



West Fresno Elementary School District

Facilities Management
Comprehensive Review
July 2004

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

Chief Executive Officer
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1.1 School Safety - CDE Civil Defense and Disaster Planning Guide

Legal Standard

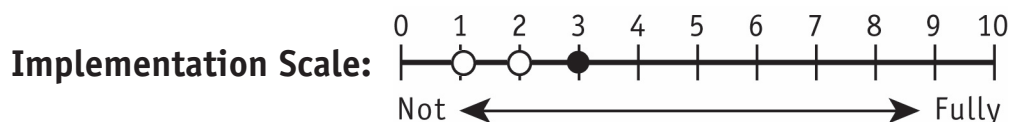
All school administrators should be thoroughly familiar with the California Department of Education, Civil Defense and Disaster Planning Guide for School Officials, 1972. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607, CCR Title 5 §550, 560, Title 19 §2400]

Progress on Recommendations and Improvement Plan

1. District personnel have held numerous meetings regarding disaster preparedness. One of the topics discussed is the need for a county plan for total evacuation of the schools in case of such an emergency. The State Administrator is working with the county transportation agency to arrange an emergency plan where the county transportation agency would assist with the evacuation of all employees and students from the schools. However, to date, no written plan is in place.
2. The district is still in the process of inventorying the first-aid kits to determine if they contain the minimum supply levels.
3. No new signage was observed during the site visit. The only signage noted was posted on the fence from the parking lot to the schools directing visitors to check in at the office. There were no citations of any violation of Penal Code or local law enforcement codes. During the site visit on April 27, 2004, the inspector was able to walk the elementary campus without a challenge by any school staff.
4. Once the new disaster planning guide is developed and adopted, the district will begin training all staff and administration on the information contained in the guide.

Standard Implemented: Partially

June 2003 Rating:	1
December 2003 Rating:	2
June 2004 Self-Rating:	3
June 2004 New Rating:	3



1.3 School Safety - Plan for Protection of People and Property

Legal Standard

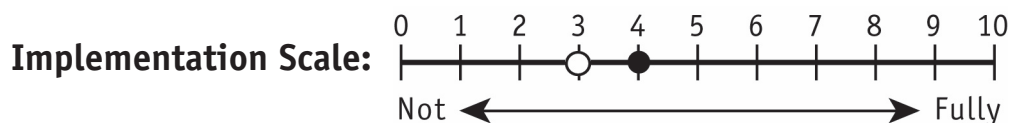
The district should be able to demonstrate that a plan of security has been developed that includes adequate measures of safety and protection of people and property. [EC 32020, 32211, 35294-35294.9]

Progress on Recommendations and Improvement Plan

1. The district continues to develop the safety plan, but no written plan has been completed to date. However, the district continues to perform monthly fire drills and maintains logs of the dates and times they are held. The classrooms now have supplies to use in case of an emergency.
2. Once the safety plan is developed and adopted, the district will coordinate the training for all staff.
3. The district continues to require all visitors to the campuses to sign in at the school office before the visitors can proceed to their destinations. This was verified by the inspector during his April 28, 2004, site visit when he was required to sign in and wear a badge during the site visit.
4. The recommended “no trespassing” signs were not noted during the site visit. There were signs directing visitors to the office upon arrival, but there were no “no loitering” or “no trespassing” signs by the main entrances or loading zones.

Standard Implemented: Partially

June 2003 Rating:	3
December 2003 Rating:	4
June 2004 Self-Rating:	4
June 2004 New Rating:	4



1.15 School Safety - Injury/Illness Prevention Program Inspections are Done

Legal Standard

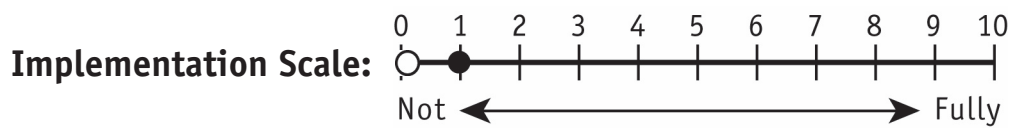
The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]

Progress on Recommendations and Improvement Plan

1. The district is working with the California School Boards Association (CSBA) to update current board policies, including Policy 6110 relating to IIPP. Until CSBA provides current board policies, the district has adopted an administrative policy for IIPP.
2. The work associated with the CSBA contract should include a detailed administrative regulation regarding the IIPP. In conjunction with the regulation, the district will develop a handbook to implement the program.
3. The district will emphasize the importance of these regulations to all staff during an in-service training following adoption of the regulations.

