



West Fresno Elementary School District

Facilities Management

Comprehensive Review
January 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

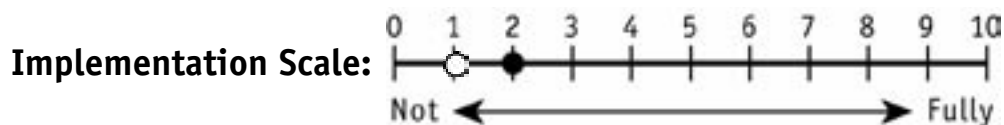
All school administrators should be thoroughly familiar with the California Department of Education, Civil Defense and Disaster Planning Guide for School Officials, 1972. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607, CCR Title 5 §550, 560, Title 19 §2400]

Progress on Recommendations and Improvement Plan

1. The district is in the process of developing a disaster preparedness guide for the district and the sites. The initial development meeting was scheduled to be held on November 25, 2003.
2. The district is 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.
4. Once the new guide is developed and adopted, the district will begin the training of all staff and administration.

Standard Implemented: Partially

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



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, which 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 development of the Comprehensive Safety Plan is a part of the safety guide development that is scheduled to be held on November 25, 2003.
2. Once the guide 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.
4. The recommended “No Trespassing” signs were not noted during the site visit.

Standard Implemented: Partially

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

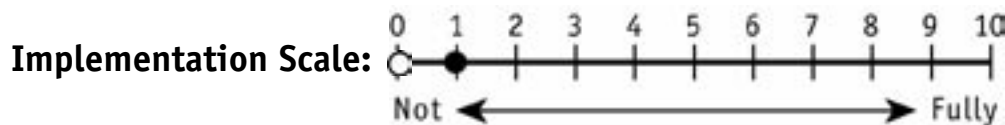
1. The district will be contracting with the California School Boards Association (CSBA) to update the current board policies, including Policy 6110 relating to IIPP.
2. The work associated with the CSBA contract should include a detailed administrative regulation on the IIPP. In conjunction with the regulation, the district will develop a handbook to implement the program.

Standard Implemented: Partially

June 2003 Rating: 0

December 2003 Self-Rating: 1

December 2003 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 will be contracting with the California School Boards Association (CSBA) to update the current board policies.
2. As a part of the safety planning and safety guide development on November 25, 2003, the district is developing a training system for school safety for the staff.

Standard Implemented: Partially

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



1.19 School Safety—An Emergency Action Plan Exists

Legal Standard

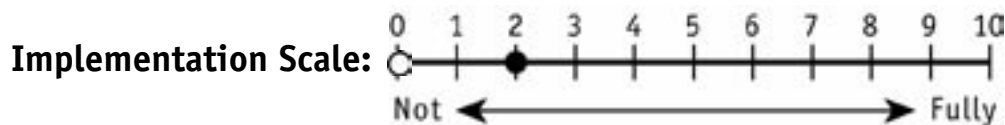
Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607] [CCR Title 8, §3220]

Progress on Recommendations and Improvement Plan

1. The district will be contracting with the California School Boards Association (CSBA) to update the current board policies.
2. As a part of the safety planning and safety guide development on November 25, 2003, the district is developing a training system for the emergency action plan for the staff.

Standard Implemented: Partially

June 2003 Rating: 0
December 2003 Self-Rating: 2
December 2003 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.
2. The district recently provided a two-hour in-service training for food services and maintenance and operations staff on proper lifting methods and safe work habits.

Standard Implemented: Partially

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



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

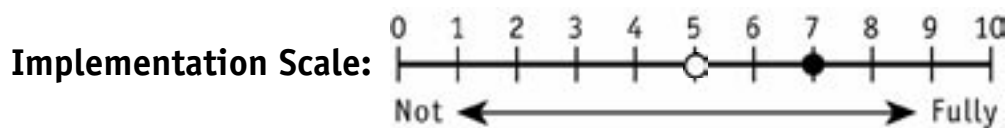
1. The district will be contracting with the California School Boards Association (CSBA) to update the current board policies. This will allow the district to collect the maximum fees whenever the state runs out of facilities funding.
2. The district continues to impose the maximum allowable fee.
3. 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. This has recently benefited the district when a large industrial warehouse complex was built, netting the district more than \$100,000 in developer fees.

