

# **Maintenance, Buildings & Grounds**



**Maintenance, Buildings and Grounds  
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**After-Hours Emergency Response**

When emergency conditions exist after normal working hours District Police Services (230-2525) and the campus principal or designee must be contacted. Police Services will contact Maintenance so that the proper responsible person is contacted to attend to this emergency.

**Off-Site Graffiti Removal Program**

The Board of Trustees has determined that the presence of graffiti on or near the public schools is disruptive or potentially disruptive of school activities and that removal of such graffiti is reasonably necessary for the conduct of public schools. The Board decided to provide certain technical assistance to the public in a district-wide program to remove unsightly graffiti on buildings, walls, and other structural elements in public view at locations away from and off-site of school facilities. The District will provide assistance in the removal of graffiti at sites within the legal boundaries of the District provided; the District assistance is limited to graffiti abatement activity within five hundred feet of the boundary of any public school of the District. School administration must submit the appropriate release form to the Maintenance Department as part of the work order to have this graffiti removed.

**Fire Alarm System Services**

The fire alarms located within District property are serviced on an annual schedule. In the event an emergency or problem occurs, on duty and standby personnel are available to respond and to repair all devices within the fire alarm system. Fire alarm maintenance is performed between the hours of 3:30 p.m. and 7:00 a.m.

It shall be unlawful for any person to tamper with or maliciously damage any fire equipment maintained for the purpose of transmitting fire alarms to the Fire Department. District personnel and students need to be aware that causing false alarms and tampering with or vandalizing fire alarm systems is a criminal offense. When a fire alarm panel is used for fire drills, District Police Services must be called before the drill is to take place and after the drill is over.

**Natural Gas Odor**

If gas odor is detected and the odor is not very strong call the Maintenance, Buildings, and Grounds Department at 230-2430. If however, you feel an emergency situation exists call Texas Gas Services at 1-800-700-2443. The Gas Company will turn off the gas service from the meter and will not allow the gas service to be turned back on until such time that a gas pressure test has been conducted and found to have passed. The school will be without gas service until such test has been performed and the Gas Company will be called to turn the gas back on. Once the gas service is back on, the Maintenance Department will begin turning on all gas fired equipment.

**Bleachers and Playground Equipment Safety**

Schools with telescopic bleachers and/or playground equipment must perform periodic inspections to insure proper operation. At least one person should physically hold and shake the equipment. Visually inspect weld joints and anchoring of equipment. These inspections are to be performed monthly and noted on the Custodial Inspection Report.

**Key Security**

Campus principals and department heads shall control the issuing of keys to the staff of their building or department and are responsible for the record keeping of said keys.

The Director of Maintenance, Buildings, and Grounds issues a key only upon receipt of an approved requisition form. In the event of key loss, theft, or misplacement, a lost key charge will be assessed. The lost key charge resulting from the actual or suspected compromise of security shall be paid by the school or department that was assigned the key(s). Upon termination of employment (or when the key is no longer needed) the employee must return all issued keys to the appropriate site. In the case of termination of employment, the administrator shall immediately notify the Director of Maintenance, Buildings, and Grounds in writing of the keys returned and who they were received from so that the appropriate action may be taken.

**Maintenance Repairs/Minor Construction**

It is important that all repair/construction work to include interior painting of all buildings be strictly controlled and supervised by the appropriate support services unit within the Operations Department. The District's building inventory includes many aged structures which may have incorporated hazardous materials during their construction including, but not limited to, asbestos and lead paint. Further, local building codes regulate virtually all aspects of construction and repair/minor remodeling of existing buildings. All work must accordingly be fully compliant with applicable codes and regulations. Procedures listed are to be followed at all times in addressing repair/minor remodeling and/or construction of all District buildings. Only maintenance personnel and/or professional construction contractors are allowed to perform work on any District owned buildings or grounds that involve any type of repair/minor remodeling and/or minor construction. All such work will be completed under the direct supervision of the Maintenance, Buildings, and Grounds Director or designee. Schools will adhere to published procedures when requesting repair/minor remodeling or construction. The Maintenance Department will coordinate with the Facilities Department as needed to complete the work. For unbudgeted projects other than maintenance and repair, schools requesting such work will be asked to provide the funding needed to accomplish this task unless additional funding is identified.

Exhibit A

RELEASE AND INDEMNITY AGREEMENT

STATE OF TEXAS

COUNTY OF EL PASO

1. The EL PASO INDEPENDENT SCHOOL DISTRICT (hereinafter together with its Board of Trustees, employees, administrators, and agents collectively referred to as the "District") has been asked to assist the "Owner" of the real property municipally known as \_\_\_\_\_ in El Paso, El Paso County, Texas (the "Property") in removing certain graffiti from the Owner's Property, by allowing certain of the District's employees and certain District equipment to be used at no cost to Owner to remove the graffiti (the "Project").
2. In return for these services, the Owner has agreed to waive and release and does hereby waive and release any and all claims it may have against the District related to the Project, or related to damage to the Property or any improvements thereon.
3. Owner further hereby indemnifies the District from all claims relating to the Project, and specifically indemnifies the District from claims arising as a result of the District's own negligence in relation to the Project or as a result of damage to Owner, Owner's invitees or permittees, the Property, or any improvements thereon.
4. If and to the extent that any claims are made against the District relating to the Project, Owner agrees to reimburse the District upon demand for any legal fees incurred by the District in connection with defending such claims, so that the District suffers no loss or expense as a result of the claims.

This Agreement is performable and enforceable in El Paso County, Texas.

SIGNED this the \_\_\_\_ day of \_\_\_\_, 200\_\_.

\_\_\_\_\_  
("OWNER")

WITNESS

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

EL PASO INDEPENDENT SCHOOL DISTRICT  
("DISTRICT")

By: Frank Hernandez  
Director, Maintenance,  
Buildings, and Grounds

**Please contact the director for maintenance, buildings, and grounds at 779-4254 or the executive director for facilities, maintenance, and construction at 887-5420 if additional information is needed.**