Standard Implemented: Partially

June 2003 Rating:	0
December 2003 Rating:	1
June 2004 Self-Rating:	1
June 2004 New Rating:	1



1.18 School Safety - Plan for Prevention of Campus Crime and Violence

Legal Standard

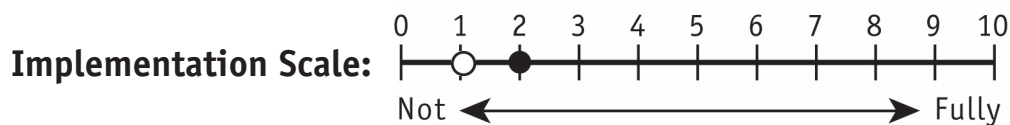
A comprehensive school safety plan exists for the prevention of campus crime and violence.
[EC 35294-35294.9]

Progress on Recommendations and Improvement Plan

1. The district is working with the California School Boards Association (CSBA) to update current board policies.
2. While the district has not completed the writing of the safety plan, it will be contracting with two school safety experts to train all staff in school safety.

Standard Implemented: Partially

June 2003 Rating:	1
December 2003 Rating:	2
June 2004 Self-Rating:	2
June 2004 New Rating:	2



1.19 School Safety - An Emergency Action Plan Exists

Legal Standard

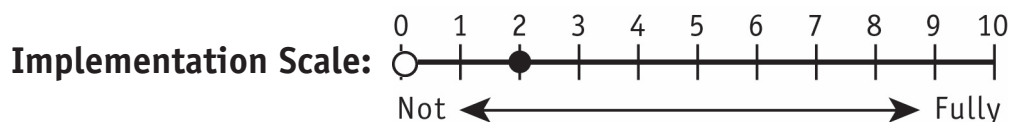
Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607] [CCR Title 8, §3220]

Progress on Recommendations and Improvement Plan

1. The district is working with the California School Boards Association (CSBA) to update current board policies, including Board Policy 6114 regarding the emergency plan.
2. The district has not finished writing the plan.
3. The district will be contracting with two school safety experts to train all staff in school safety.

Standard Implemented: Partially

June 2003 Rating: 0
December 2003 Rating: 2
June 2004 Self-Rating: 2
June 2004 New Rating: 2



1.25 School Safety - Maintenance of a Comprehensive Employee Safety Program

Professional Standard

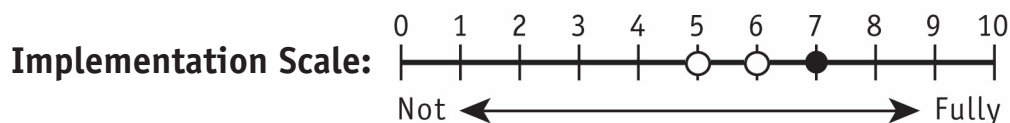
The district maintains a comprehensive employee safety program. Employees should be aware of the district safety program, and the district provides in-service training to employees on the requirements of the safety program.

Progress on Recommendations and Improvement Plan

1. The employees continue to concentrate on working under safe conditions. Any unsafe working conditions are immediately reported to their supervisor for correction. This was witnessed during the site visit on April 28, 2004.
2. The district recently provided in-service training for staff regarding proper safe work practices including Material Safety Data Sheets (MSDS) and associated chemicals. This training was conducted by the Director of Maintenance and Operations, with documentation provided by the Insurance JPA and Fresno State University. Additional training is scheduled in the near future.

Standard Implemented: Partially

June 2003 Rating:	5
December 2003 Rating:	6
June 2004 Self-Rating:	7
June 2004 New Rating:	7



2.14 Facility Planning - Collection of Statutory Developer Fees

Legal Standard

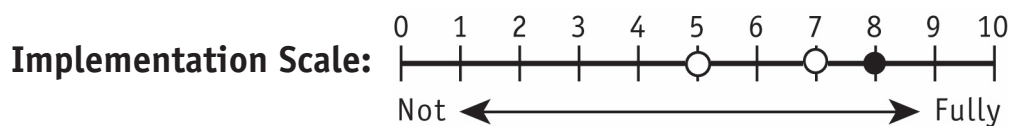
The district should collect statutory school fees. [EC 17620, GC 65995, 66000]

Progress on Recommendations and Improvement Plan

1. The district is working with the California School Boards Association (CSBA) to update current board policies on statutory school fees.
2. The district continues to impose the maximum allowable fee. It is joining in the Washington High School District's developer fee analysis study to determine the maximum developer fee that can be charged by both districts.
3. Washington Union High School District collects the fees for the district and issues warrants to the district on a regular basis based on the percentages agreed to by the two districts, which are currently 60 percent for the West Fresno Elementary District and 40 percent for the Washington Union High School District. This recently benefited the district when a large industrial warehouse complex was built, netting the district more than \$100,000 in developer fees. With new apartment complexes under construction, an additional \$150,000 should be received from the high school district.

