

Downey Unified School District

ADMINISTRATIVE SERVICES

MAINTENANCE REPAIRS AND REPLACEMENT SCHEDULING

AR 6521

To obtain maximum results from limited maintenance and operations funds, principals and department heads are encouraged to undertake repairs (excluding electrical work) that their own school or department personnel can safely and satisfactorily do. Materials and advice for such work may be requested from the Maintenance Department using a Work Order form. All maintenance or alteration work except emergency action on immediate hazards shall be requested on Work Order forms. The Director, Maintenance, Operations and Transportation is hereby instructed to take no action on other informal or oral requests.

To establish standards for requesting work beyond a school's or department's capabilities and to ensure a perpetually current and equitable priority file, the following priority definitions are established for uniform application throughout the District:

- Priority A HAZARDOUS conditions which endanger the safety or health of students, employees, or the public, or which constitute a significant immediate risk to property. It includes conditions, which significantly impair the security of District property.

- Priority B INOPERATIVE equipment or facilities which are essential to the instructional program or to other essential functions or services. This includes indications of serious malfunction of equipment.

- Priority C HANDICAP items which, for lack of the work requested, actually impair the effectiveness or efficiency of our instructional or other operational efforts or cause waste.

- Priority D OTHER work which is desirable from the standpoint of improving the environment, public relations, or general morale.

The highest priority which accurately describes the condition to be corrected will be assigned.

Estimating requirements and planning the job will be facilitated if work orders describe as accurately and completely as possible the condition to be corrected. Alteration requests can be expedited if they show a complete sketch and/or description.

The Maintenance Department is assigned the goal of completing all Priority A items as quickly as possible and Priority B, C, and D orders in descending order within the shortest practicable time. The Director, Maintenance, Operations, and

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Transportation is authorized to assign priorities and is to return to the requester a copy of the Work Order, if available, showing priority assigned. Instances of disagreement between the Director and the requester may be referred to the Assistant Superintendent, Administrative Services, for decision or discussion with others as may be needed. Within a single priority group, requested work will be undertaken in the order in which requests are received in Maintenance, except where a deferred "Date Needed" is given.

The following schedules of maintenance and replacement shall be the administrative guide to maintain and operate the physical school plant on a permanent and continuing basis, and shall establish the criteria for maintenance and budget requests.

Maintenance Service Standard

Outside Painting	5 - 7 years
Inside Painting	8 - 10 years
Interior Woodwork Varnish	15 - 20 years
Roofs, Preservative Application	5 years
Window Shades, Blinds	8 - 10 years
Heating Plants	1 year
Blacktop Recoating	4 - 8 years
Brake Relining	Every 30,000 miles
Motor Overhaul	Every 100,000 miles

Replacement Standard

Roofs	20 - 25 years
Plumbing	25 - 30 years
Tile Floors	15 - 20 years
Boilers	20 - 25 years
Gas Burners	10 - 15 years
Furniture	10 - 20 years
School Buses	20 years
Trucks	10 years
Tires	20,000 – 25,000 miles

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Painting Standards

All District facilities painting shall be in conformance with the following standards:

1. Quality and workmanship shall conform to the standards set forth in the "Standards Specifications" on file in the office of the Director, Maintenance, Operations, and Transportation.
2. Finish paint color and usage shall conform to the following schedule:

<u>Use</u>	<u>Color</u>	<u>Type</u>	<u>Finish</u>
<u>Exterior</u>			
Walls	Beige	Vinyl Acrylic Latex	Semi-Gloss
Trim	Brown	Appropriate for the Trim Material (Wood, Metal etc.)	Gloss, Semi-Gloss, or Flat, as appropriate

Appropriate priming and patching material will be used under all finish coats.

Interior

Walls	Navajo White	Latex Enamel	Semi-Gloss
Woodwork	Navajo White	Enamel Vinyl Acrylic Latex	Semi-Gloss

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Painting Standards - continued

<u>Use</u>	<u>Color</u>	<u>Type</u>	<u>Finish</u>
Ceiling Plaster	Navajo White	Latex Enamel	Semi-Gloss
Acoustic	Off White	Acoustic Tile Latex	Flat
Kitchen	Navajo White	Latex Enamel	Semi-Gloss
Storeroom	Navajo White	Latex Enamel	Semi-Gloss
Restrooms	Navajo White	Acrylic Enamel	Semi-Gloss

Walkway

Ceiling (Exterior)	Gray	Acrylic Latex Trim-Enamel	Semi-Gloss
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Traffic Control and/or Safety

	Red	Water Base Epoxy		
	White	"	"	"
<u>Markings</u>	Yellow	"	"	"
	Orange	"	"	"
	Blue	"	"	"

- Any deviation from these standards will require prior authorization from the Assistant Superintendent, Administrative Services.

Approved: 6/7/82, 8/28/90, 12/20/93, 5/3/94