

Downey Unified School District

ADMINISTRATIVE SERVICES

GOUNDSKEEPING

AR 6523

The mission of the Operations--Grounds Department shall be the careful preservation and maintenance of the outdoor environment for aesthetics; the safety of students, staff and civic center use; and to provide support services to the school athletic programs.

- I. It shall be the responsibility of the Director of Maintenance, Operations, and Transportation, to provide direction and resources to the Operations—Grounds Department and effectively schedule personnel and equipment to accomplish the following goals:

A. M.O.T. AREAS OF RESPONSIBILITY:

1. Provide all sites a monthly schedule of planned activities of the Landscape Crew and Equipment Crew.
2. Coordinate site activities, grounds activities, irrigation projects, and maintenance projects to provide the least possible disruption to the instructional program.

B. LANDSCAPE CREW:

SCHEDULE: Five (5) Days a Week – Eight (8) Hours a Day

AREAS OF RESPONSIBILITY:

1. Trees, shrubs, and surrounding areas shall be maintained in a timely manner on a rotational basis to minimize hazards to life and property and to promote the outdoor appearance of the District's sites.
2. The Landscape schedules will continue at summer school sites. The Landscape schedule may be altered on sites during vacation periods to utilize the crew to accomplish special projects that have been requested by the school principals.
3. Support services shall be provided to coaches and Plant Grounds Assistants for athletic areas to support the schools athletic programs.
4. Support services shall be provided to elementary school sites with student gardens.

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5. Provide timely response to work orders on a priority basis within the allotment of time scheduled for the school site. Immediate response to emergency notification and work orders will be required in some instances.
6. Inspect and maintain impact surfaces under elementary school playground equipment a minimum of twice a year. Timely response to work orders for corrective action.

### C. EQUIPMENT CREW:

SCHEDULE: Four (4) Days a Week – Ten (10) Hours a Day

#### AREAS OF RESPONSIBILITY:

1. Maintain a mowing schedule providing athletic support to the high schools and middle schools on Thursdays and Fridays.
2. Maintain a mowing schedule on weekends to provide a safer and quieter environment for small children.
3. The mowing schedules will continue at summer school sites. The mowing schedule may be altered on sites during vacation periods to utilize the crew to accomplish special projects that have been requested by the school principals.
4. Provide timely response to work orders on a priority basis within the allotment of time scheduled for the school site. Immediate response to emergency notification and work orders will be required in some instances.
5. Inspect and maintain impact surfaces under elementary school playground equipment a minimum of twice a year. Timely response to work orders for corrective action.

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C. SPRAY SPECIALISTS:

SCHEDULE:           One (1) Assigned to Landscape Crew (5 x 8)  
                          One (1) Assigned to Equipment Crew (4 x 10)

AREAS OF RESPONSIBILITY:

1. Turf management and vermin control shall be conducted judiciously to maintain facilities.
2. Provide support services to school athletic and physical education activities.

II. It shall be the responsibility of the Plant Operations Supervisors to provide direction to the Plant Grounds Assistants assigned to the high school to effectively schedule personnel and equipment to accomplish the following goals.

A. PLANT GROUNDS ASSISTANTS:

SCHEDULE:           One (1) Assigned to DHS (5 x 8)  
                          One (1) Assigned to WHS (5 x 8)

AREAS OF RESPONSIBILITY:

1. Trees, shrubs and surrounding areas shall be maintained in a timely manner to minimize hazards to life and property and to promote the outdoor appearance of the District site.
2. The normal landscape maintenance schedule shall be maintained at summer school sites. If there is no summer school scheduled, the landscape schedule may be altered during vacation periods to accomplish special projects that have been assigned by the Plant Operations Supervisor.
3. Support services shall be provided to coaches and physical education instructors for athletic areas and to support the school's sports programs.
4. Timely response shall be made to work orders on a priority basis and immediate response to emergency notification and work orders may be required.

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5. Turf management shall be conducted judiciously to maintain facilities.
6. Technical support will be requested through the site administrator.

III. It shall be the responsibility of the site administrator to provide direction to his/her site personnel to effectively maintain the grounds in a safe and clean condition on a daily basis.

A. UTILITY/CUSTODIAL

AREAS OF RESPONSIBILITY:

1. Personnel assigned the responsibility by the site administrator shall remove rubbish and/or litter around the buildings, playgrounds, and/or athletic fields to maintain the grounds in a safe and clean condition on a daily basis.
2. The site administrator at middle schools and high schools shall utilize site personnel to assist in meeting the school's athletic program requests.
3. The site administrator shall notify the M.O.T. office by phone of any emergency grounds problems that require equipment and personnel not available at the site.
4. The site administrator shall utilize the M.O.T. work order form, in a timely manner, for requesting special project assistance, i.e., marking tracks, baseball fields, carnival of champions, etc.
5. The site administrator shall conduct periodic inspections of the school buildings and grounds as part of the District Safety Program to insure that there are no conditions detrimental to the health and welfare of students, staff and civic center groups. All areas identified as hazardous, potentially hazardous, or below an acceptable level shall be reported to the M.O.T. office. Work orders will be utilized to communicate the identified problems.

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- IV. It shall be the responsibility of all Operation--Grounds personnel to provide a safe environment for students, civic center groups, and other District personnel, as well as themselves.

SAFETY AND OPERATIONS:

1. Properly operate and maintain equipment in a safe manner appropriate with the type and design of the equipment as recommended by the manufacturer.
  2. Maintain a preventive maintenance program on all equipment. Keeping all equipment in good working order. Submitting work orders in timely manner when needed.
  3. Demonstrate good safety practices in accordance with safety training and wear appropriate personal protective equipment for the task.
- V. The personnel assigned to Operations--Grounds will notify their supervisor in writing prior to June 1, should they desire to transfer from one crew to the other. Reassignments will be made on July 1 using volunteers and then by seniority for each specialty involved.
- VI. The District will design an alternative holiday schedule for the alternative work week personnel after the school calendar is established each year.