Standard Implemented: Fully - Substantially

June 2003 Rating: 5
December 2003 Rating: 7
June 2004 Self-Rating: 9
June 2004 New Rating: 8



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

Professional Standard

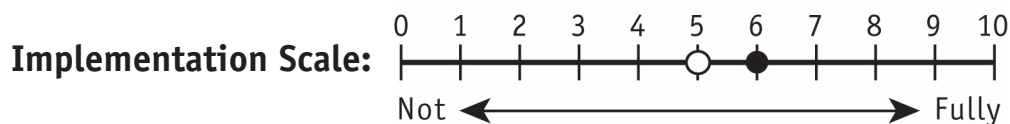
The district actively manages the deferred maintenance projects. The district should review the five-year deferred maintenance plan annually to remove any completed projects and include any newly eligible projects. The district should also verify that the projects performed during the year were included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

Progress on Recommendations and Improvement Plan

1. The district does not have any projects that qualify for extreme hardship. The only project that could qualify is the locker rooms by the gymnasium, and the district is attempting to qualify for state modernization funding to demolish and build a new shower facility for the students.
2. The Director of Maintenance and Operations updates the five-year deferred maintenance plan regularly to remove maintenance items completed during the year and include projects that have become eligible for deferred maintenance funding.
3. When the director updated the five-year plan, he also adjusted the estimated costs for the projects and identified whether the projects should remain on the plan or others should be added.

Standard Implemented: Partially

June 2003 Rating:	5
December 2003 Rating:	6
June 2004 Self-Rating:	6
June 2004 New Rating:	6



4.2 Construction of Projects - Change Orders are Processed and Received Prior to Approval

Professional Standard

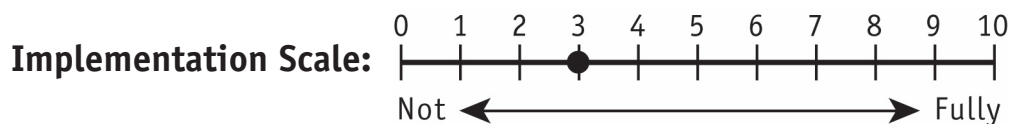
Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.

Progress on Recommendations and Improvement Plan

1. While the proper procedures are understood in that all change orders must receive approval from the architect, inspector of record, and State Administrator, no written procedures have been developed to memorialize the procedures.
2. While the standard procedure would be the approval of all change orders by the Governing Board prior to payment, the State Administrator currently has this authority. It is understood that all change orders must receive the State Administrator's approval prior to payment. Ideally, the State Administrator should approve all change orders prior to implementation.

Standard Implemented: Partially

June 2003 Rating:	3
December 2003 Rating:	3
June 2004 Self-Rating:	3
June 2004 New Rating:	3



4.4 Construction of Projects - Inspector of Record Assignments are Properly Approved

Professional Standard

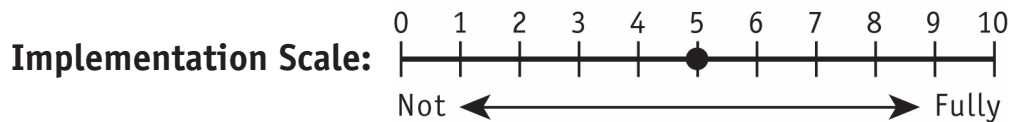
Each Inspector of Record (IOR) assignment is properly approved.

Progress on Recommendations and Improvement Plan

1. The district is working with the California School Boards Association (CSBA) to update current board policies.
2. With the inception of possible new construction in the near future, the district will need to establish a procedure for acquiring a certified Division of the State Architect (DSA) inspector. The Director of Maintenance and Operations is working with the neighboring Central High School District to obtain a copy of its list of approved inspectors.

