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	NR	6	NR	NR
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.	7	NR	NR	NR	NR
1.6	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	NR	8

Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
1.7	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.	2	4	NR	NR	8
1.8	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.	4	4	NR	NR	9
1.9	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	6	NR	NR
1.10	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]	7	NR	NR	NR	NR
1.11	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	5	NR	NR
1.12	Building examinations are performed, and required actions are taken by the Governing Board upon report of unsafe conditions. [EC 17367]	3	5	NR	NR	8

Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
1.13	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.	9	NR	NR	NR	NR
1.14	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]	4	NR	NR	8	NR
1.15	The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]	5	NR	NR	NR	NR
1.16	Appropriate fire extinguishers exist in each building and current inspection information is available. [CCR Title 8 §1922(a)]	5	NR	NR	9	NR
1.17	All exits are free of obstructions. [CCR Title 8 §3219]	9	NR	NR	NR	NR
1.18	A comprehensive school safety plan exists for the prevention of campus crime and violence. [EC 35294-35294.9]	6	NR	NR	NR	NR
1.19	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	6	NR	NR
1.20	Requirements are followed pertaining to underground storage tanks. [H&SC 25292, CCR Title 26 §477, Title 23 § 2610]	5	NR	NR	6	NR
1.21	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]	6	NR	NR	NR	NR

Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
1.22	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]	8	NR	NR	NR	NR
1.23	Safe work practices exist with regard to boiler and fired pressure vessels. [CCR Title 8 §782]	2	4	5	NR	NR
1.24	Materials Safety Data Sheets are maintained. [EC 49341, 49401.5, 49411, F&AC 12981, LC 6360-6363, CCR Title 8 §5194]	3	6	NR	NR	NR
1.25	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.	9	NR	NR	NR	NR
1.26	The district conducts periodic safety training for employees. District employees should receive periodic training on the safety procedures of the district.	8	NR	NR	NR	NR
1.27	The district should conduct periodic first aid training for employees assigned to school sites.	6	NR	NR	NR	NR
2.1	The district should have a long-range school facilities master plan.	8	NR	NR	NR	NR
2.2	The district should possess a California State Department of Education Facilities Planning and Construction Guide (dated 1991).	10	NR	NR	NR	NR
2.3	The district should seek state and local funds.	10	NR	NR	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.	6	NR	NR	NR	8
2.5	The district should have a properly staffed and funded facility planning department.	2	NR	6	NR	NR

Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
2.6	The district should develop and implement an annual capital planning budget.	6	NR	NR	9	NR
2.7	The district should have standards for real property acquisition and disposal. [EC 39006, 17230-17233]	10	NR	NR	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]	4	NR	6	NR	NR
2.9	The district has established and utilizes a selection process for the selection of licensed architectural/engineering services. [GC 17302]	6	NR	NR	NR	NR
2.10	The district should assess its local bonding capacity. [EC 15100]	6	NR	NR	NR	NR
2.11	The district should develop a process to determine debt capacity.	10	NR	NR	NR	NR
2.12	The district should be aware of and monitor the assessed valuation of taxable property within its boundaries.	10	NR	NR	NR	NR
2.13	The district should monitor its legal bonding limits. [EC 15100, 15330]	10	NR	NR	NR	NR
2.14	The district should collect statutory school fees. [EC 17620, GC 65995, 66000]	5	NR	NR	8	NR
2.15	The district should consider developing an asset management plan.	4	NR	NR	8	NR
2.16	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.	4	NR	NR	NR	7
2.17	The district has established and utilizes an organized methodology of prioritizing and scheduling projects.	5	NR	NR	8	NR
2.18	The district complies with California Department of Education (CDE) recommendations relative to school site sizing.	3	NR	6	NR	NR
2.19	The district should distribute facility funding in an equitable manner to all communities served and to all school levels.	8	NR	NR	NR	NR

Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
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.	6	NR	NR	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]	6	NR	NR	NR	NR
3.3	The district applies to the State Allocation Board for facilities funding for all applicable projects.	5	NR	NR	9	NR
3.4	The district consistently reviews and monitors its eligibility for state funding so as to capitalize upon maximal funding opportunities.	6	NR	NR	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.	3	NR	6	NR	NR
3.6	The district has established and maintains a system for tracking the progress of individual projects.	6	NR	NR	NR	8
3.7	Furniture and equipment items are routinely included within the scope of modernization projects.	2	NR	5	NR	NR
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]	5	NR	NR	9	NR
3.9	All relocatables in use throughout the district meet statutory requirements. [EC 17292]	2	6	NR	NR	NR
3.10	The district maintains a plan for the maintenance and modernization of its facilities. [EC 17366]	4	6	NR	NR	NR

Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
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.	6	NR	NR	NR	9
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.	6	NR	NR	NR	9
3.13	Staff within the district is knowledgeable of procedures within the Office of Public School Construction (OPSC).	6	NR	NR	NR	9
3.14	Staff within the district is knowledgeable of procedures within the Division of the State Architect (DSA).	6	NR	NR	NR	9
4.1	The district maintains an appropriate structure for the effective management of its construction projects.	3	NR	7	NR	NR
4.2	Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.	4	NR	NR	8	NR
4.3	The district maintains appropriate project records and drawings.	3	6	NR	NR	9
4.4	Each Inspector of Record (IOR) assignment is properly approved.	3	NR	8	NR	NR
5.1	The district complies with formal bidding procedures. [GC 54202, 54204, PCC 20111]	9	NR	NR	NR	NR
5.2	The district has a procedure for requests for quotes/proposals. [GC 54202, 54204, PCC 20111]	6	NR	NR	NR	9
5.3	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.	7	NR	NR	NR	NR

Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
5.4	The district ensures that biddable plans and specifications are developed through its licensed architects/engineers for respective construction projects.	4	NR	NR	8	NR
5.5	The district ensures that requests for progress payments are carefully evaluated.	5	NR	NR	NR	NR
5.6	The district maintains contract award/appeal processes. [GC 54202, 54204, PCC 2011]	8	NR	NR	NR	NR
5.7	The district maintains internal control, security, and confidentiality over the bid submission and award processes. [GC 54202, 54204, PCC 2011]	7	NR	NR	NR	NR
6.1	The district complies with California Department of Education (CDE) requirements relative to the provision of Special Education facilities.	4	NR	NR	NR	8
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.	4	NR	NR	NR	8
6.3	The district provides facilities for its Special Education programs that provide appropriate learning environments in relation to educational program needs.	4	5	NR	NR	NR
7.1	The district applies for state funding for class size reduction facilities. The district should apply for class size reduction facilities funding annually.	9	NR	NR	NR	NR
7.2	The district has provided adequate facilities for the additional classes resulting from the implementation of class size reduction.	5	NR	NR	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.	5	NR	NR	NR	NR
7.4	The district has developed a plan for the provision of permanent facilities in which to house its CSR programs.	2	3	NR	NR	NR

Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
8.1	An energy conservation policy should be approved by the Governing Board and implemented throughout the district.	4	NR	NR	NR	7
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.	4	NR	NR	NR	6
8.3	An energy analysis should be completed for each site.	2	NR	5	7	NR
8.4	Cost-effective, energy-efficient design should be a top priority for all district construction projects.	5	NR	NR	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	NR	NR
8.4b	The district should act toward improving the energy efficiency of all sites, including those not included in the local bond.	7	NR	NR	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.	5	NR	NR	NR	NR
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.	6	NR	NR	NR	NR
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	NR	NR	8	NR

Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
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.	4	5	NR	NR	NR
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.	4	NR	NR	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.	2	NR	4	NR	NR
8.10	Toilet facilities are adequate and maintained. All buildings and grounds are maintained. [CCR Title 5 § 631]	3	NR	5	NR	NR
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.	0	2	NR	NR	6
8.12	The district has a documented process for assigning routine repair work orders on a priority basis.	5	NR	NR	NR	NR
9.1	The district has developed a plan for attractively landscaped facilities.	2	NR	5	NR	NR

Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
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.	5	NR	NR	NR	NR
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]	6	NR	NR	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]	3	5	NR	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	NR	NR
9.6	The district has developed and maintains a plan to ensure equality and equity of its facilities throughout the district. [EC 35293]	3	NR	NR	7	NR
9.7	All schools shall have adequate heating and ventilation.	7	NR	NR	NR	NR
9.8	All schools shall have adequate lighting and electrical service.	6	NR	NR	NR	NR
9.9	Classrooms are free of noise and other barriers to instruction. [EC 32212]	8	NR	NR	NR	NR
9.10	The learning environments provided within respective school sites within the district are conducive to high quality teaching and learning.	3	4	NR	NR	NR
9.11	Facilities within the district reflect the standards and expectations established by the community.	3	4	NR	NR	NR
10.1	The district should have a plan to promote community involvement in schools.	7	NR	NR	NR	NR

Facilities Management

Standard to be addressed		June 2001 Rating	Dec. 2001 Rating	June 2002 Rating	Dec. 2002 Rating	June 2003 Rating
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. “	4	NR	NR	NR	NR
10.3	Districts should maintain comprehensive records and controls on civic center implementation and cash management.	4	NR	NR	NR	NR
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	NR	NR
11.2	The district should apprise students, staff and community of efforts to rectify any substandard conditions.	9	NR	NR	NR	NR
11.3	The district should provide clear and comprehensive communication to staff of its standards and plans.	8	NR	NR	NR	NR
11.4	All stakeholder groups should be directly involved in a meaningful manner regarding the district’s facilities.	7	NR	NR	NR	NR