Standard Implemented: Partially

June 2003 Rating: 5

December 2003 Self-Rating: 7

December 2003 Rating: 7



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

Professional Standard

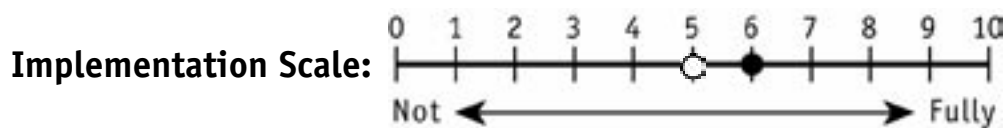
The district actively manages the deferred maintenance projects. The district should review the five-year Deferred Maintenance Plan annually to remove any completed projects and include any newly eligible projects. The district should also verify that the projects performed during the year were included 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 locker rooms by the gymnasium would be the only project that could qualify, 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 completed during the year and includes projects that have become eligible for deferred maintenance funding.

Standard Implemented: Partially

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



4.2 Construction of Projects—Change Orders are Processed and Received Prior 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. The district has no active construction or modernization projects, so there is no way to measure any progress on this standard at this time.

Standard Implemented: Partially

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

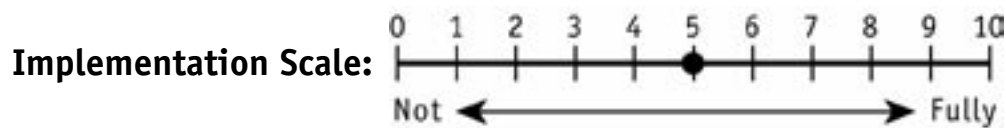
1. The district has no active construction or modernization projects, so there is no way to measure any progress on this standard at this time.

Standard Implemented: Partially

June 2003 Rating: 5

December 2003 Self-Rating: 5

December 2003 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

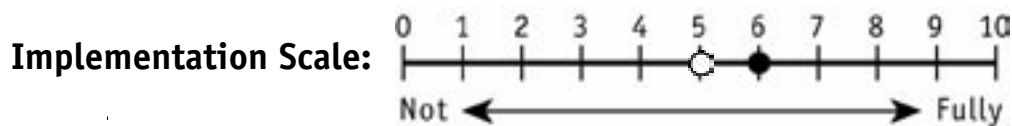
1. The district will be contracting with the California School Boards Association (CSBA) to update the current board policies.
2. The district will continue to contract for services to guarantee that all aspects of the bidding process are followed. Some of the district staff received training recently on the various aspects of the bid process to obtain a better understanding.

Standard Implemented: Partially

June 2003 Rating: 5

December 2003 Self-Rating: 6

December 2003 Rating: 6



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

Legal Standard

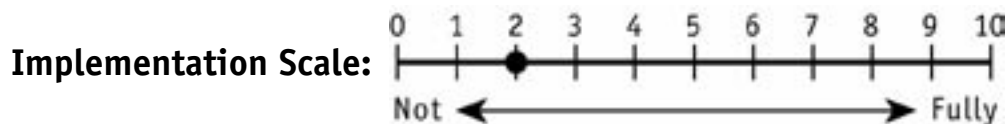
The district has a procedure for requests for quotes/proposals. [GC 54202, 54204, PCC 20111]

Progress on Recommendations and Improvement Plan

1. The district will be contracting with the California School Boards Association (CSBA) to update the current board policies. The revisions will establish the minimum dollar amounts when informal quotes will 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 bidding process are followed.
3. As of the latest site visit, no new procedures have been developed regarding quotes and proposals.