Standard Implemented: Partially

June 2003 Rating: 5
December 2003 Rating: 5
June 2004 Self-Rating: 5
June 2004 New Rating: 5



5.1 Compliance with Public Contracting Laws and Procedures - Compliance with Formal Bidding Procedures

Legal Standard

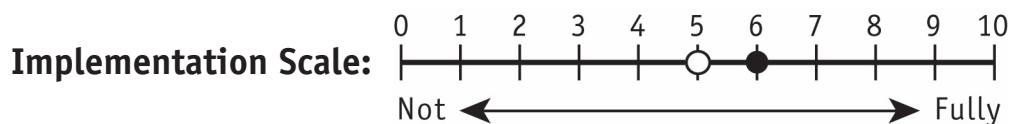
The district complies with formal bidding procedures. [GC 54202, 54204, PCC 20111]

Progress on Recommendations and Improvement Plan

1. The district is working with the California School Boards Association (CSBA) to update current board policies, including Board Policy 3311 regarding the formal bid process.
2. The district will continue to contract for services to guarantee that all aspects of the bidding process are followed. Some of the district staff received training recently on the various aspects of the bid process to obtain a better understanding of the process. The district plans to coordinate the bid process with the architect so that the architect distributes and collects the bid packages that are opened at the designated time and witnessed by at least one district representative.

Standard Implemented: Partially

June 2003 Rating: 5
December 2003 Rating: 6
June 2004 Self-Rating: 6
June 2004 New Rating: 6



5.2 Compliance with Public Contracting Laws and Procedures - Procedures for Requests for Quote/Proposals

Legal Standard

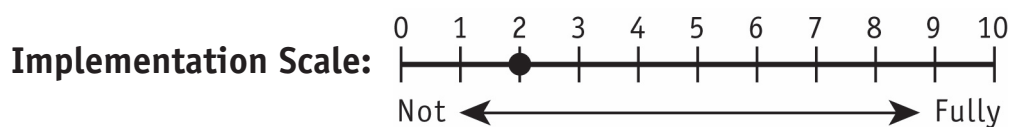
The district has a procedure for requests for quotes/proposals. [GC 54202, 54204, PCC 20111]

Progress on Recommendations and Improvement Plan

1. The district is working with the California School Boards Association (CSBA) to update current board policies, including Board Policy 3311 regarding informal quotes and proposals. The revisions will establish the dollar amounts for when quotes will be required to be obtained, and the approval levels for allowing quotes to be executed.
2. The district will continue to contract for services to guarantee that all aspects of the quote/proposal process are followed. The district plans to coordinate the quote/proposal process with the architect so that a consistent process is used in obtaining quotes or proposals from the responsible vendors.
3. As of the latest site visit, new procedures had not been developed regarding quotes and proposals.

Standard Implemented: Partially

June 2003 Rating:	2
December 2003 Rating:	2
June 2004 Self-Rating:	2
June 2004 New Rating:	2



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

Professional Standard

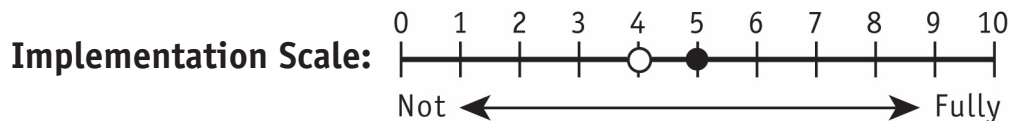
An Energy Conservation Policy should be approved by the Governing Board and implemented throughout the district.

Progress on Recommendations and Improvement Plan

1. The district is working with the California School Boards Association (CSBA) to update current board policies. However, if energy efficiency is to be a priority for the district, it must be agreed upon by the Governing Board and the staff to implement an energy conservation policy and make it work.
2. The district has already installed cool roofing on all classroom buildings on both campuses. With no leaks and with the sealed roofing in place, the district has received a rebate for the installation and has noticed reduced energy costs. The central administration building cooling/heating system was recently upgraded with individual thermostats to reduce the imbalance of temperatures in the building.
3. The installation of new sun screens is being postponed until a later time when funding is available.

Standard Implemented: Partially

June 2003 Rating:	4
December 2003 Rating:	5
June 2004 Self-Rating:	5
June 2004 New Rating:	5



8.10 Facilities Maintenance and Custodial - All Buildings, Grounds and Bathrooms are Maintained

Legal Standard

Toilet facilities are adequate and maintained. All buildings and grounds are maintained.
[CCR Title 5 § 631]

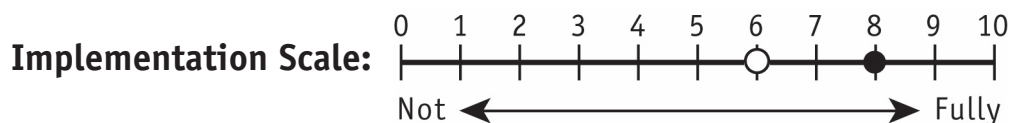
Progress on Recommendations and Improvement Plan

1. The district has a good documented maintenance system in place. The custodians have regularly scheduled assignments to check the toilet facilities for graffiti and cleaning needs. The grounds observed during the site visit were well groomed and provided a very pleasing atmosphere for the students. However, during the April 28, 2004, site visit, it was noted that the water pressure for the sprinklers was quite low, causing some of the lawn area to go unwatered during the extreme heat. It was determined that the current pump and tank system would not allow for a higher water pressure without causing greater damage.

