



Madera Unified School District (MUSD)

Action Summary Update

Local Control and Accountability Plan (LCAP)

Maintain school site supplies budget (Grounds & Custodial) 3a.6

LCAP Action Focus Indicators

Actual Budget Spent

- Safe & Healthy Environment for learning & work

\$255K LCFF Base

Detailed Summary - Update as of October 31, 2016

Accomplished Yes: (comments)	No: (comments)	Checkpoints
We have a strong effective, emergency and routine maintenance programs.	Working on developing preventive and predictive maintenance programs	Recognize the four major components of an effective maintenance program: emergency (responsive) maintenance, routine maintenance, preventive maintenance, and predictive maintenance.
Preventive maintenance is being performed by our maintenance teams when they visit sites		Preventive maintenance is the most effective approach to sound school maintenance.
Audit has been completed	Program is being developed	Perform a comprehensive District audit before instituting a preventive maintenance program?
	Program is being developed. We are going to start with the Districts HVAC systems.	Institute preventive maintenance that has an appropriate system (e.g., heating or cooling systems) before commencing with a full-scale, district-wide program.
Copies are available or attached to the equipment.		Manufacturer supplied user manuals (O&M's) are examined for guidance on preventive maintenance strategies for each targeted piece of equipment.
	Records will be kept once program is developed.	Keep records of preventive maintenance efforts maintained.
Maintenance teams are looking for preventive maintenance items as they routine their assigned schools		Schedule preventive maintenance activities and coordinate with the routine maintenance schedule so as to minimize service interruptions.
Only 3 people in the District can authorize and Sonitrol changes.		Manage / check access control.
Ongoing. New systems purchased as needed.		Manage / check bells and clock systems.
Ongoing. Electrical upgrades for chrome carts is being done.		Manage / check electrical systems.
District has hired an outside firm to manage our energy use.		Managing / check energy use.
Ongoing. New systems installed as needed. Vendors called to make repairs.		Manage / check fire alarms.

Ongoing. Over 15 schools have received new flooring. % more this summer.		Manage / check floor coverings.
Serviced yearly by a vendor		Manage / check gym floors.
Ongoing. Preventive maintenance program being developed.		Manage / check HVAC Systems.
Ongoing. Temperatures are checked to maintain Health dept requirements		Manage / check hot water heaters.
Ongoing. 2 kitchens are upgraded each summer.		Manage / check kitchens.
Ongoing. Over 15 schools have received new paint. 5 more schools will be painted this summer.		Manage / check painting projects.
Ongoing. New fixtures installed as needed		Manage / check plumbing systems.
Ongoing. New systems are installed as needed. New systems are wireless.		Manage / check public address systems and intercoms.
10 sites have been re-roofed. 3 more sites will be done this summer		Manage / check roof repairs.
Monitored and recorded weekly		Manage / check water irrigation systems.
Vendor hired yearly to check for compliance.		Manage / check fire alarm systems.
District standards have been developed and distributed to each custodian.		Determine expectations for custodial services.
District added custodians. Levels are acceptable.		Staff the custodial workforce at a level that can meet the organization's expectations for its custodial service.
Team cleaning was tried. Went back to site/area cleaning.		Has a suitable approach to custodial services (e.g., area cleaning vs team cleaning) been selected to meet the District's expectations for custodial service?
Grounds management has been defined. Routine and site assignments have been defined.		Planning grounds management; have grounds been defined for all property, including school sites, remote locations, the central office, and other administrative or support facilities.
Professional development training for groundsmen assigned to sports fields has been completed.		Have areas of special concern (e.g., stadium, varsity fields, open fields) been identified and considered for grounds management.
HSA guidelines are being followed.		District plan for responsibly managing fertilizer and herbicide use?
New clocks and controllers have been installed. Watering done on City allowed days.		District plan for responsibly managing watering and sprinkler systems (e.g., non-water days, sports fields, open areas).
Ponding basins cleaned out once a year. Drain problems addressed as needed.		District plan for responsibly managing drainage systems (e.g. ponding basins, drain cleaning).
	Fields are used by students and the public. Rest time is minimal	Does the organization have a plan for responsibly managing "rest time" for fields/outdoor areas?
Only drought resistant plants are planted.		Does the organization have a plan for

		responsibly managing the costs and benefits of flowerbeds?
	Director has requested 1 each new Maintenance Journeyman, Groundsman and Custodian.	Is the Maintenance & Operations Department organized and administered to best meet the needs of the maintenance plan.
	A program will need to be developed.	Does the maintenance and grounds operations staff take time to market its efforts and successes to the rest of the District.
Bi-weekly meetings are held with the department's leadership personnel.		Are department leads proactive with their communications to the site Administrators.
Work order system runs very smoothly. All sites have been trained.		Has the work order system been kept updated within the department?
All sites have been trained. New employees are trained as needed.		Do staff in every building and campus in the district know the procedures for initiating a work order request.
Only Principals, administrative assistants and head custodians can submit work orders.		Is the person identified that can officially submit a work order at each site.
	Some work orders are checked, but due to the volume of work orders we receive it is difficult to check all work completed.	Does the supervisor evaluate (either by random personal assessment or customer feedback) whether the quality of work meets or exceeds departmental standards before "closing out" a work order.
Completed work orders are entered daily when completed.		Is all information about a completed work order up to date and maintained in a database for future historical and analytical use upon its completion.
Only 3 people at each site has the authority to enter work orders.		Is the work order system streamlined so as to minimize the number of people involved in work order delivery, approval, and completion as is reasonable for managing the process.
Ongoing. Parts replaced as needed.		Is the parts room adequately supplied with tools, supplies and parts.
Department account tech monitors PO's on a daily basis.		Are open purchase orders monitored as a tool for purchasing supplies and parts in a cost-effective manner.
M&O can submit PO's. Purchasing processes them.		Have appropriate control checks been placed on supply storage and purchasing systems.
All equipment has been standardized.		Has equipment selection been standardized throughout the district in order to save on storage space & costs for servicing multiple brands?
	Dispensers are only installed at some sites	Are chemical dispensers used to automatically mix and conserve cleaning agents.
Only department projects are reviewed.		Does the department team leads meet to review all plans, construction documents, and decisions throughout development of a project.

Ongoing. Visits are made to new facility sites.		Do members of the maintenance and operations department visit construction sites on a routine basis to observe the quality of the work, monitor the placement of valves and switches, and verify the overall progress of the project.
	Not all projects are well documented. We are working on updating.	Are the results of all renovation/construction projects well documented and archived (as-builts).
Before final payment is made, all work is inspected for compliance.		At completion of renovation or construction projects checked to meet quality standards.
Meetings are held bi-weekly to go over the budget with all department leads		Does the department management team and leads meet to review all department activities including the budget.
Ongoing. Major parts of the project have been implemented.		Has the Healthy Schools Act been implemented. Has all department employees gone through mandatory class.