Standard Implemented: Partially

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



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

Professional Standard

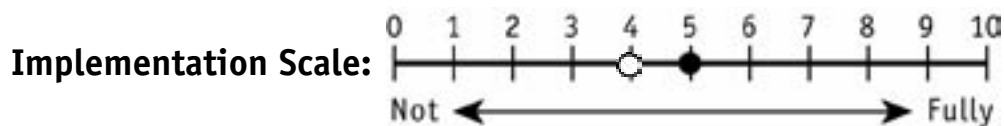
An Energy Conservation Policy should be approved by the Governing Board and implemented throughout the district.

Progress on Recommendations and Improvement Plan

1. The district will be contracting with the California School Boards Association (CSBA) to update the current board policies.
2. The district has already installed cool roofing on all classrooms on both campuses. With no leaking and sealed roofing, the district not only received a rebate for the installation, but has noticed reduced energy costs.
3. The installation of different sun screens is being postponed until a later time when funding is available.

Standard Implemented: Partially

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



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

Legal Standard

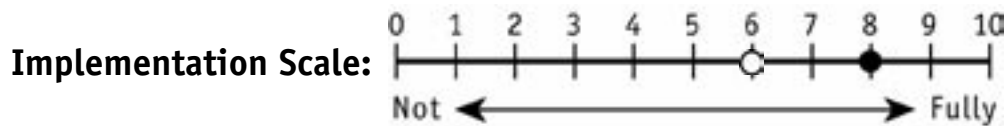
Toilet facilities are adequate and maintained. All buildings and grounds are maintained.
[CCR Title 5 § 631]

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.

Standard Implemented: Fully - Substantially

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



9.1 Instructional Program Issues—Plan for Attractive Landscaped Facilities

Professional Standard

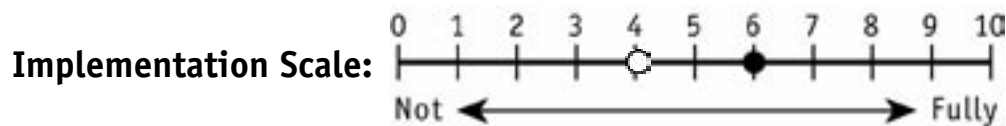
The district has developed a plan for attractively landscaped facilities.

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 planned improvements and maintenance items in the landscaping plan have been postponed. However, the groundspersons have been able to keep the grounds attractive.

Standard Implemented: Partially

June 2003 Rating:	4
December 2003 Self-Rating:	6
December 2003 Rating:	6



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 not developed the technology maintenance plan.

Standard Implemented: Partially

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



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

Legal Standard

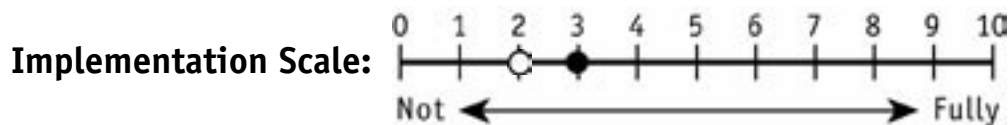
The Governing Board shall provide a warm, healthful place in which children who bring their own lunches to school may eat their lunch. [EC 17573, CCR Title 5 §14030]

Progress on Recommendations and Improvement Plan

1. The district still needs to aggressively pursue funding to modernize the primary cafeteria building.
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 did not do the primary cafeteria flooring replacement over the summer months.
4. The maintenance/custodial/cafeteria staff received training on safe work habits during the summer months.

Standard Implemented: Partially

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



9.4 Instructional Program Issues—Bathroom Facilities are Clean and Operable

Legal Standard

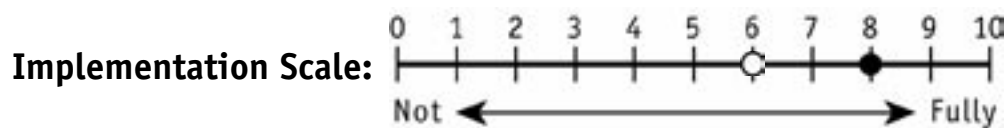
The Governing Board of every school district shall provide clean and operable flush toilets for the use of pupils. [EC 17576, CCR Title 5 §14030]

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.