Toilet facilities are adequate, but the district has an ongoing challenge of maintaining the facilities due to student vandalism. Some of the paper towel dispensers were replaced by electronic hand dryers, which in some cases reduced the paper towel abuse but in other cases created a greater hazard when the students ripped the blowers off the wall, exposing them to bare electric wiring. The district is trying to determine the best alternative for the different grade levels.

Standard Implemented: Fully - Substantially

June 2003 Rating:	6
December 2003 Rating:	8
June 2004 Self-Rating:	8
June 2004 New Rating:	8



9.1 Instructional Program Issues - Plan for Attractive Landscaped Facilities

Professional Standard

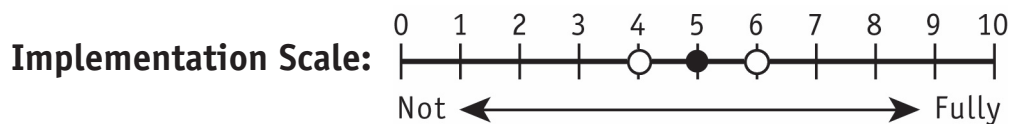
The district has developed a plan for attractively landscaped facilities.

Progress on Recommendations and Improvement Plan

1. The district has a long-range plan that was developed three years ago to keep the landscaping attractive.
2. With the tight financial times for both the state and the district, some of the improvements and maintenance items in the landscaping plan have been postponed. During the April 27, 2004, site visit, it was noted that the landscaping has deteriorated even though the plan required that certain landscaping needs be met. The combination of reduced funds and the sudden heat wave have made it a challenge to keep the grounds in good condition.

Standard Implemented: Partially

June 2003 Rating: 4
December 2003 Rating: 6
June 2004 Self-Rating: 5
June 2004 New Rating: 5



9.2 Instructional Program Issues – District-Wide Technology Plan to Benefit All Sites

Professional Standard

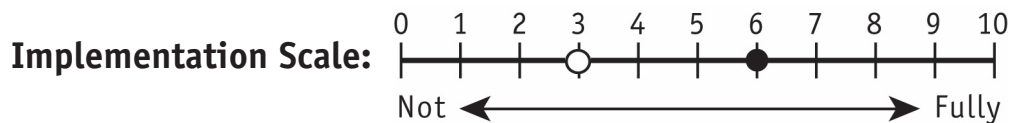
The goals and objectives of the technology plan should be clearly defined. The plan should include both the administrative and instructional technology systems. There should be a summary of the costs of each objective and a financing plan should be in place.

Progress on Recommendations and Improvement Plan

1. The district is still attempting to close out the E-rate funding expenditures.
2. The district has received approval of a detailed technology plan that was created by one of the district's teaching staff.
3. Now that the district has developed and received approval of the technology plan, the plan is being used to obtain grant funding for both acquisition and maintenance of technology. The district was also fortunate to receive computers donated by an Indian casino.

Standard Implemented: Partially

June 2003 Rating:	3
December 2003 Rating:	3
June 2004 Self-Rating:	6
June 2004 New Rating:	6



9.3 Instructional Program Issues - Lunch Areas are Warm, Healthful and Safe

Legal Standard

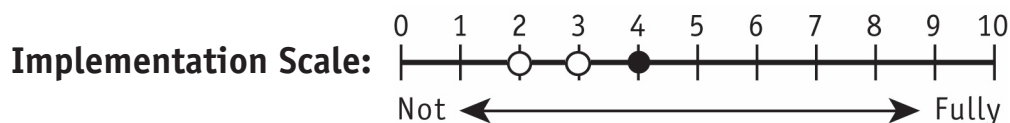
The Governing Board shall provide a warm, healthful place in which children who bring their own lunches to school may eat their lunch. [EC 17573, CCR Title 5 §14030]

Progress on Recommendations and Improvement Plan

1. The district still needs to aggressively pursue funding to modernize the primary cafeteria building. It is one of many things on the list of things to accomplish, but with limited staffing, it is not easy to move this up on the list.
2. With the lack of sufficient state and local funding for deferred maintenance, the cafeteria lighting could not be done with deferred maintenance revenues.
3. The district has not replaced the primary cafeteria flooring in the past year. It is still very old tile that is quite worn and difficult to keep clean or at least have the appearance of being clean. It was noted during the walkthrough that the floor was indeed clean, just old. However, during the site visit on April 28, 2004, it was noted that the middle school cafeteria was immaculate. The custodial staff is required to wet mop the floor at least twice a day to ensure that it is as clean as possible.
4. The maintenance/custodial/cafeteria staff received training on safe work habits during the summer months. This training will be repeated and updated annually for the staff.

