

**Moore County Schools
Maintenance
Handbook**



MOORE COUNTY SCHOOLS
Growing to Greatness

Moore County Schools Maintenance Handbook

1. Maintenance structure

- **Area Maintenance:** Each school is assigned an area maintenance person. They are assigned to your school everyday, every other day, or one day a week depending on the size and age of your facility. Area maintenance is tasked with completing everyday work orders that a specialty crew is not required for. (i.e. changing light bulbs, filters, hanging boards, etc)
- **Electrical:** Completes larger electrical projects, HVAC, etc.
- **Plumbing:** Completes larger plumbing projects, maintains boiler heat, etc.
- **Carpentry:** Completes larger exterior and interior projects such as ceilings, walls, etc.
- **Cabinet Shop:** Builds and installs furniture for classrooms, offices, etc.
- **A/V:** Works on intercoms, security alarms, phone systems, etc.
- **Painting:** Completes interior and exterior painting projects, assists school moving larger items, assists with the removal of graffiti
- **Mechanics:** Maintain maintenance vehicles, fleet vehicles, lawn care equipment and custodial equipment

2. A/C or Heat

- Principals or designee should submit permanent energy management schedules one week before teachers return to work
- A/C will only run over the summer in the office area or from 1:00pm-3:00pm throughout the entire facility. The only exception for this is
Waxing classrooms for drying purposes.
- A/C will not run on Fridays for any reason unless approved through maintenance first. Schools will be billed any costs associated with running A/C on Friday.
- Principals should ensure that all computers, lights, etc. are cut off at the end of each day or if the classroom/office is not in use to save power.

3. Energy Management

- Energy management is controlled from a central location inside the maintenance office. Please make sure that all contact between the school and energy manager is routed through the principal or a single designee. The more teachers we have, the longer it will take to correct the problem.
- Energy Management contact number: 910-722-4242
- The principal should follow up with the individual submitting his/her schools energy management reports if they know of an afterschool event to ensure heat or A/C has been requested.

4. Emergencies

- **Emergencies may include but are not limited to: power/water outage, intercom failure, phone system failure, fire alarm failure, water leak, etc. It is important that if you feel a particular situation is an emergency you immediately call the maintenance office (if during business hours). The dispatcher will then route the crew needed to resolve the problem.**
- During business hours: Maintenance office 910-947-2258.
- After business hours: Tony Seawell
 - Cell: 910-783-4193
 - Continue to call until you get someone (Area Maintenance)

5. Keys/Fobs/Security

- Keys are given to the principal only
- Any key request must be approved and signed by the principal
- The more keys you allow to be distributed, the harder it is to maintain control
- Principals should issue keys the first of each school year and collect at the end of the school year
- Principals should maintain an inventory of their campus keys
- Make sure the security alarm is set before you leave, each day

6. Doors and windows

- Doors and windows must be kept shut at all times for A/C or heat to operate correctly
- Doors and windows must be kept shut at all times for security
- By opening doors or windows to control the heat or A/C in a classroom/office you are hurting more than helping. The system can't regulate itself if it is getting false readings.

7. Fire Inspections

- Three fire inspections are conducted each year. One from the Department of Public Instruction and two from the county Fire Marshal's office. Listed below are some items to remember.
 - No exit door or window may be blocked
 - No door or window can be covered with paper
 - Drop cords shall not be used to substitute permanent wiring. If they are used they must be removed each day.
 - No more than 20% of a wall may be covered with combustible materials
 - Combustible liquids (gasoline, etc.) must be stored in an outside building
 - Gas must be stored in approved safety cans with self-closing lids. These are available through the warehouse personnel with Maintenance. **DO NOT STORE GASOLINE INSIDE BUILDINGS OR MECHANICAL ROOMS**

- Stairways should be kept clean and must not be used for storage
- At no time is an electric heater to be used (maintenance will pick up and return only when owner comes to pick it up)
- Only approved locks should be used to secure doors (no chains)
- Nothing is allowed to be stored in boiler/electrical rooms ➤ No items are permitted to be hung from the ceilings
- Candles are never to be used
- Plug-in deodorizers are not permitted
- All fabrics (curtains, couches, pillows, etc) must have a fire retardant label on them, or be treated with a fire retardant spray. NOTE: If you spray a fabric you must have a picture of you doing so with a date and time marked on the photo. This should be kept on file in the office for when the fire marshal completes inspection.
- Padlocks on doors must remain locked at all times. If you open the door you must immediately lock the lock back so no one can become locked inside.

8. Fire Drills

- Must be conducted within the first 10 days of school. This initial drill does not replace the fire drill required for the first month of school.
- A drill must be completed each month thereafter
- Copies of fire drills must be submitted to Anthony McNeill of the maintenance office (these can be faxed or emailed)

9. Janitorial Supplies

- Seven Oaks Supply Inc. provides onsite delivery of janitorial supplies. If you learn of a deficiency at your school, please contact the maintenance office accordingly.

10. Summer Projects

- If you have plans for a summer project you need to run it by Tony Seawell in March so he can sit down and discuss with you the project, its intended outcome, and if there are available funds to complete the project.
- If you wait until summer to let the maintenance department know of a project, the funding and available time may already be allocated to another project.

11. Construction/Modifications to buildings or campus

- No construction work or modifications can be done on a school campus without first contacting maintenance for obtaining approval.
- Any murals or changes in painting are to be approved by maintenance.
- If a school wants to build or bring a building that is larger than 12'x12' they must first get approval for the intended purpose and location from Maintenance then they must go to the Moore

County Planning Department for approval and paperwork.

- Before any digging can be done you must contact maintenance for “line” locates

12. Schooldude/Work Orders

- If you are a new principal and do not have a schooldude account, please contact Amy in the maintenance department and she will set you up in the schooldude system.
- Specialty crew (electrical, plumbing, carpentry, etc.) work orders are completed on-line and sent to Maintenance electronically (schooldude.com)
- Routine school work orders are to be distributed directly to Area Maintenance. Most schools have a “box” for their area maintenance personnel where they pass along work orders.
- If an emergency was called in an electronic schooldude work order is still required for tracking purposes (complete after phone call)

13. Pest Control

- Each year, the principal or his/her designee will ensure that the student handbook includes the schedule of anticipated pesticide usage on the school property and notify parents of their right to request notification of non scheduled pesticide use. Notice of non scheduled pesticide use should be made at least 72 hours in advance, to the extent possible.

14. Fleet vehicles

- Forms for fleet vehicle use are found under the maintenance website. There are two forms; one form is for staff and one form is for transporting students. If you are transporting students the form must be signed by the superintendent before maintenance will issue the car.
- You must log on the mileage form the beginning mileage and ending mileage. We currently charge .33 per mile. Failure to fill out the mileage will result in a \$50.00 fee. **Effective July 1st 2024 we will charge .67 per mile.**
- This is a first come, first serve basis. If all of the cars are taken during the time frame that you have requested you will receive an email from maintenance letting you know you will need to seek out another avenue for transportation.
- The fleet vehicles are cars only; we do not have vans, SUV's, or trucks.