Standard Implemented: Fully - Substantially

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



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

Professional Standard

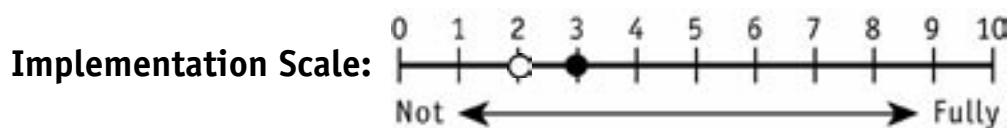
The district should have a plan to promote community involvement in schools.

Progress on Recommendations and Improvement Plan

1. The district will be contracting with the California School Boards Association (CSBA) to update the current board policies, including the community use of district facilities.
2. Applications for civic use permits are available, but are outdated. 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 Self-Rating: 3
December 2003 Rating: 3



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

Professional Standard

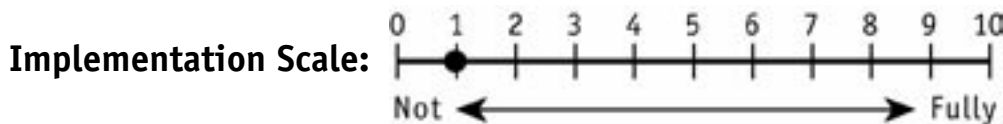
Education Code Section 38130 establishes terms and conditions of school facility use by community organizations, in the process requiring establishment of both “direct cost” and “fair market” rental rates, specifying what groups have which priorities and fee schedules.

Progress on Recommendations and Improvement Plan

1. The district will be contracting with the California School Boards Association (CSBA) to update the current board policies.
2. The district has not prepared a comprehensive study of allowable costs and charges for community use of facilities.
3. The district will consider setting rates to accurately reflect current costs of providing custodial services, utilities, and other services.
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 Self-Rating:	1
December 2003 Rating:	1



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

Professional Standard

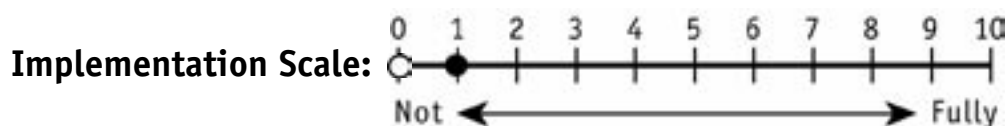
Districts should maintain comprehensive records and controls on civic center implementation and cash management.

Progress on Recommendations and Improvement Plan

1. The district will be contracting with the California School Boards Association (CSBA) to update the current board policies.
2. The district will develop a recordkeeping system for the collecting and depositing of the use of facilities revenues.

Standard Implemented: Partially

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



Facilities Management				
Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	Focus for June 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	<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	
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]	3	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	
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	
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	
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	

Facilities Management

Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	Focus for June 2004
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	
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	
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	
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	
1.12	Building examinations are performed, and required actions are taken by the Governing Board upon report of unsafe conditions. (EC 17367)	4	NR	
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	
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	
1.15	The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. (CCR Title 8 §3203)	0	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	
1.17	All exits are free of obstructions. (CCR Title 8 §3219)	9	NR	

Facilities Management				
Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	Focus for June 2004
1.18	A comprehensive school safety plan exists for the prevention of campus crime and violence. (EC 35294-35294.9)	1	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	<input type="checkbox"/>
1.20	Requirements are followed pertaining to underground storage tanks. (H&SC 25292, CCR Title 26 §477, Title 23 §2610)	NA	NR	
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	
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	
1.23	Safe work practices exist with regard to boiler and fired pressure vessels. (CCR Title 8 §782)	NA	NR	
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	
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	
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	<input type="checkbox"/>
1.27	The district should conduct periodic first-aid training for employees assigned to school sites.	3	NR	
2.2	The district should possess a California State Department of Education Facilities Planning and Construction Guide (dated 1991).	10	NR	