Standard Implemented: Partially

June 2003 Rating:	2
December 2003 Rating:	3
June 2004 Self-Rating:	4
June 2004 New Rating:	4



9.4 Instructional Program Issues - Bathroom Facilities are Clean and Operable

Legal Standard

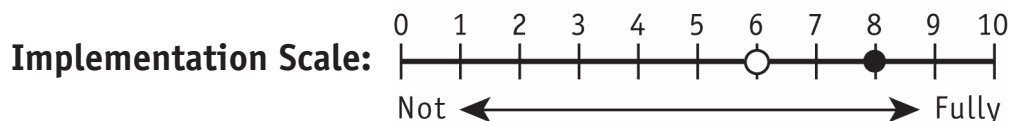
The Governing Board of every school district shall provide clean and operable flush toilets for the use of pupils. [EC 17576, CCR Title 5 §14030]

Progress on Recommendations and Improvement Plan

1. The district has a good documented maintenance system in place. The custodians have regularly scheduled assignments to check the toilet facilities for graffiti and cleaning needs. Toilet facilities are adequate, but the district has an ongoing challenge of maintaining the facilities due to student vandalism. Some of the paper towel dispensers were replaced by electronic hand dryers, which in some cases reduced the paper towel abuse, but in other cases created a greater hazard when the students ripped the blowers off the wall, exposing them to bare electric wiring. The district is trying to determine the best alternative for the different grade levels.

Standard Implemented: Fully – Substantially

June 2003 Rating:	6
December 2003 Rating:	8
June 2004 Self-Rating:	8
June 2004 New Rating:	8



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

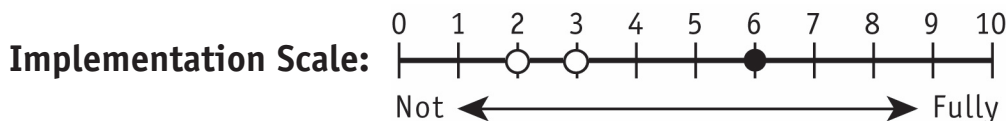
1. The district is working with the California School Boards Association (CSBA) to update current board policies, including community use of district facilities. It is important that the final board policies provide the district with specific direction on the use of facilities, the approval/disapproval process, and evaluation of use of facilities.

The district is working with community groups to promote the use of school facilities. The soccer fields are used continuously on weekends by the community groups. The only challenge faced by the district is the need for increased security for some of the groups. The gym is used three nights during the week and requires a \$100 deposit to be paid prior to use. The deposit is returned if no cleaning is required.

2. Applications for civic use permits are available, but are still outdated due to the lack of updated board policies. Once the new board policy is approved, the form needs to be updated to reflect the changes.
3. Once the new form is created, it will be translated into Spanish.

Standard Implemented: Partially

June 2003 Rating:	2
December 2003 Rating:	3
June 2004 Self-Rating:	6
June 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

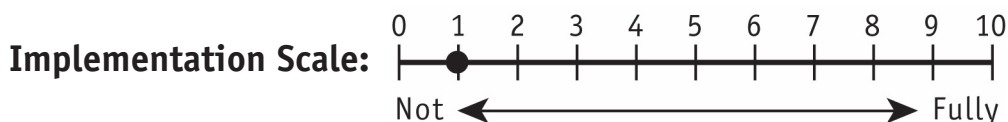
1. The district is working with the California School Boards Association (CSBA) to update current board policies. It is important that the sites know the acceptable users, the proper fees to be charged, and the approval process that all staff must follow.
2. The district has not prepared a comprehensive study of allowable costs and charges for community use of facilities. At this point, the district is concentrating on bringing the community back to the schools as a central meeting place for the community. The State Administrator’s focus is to help the community understand that the schools are here for them.
3. The district currently charges appropriate users a \$100 deposit and requires proper insurance documentation before the facilities can be used. Once the use is complete, the deposit is returned to the user if no costs have been incurred by the district to clean or repair the facilities used.

The district will consider setting rates to accurately reflect the current costs of providing custodial services, utilities, and other services once the facilities are used by groups other than non-profit and student programs. Currently, the majority of the users are local soccer groups, student groups such as Girl Scouts, and other parent groups. The only fees being charged are for custodial overtime when groups leave the facilities unclean.

4. Once the rates are established, school administrators will be given clear guidance as to when it is appropriate and legal for them to “veto” community use of site facilities.

Standard Implemented: Partially

June 2003 Rating:	1
December 2003 Rating:	1
June 2004 Self-Rating:	1
June 2004 New Rating:	1



10.3 Community Use of Facilities - Maintenance of Records and Support for Reasonable Charges

Professional Standard

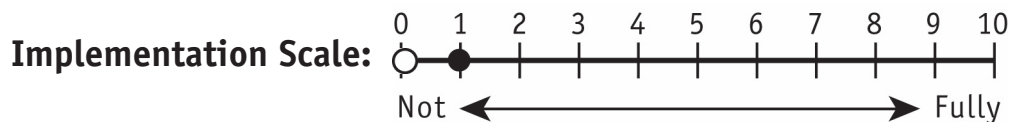
Districts should maintain comprehensive records and controls on civic center implementation and cash management.

Progress on Recommendations and Improvement Plan

1. The district is working with the California School Boards Association (CSBA) to update current board policies. These policies and the associated regulations and procedures will need to be provided to the site administrators for implementation, especially for determining the types of users as acceptable or not acceptable.
2. The district is focusing on getting the community back into the schools, with the majority of the users being community groups that are not required to pay fees. The need for an extensive recordkeeping system is not necessary at this point due to the lack of revenues being collected for facilities use.

Standard Implemented: Partially

June 2003 Rating: 0
December 2003 Rating: 1
June 2004 Self-Rating: 1
June 2004 New Rating: 1



Facilities Management					
Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	June 2004 Rating	Focus for Dec. 2004
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)	1	2	3	<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)	5	NR	NR	
1.3	The district should be able to demonstrate that a plan of security has been developed that includes adequate measures of safety and protection of people and property. [EC 32020, 32211, 35294-35294.9]	3	4	4	<input type="checkbox"/>
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]	4	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.	5	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.	7	NR	NR	

The identified subset of standards appears in bold print.

NA not applicable

☐ targeted for review

Facilities Management
NR not reviewed

Facilities Management

Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	June 2004 Rating	Focus for Dec. 2004
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.	6	NR	NR	
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.	7	NR	NR	
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)	0	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)	2	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)	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)	4	NR	NR	

Facilities Management					
Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	June 2004 Rating	Focus for Dec. 2004
1.13	Each school that 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. (EC 32020)	8	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)	9	NR	NR	
1.15	The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. (CCR Title 8 §3203)	0	1	1	<input type="checkbox"/>
1.16	Appropriate fire extinguishers exist in each building and current inspection information is available. (CCR Title 8 §1922(a))	7	NR	NR	
1.17	All exits are free of obstructions. (CCR Title 8 §3219)	9	NR	NR	
1.18	A comprehensive school safety plan exists for the prevention of campus crime and violence. (EC 35294-35294.9)	1	2	2	<input type="checkbox"/>
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)	0	2	2	<input type="checkbox"/>
1.20	Requirements are followed pertaining to underground storage tanks. (H&SC 25292, CCR Title 26 §477, Title 23 § 2610)	NA	NA	NA	
1.21	All asbestos inspection and asbestos work completed in the U.S. is performed by Asbestos Hazard Emergency Response Act (AHERA) accredited individuals. (EC 49410.5, 40 CFR Part 763)	4	NR	NR	

The identified subset of standards appears in bold print.

NA not applicable

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Facilities Management
NR not reviewed

Facilities Management

Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	June 2004 Rating	Focus for Dec. 2004
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	
1.23	Safe work practices exist with regard to boiler and fired pressure vessels. (CCR Title 8 §782)	NA	NA	NA	
1.24	The district maintains Materials Safety Data Sheets. (EC 49341, 49401.5, 49411, F&AC 12981, LC 6360-6363, CCR Title 8 §5194)	4	NR	NR	
1.25	The district maintains a comprehensive employee safety program. Employees should be aware of the district safety program and the district should provide in-service training to employees on the requirements of the safety program.	5	6	7	<input type="checkbox"/>
1.26	The district conducts periodic safety training for employees. District employees should receive periodic training on the safety procedures of the district.	2	NR	NR	
1.27	The district should conduct periodic first-aid training for employees assigned to school sites.	3	NR	NR	
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.	10	NR	NR	
2.7	The district should have standards for real property acquisition and disposal. (EC 39006, 17230-17233)	0	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)	10	NR	NR	
2.9	The district has established and utilizes a selection process for the selection of licensed architectural/engineering services. (GC 17302)	3	NR	NR	