Facilities Management

Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	Focus for June 2004
2.3	The district should seek state and local funds.	10	NR	
2.7	The district should have standards for real property acquisition and disposal. (EC 39006, 17230-17233)	0	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	
2.9	The district has established and utilizes a selection process for the selection of licensed architectural/engineering services. (GC 17302)	3	NR	
2.10	The district should assess its local bonding capacity. (EC 15100)	6	NR	
2.11	The district should develop a process to determine debt capacity.	8	NR	
2.12	The district should be aware of and monitor the assessed valuation of taxable property within its boundaries.	10	NR	
2.13	The district should monitor its legal bonding limits. (EC 15100, 15330)	10	NR	
2.14	The district should collect statutory school fees. (EC 17620, GC 65995, 66000)	5	7	<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	
2.17	The district has established and utilizes an organized methodology of prioritizing and scheduling projects.	10	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	
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	

Facilities Management

Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	Focus for June 2004
3.3	The district applies to the State Allocation Board for facilities funding for all applicable projects.	7	NR	
3.4	The district consistently reviews and monitors its eligibility for state funding so as to capitalize upon maximal funding opportunities.	6	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.	10	NR	
3.7	Furniture and equipment items are routinely included within the scope of modernization projects.	6	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	
3.9	All relocatables in use throughout the district meet statutory requirements. (EC 17292)	10	NR	
3.10	The district maintains a plan for the maintenance and modernization of its facilities. [EC 17366]	8	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	
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	<input type="checkbox"/>
4.1	The district maintains an appropriate structure for the effective management of its construction projects.	7	NR	
4.2	Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.	3	3	<input type="checkbox"/>
4.3	The district maintains appropriate project records and drawings.	8	NR	

Facilities Management

Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	Focus for June 2004
4.4	Each Inspector of Record (IOR) assignment is properly approved.	5	5	<input type="checkbox"/>
5.1	The district complies with formal bidding procedures. (GC 54202, 54204, PCC 20111)	5	6	<input type="checkbox"/>
5.2	The district has a procedure for requests for quotes/proposals. (GC 54202, 54204, PCC 20111)	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	
5.4	The district ensures that biddable plans and specifications are developed through its licensed architects/engineers for respective construction projects.	10	NR	
5.5	The district ensures that requests for progress payments are carefully evaluated.	1	NR	
5.6	The district maintains contract award/appeal processes. (GC 54202, 54204, PCC 20111)	6	NR	
6.1	The district complies with California Department of Education (CDE) requirements relative to the provision of Special Education facilities.	5	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	
6.3	The district provides facilities for its special education programs that provide appropriate learning environments in relation to educational program needs.	5	NR	
8.1	An energy conservation policy should be approved by the Governing Board and implemented throughout the district.	4	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	

Facilities Management				
Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	Focus for June 2004
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	
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	
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	
8.10	Toilet facilities are adequate and maintained. All buildings and grounds are maintained. (CCR Title 5 § 631)	6	8	<input type="checkbox"/>
9.1	The district has developed a plan for attractively landscaped facilities.	4	6	<input type="checkbox"/>
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	<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	<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	<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	
9.7	All schools shall have adequate heating and ventilation.	8	NR	

Facilities Management

Standard to be addressed		June 2003 Rating	Dec. 2003 Rating	Focus for June 2004
9.8	All schools shall have adequate lighting and electrical service.	6	NR	
9.9	Classrooms are free of noise and other barriers to instruction. (EC 32212)	8	NR	
9.10	The learning environments provided within respective school sites within the district are conducive to high quality teaching and learning.	6	NR	
9.11	Facilities within the district reflect the standards and expectations established by the community.	7	NR	
10.1	The district should have a plan to promote community involvement in schools.	2	3	<input type="checkbox"/>
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	<input type="checkbox"/>
10.3	Districts should maintain comprehensive records and controls on civic center implementation and cash management.	0	1	<input type="checkbox"/>