Facilities Management					
Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	June 2004 Rating	Focus for Dec. 2004
2.10	The district should assess its local bonding capacity. (EC 15100)	6	NR	NR	
2.11	The district should develop a process to determine debt capacity.	8	NR	NR	
2.12	The district should be aware of and monitor the assessed valuation of taxable property within its boundaries.	10	NR	NR	
2.13	The district should monitor its legal bonding limits. (EC 15100, 15330)	10	NR	NR	
2.14	The district should collect statutory school fees. (EC 17620, GC 65995, 66000)	5	7	8	<input type="checkbox"/>
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.	6	NR	NR	
2.17	The district has established and utilizes an organized methodology of prioritizing and scheduling projects.	10	NR	NR	
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 through the Office of Public School Construction and the State Allocation Board. (State Allocation Board Regulation §1866)	4	NR	NR	
3.3	The district applies to the State Allocation Board for facilities funding for all applicable projects.	7	NR	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	

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NA not applicable

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Facilities Management
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Facilities Management

Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	June 2004 Rating	Focus for Dec. 2004
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.	10	NR	NR	
3.7	Furniture and equipment items are routinely included within the scope of modernization projects.	6	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)	6	NR	NR	
3.9	All relocatables in use throughout the district meet statutory requirements. (EC 17292)	10	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.	6	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.	5	6	6	<input type="checkbox"/>
4.1	The district maintains an appropriate structure for the effective management of its construction projects.	7	NR	NR	

Facilities Management					
Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	June 2004 Rating	Focus for Dec. 2004
4.2	Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.	3	3	3	<input type="checkbox"/>
4.3	The district maintains appropriate project records and drawings.	8	NR	NR	
4.4	Each Inspector of Record (IOR) assignment is properly approved.	5	5	5	<input type="checkbox"/>
5.1	The district complies with formal bidding procedures. (GC 54202, 54204, PCC 20111)	5	6	6	<input type="checkbox"/>
5.2	The district has a procedure for requests for quotes/proposals. (GC 54202, 54204, PCC 20111)	2	2	2	<input type="checkbox"/>
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.	0	NR	NR	
5.4	The district ensures that biddable plans and specifications are developed through its licensed architects/engineers for respective construction projects.	10	NR	NR	
5.5	The district ensures that requests for progress payments are carefully evaluated.	1	NR	NR	
5.6	The district maintains contract award/appeal processes. (GC 54202, 54204, PCC 20111)	6	NR	NR	
6.1	The district complies with California Department of Education (CDE) requirements relative to the provision of Special Education facilities.	5	NR	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.	7	NR	NR	
6.3	The district provides facilities for its special education programs that provide appropriate learning environments in relation to educational program needs.	5	NR	NR	

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Facilities Management

Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	June 2004 Rating	Focus for Dec. 2004
8.1	An energy conservation policy should be approved by the Governing Board and implemented throughout the district.	4	5	5	<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.	8	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.	2	NR	NR	
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.	2	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.	6	NR	NR	
8.10	Toilet facilities are adequate and maintained. All buildings and grounds are maintained. (CCR Title 5 § 631)	6	8	8	<input type="checkbox"/>
9.1	The district has developed a plan for attractively landscaped facilities.	4	6	5	<input type="checkbox"/>

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Facilities Management

NR not reviewed

NA not applicable

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Facilities Management					
Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	June 2004 Rating	Focus for Dec. 2004
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.	3	3	6	<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)	2	3	4	<input type="checkbox"/>
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)	6	8	8	<input type="checkbox"/>
9.5	The district has plans for the provision of extended day programs within its respective school sites. (EC 17264)	0	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.	6	NR	NR	
9.9	Classrooms are free of noise and other barriers to instruction. (EC 32212)	8	NR	NR	
9.10	The learning environments provided within respective school sites within the district are conducive to high quality teaching and learning.	6	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.	2	3	6	<input type="checkbox"/>

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NA not applicable

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Facilities Management
NR not reviewed

Facilities Management

Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	June 2004 Rating	Focus for Dec. 2004
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.	1	1	1	<input type="checkbox"/>
10.3	Districts should maintain comprehensive records and controls on civic center implementation and cash management.	0	1	1	<input type="checkbox"/>