

school maintenance operations training guide

[#school maintenance training](#) [#education facility management](#) [#preventative maintenance schools](#) [#school operations guide](#) [#facility upkeep education](#)

This comprehensive training guide offers essential insights into effective school maintenance operations, providing a structured approach to ensure the safety, longevity, and optimal functionality of educational facilities. It covers preventative maintenance strategies, daily operational procedures, and best practices for school facility management, empowering staff with the knowledge to maintain a high-quality learning environment and implement robust school maintenance training programs efficiently.

All research content is formatted for clarity, reference, and citation.

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Planning Guide for Maintaining School Facilities

This title is no longer available in print. However, please visit the NCES website at <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2003347> to view an electronic version of the text. As America's school buildings age, we face the growing challenge of maintaining the nation's education facilities at a level that enables our teachers to meet the needs of the 21st century learners. This tool has been developed to help readers better understand why and how to develop, implement, and evaluate a facilities maintenance plan. It focuses on: maintenance as a vital task in the responsible management of an education organization, the needs of an education audience, strategies and procedures for planning, implementing, and evaluating maintenance programs, a process to be followed, rather than a canned set of "one size fits all" solutions, and recommendations based on "best practices"

Planning guide for maintaining school facilities

This manual, published by the Illinois Association of School Boards, was designed to be used as a teaching tool and reference source for overseeing effective school maintenance. Section 1 describes the basics of good school maintenance, including managing the program, using computers, controlling energy costs, ensuring safe practices, designing buildings for efficient maintenance, and being informed about environmental issues. Section 2 details guidelines for operating cleaning and general building services, such as custodial operations, area cleaning programs, and equipment and supplies. A custodian's glossary is included. The third section provides guidelines for building maintenance, specifically, caring for the exterior and roof. Procedures for maintaining school grounds are detailed in the fourth section. The fifth section describes the maintenance of mechanical equipment, including heating and air conditioning systems, sanitary systems and fixtures, sewage treatment plants, and electrical systems. A management tools appendix contains a list of environmental resources; sections

on cleaning and general building services, grounds maintenance, and mechanical equipment; and annual inspection checklists. (LMI)

Good School Maintenance

This Guide is designed for staff at the local school district, where most facility maintenance is planned, managed, and carried out. Chapters: Intro. to School Facilities Maint. Planning; Planning for School Facilities Maint.; Facility Audits: Knowing What You Have; Providing a Safe Environment for Learning; Maintaining School Facilities and Grounds; Effectively Managing Staff and Contractors; and Evaluating Facilities Maint. Efforts. Appendices: Chapter Checklists; Additional Resources; State School Facilities Web Sites; Audit Form Template; Record Layout for a Computerized Work Order System; Model Job Description for a Custodial Worker; Useful Interview Questions; Using Mapping During the Interview Process; and Sample Customer Survey Form.

Maintenance and Operations

Fourteen million students attend schools needing extensive repair or remodeling. It is estimated that U.S. schools will require as much as \$112 billion to bring them up to a good overall condition and an additional \$12 billion to comply with federal mandates. This book compiles what is considered the best maintenance and operations articles that have appeared in the journal "School Business Affairs, International" in recent years. The collection ranges from an overview of maintenance program management to specific maintenance projects such as recycling and pesticide use. Articles are categorized under the following broad topic areas: maintenance and operations management; contracting out maintenance services; energy management; security and safety; roofing; and environmental issues. (GR)

Planning Guide for Maintaining School Facilities

When school buildings are aging, a decision must be made as to whether to continue to maintain the existing building, renovate building, or build new. Very seldom is extending the existing buildings life over building a new building. If renovation costs exceed 50% of the cost of new construction, it is better to build instead of renovating. The taxpayers in your community will have much to say on whether to renovate or build new. Much emphasis should be given to taxpayer input before the school board makes a final decision. School administrators are responsible to the community for maintaining school buildings and they owe an explanation to the community of what has been done to protect existing school buildings. This book is developed to help aspiring teachers who want to become principals, business managers or superintendents, that existing buildings need to be properly maintained and functional and can continue to serve the public for many years to come.

Maintenance and Operations and the School Business Administrator

The Director of School Facilities and Operations Passbook(R) prepares you for your test by allowing you to take practice exams in the subjects you need to study. It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to: administrative supervision; building and grounds maintenance; plans, specifications and estimates; maintenance of physical plants and mechanical and electrical equipment; preparing written material; and more.

A Guide to Leading and Managing Indiana School Facilities

Often a community's largest single investment is in its physical plants, including public school buildings and grounds. An essential factor in efficient school district operation is a well-organized, responsive plant operations and maintenance division. Maintenance has generally been defined as those services, activities, and procedures concerned with preserving, protecting, and keeping the buildings, grounds, and equipment in a satisfactory state of repair. By maintaining school plants at optimal efficiency levels, operational costs are kept low. Maintenance staffs differ from district to district, depending on the scope of operations, and may include painting, masonry, carpentry and cabinet-making, electrical services, refrigeration, office machines repair, television and electronic equipment repair, pipefitting and plumbing, plastering, heating and ventilating, sheet metal, furniture repair, landscaping and grounds maintenance, glazing, and various types of shop and machine work. The first chapter discusses facilities maintenance and operations organization. Succeeding chapters focus on job descriptions, preventive maintenance, energy conservation, snow removal and sanding, grass cutting and field

maintenance, community use of facilities, and bid specifications. Appendices contain sample forms for employee performance ratings, work requests, pesticide procedures, school facility use policies, inspection logs, and specifications. (MLH)

Principals Properties Management Manual: School maintenance guidelines (36 p.)

Comprehensive and trusted guide to building, maintaining, upgrading schools Recently published 2nd edition adds new material on renovation, alternative funding strategies, green building and more With cases and questions, a useful textbook for courses in administration, planning, finance and facilities management This volume was written for educators tasked with providing the best environment for student learning. A practical text, it cover all the details needed to build, maintain and upgrade school facilities, with special attention to student achievement and the budget. Information on financial calculations, procurement, staffing, outsourcing, legal and regulatory aspects and operations is included. The new edition offers important guidance on alternative funding and cost-saving strategies, state and federal regulations, and trends in green building and LEED certification. Both authors have extensive experience in educational facility planning and management. Dr. Earthman is the former executive director for school facility planning for the Philadelphia Public Schools; Dr. Lemasters is a former president of the Virginia Educational Facility Planners.

Director of School Facilities and Operations

The Supervisor of School Facilities and Operations Passbook(R) prepares you for your test by allowing you to take practice exams in the subjects you need to study. It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to: administrative supervision; plans, specifications and contracts; maintenance of physical plants and mechanical and electrical equipment; preparing written material; and more.

Resources in Education

Disturbing asbestos materials during construction is a serious hazard that all contractors may encounter. Because of the insidious nature of the material as a health hazard, EPA regulations require that even when a structure is to be completely demolished, asbestos (and all other hazardous materials) must be removed by a qualified contractor prior to general demolition. A construction contractor contemplating abatement work needs to ascertain regulatory applicability under one of the following: OSHA-approved state program, Federal OSHA regulations (applicable to the private sector and certain federal employees) or OSHA-approved. Construction Worksite Compliance Guide to Asbestos provides the contractors, building owners and inspectors with the current best management practices for asbestos removal and disposal methods. Packed with checklist, tables and "quick lookup" materials, this manual provides a step by step approach for identifying asbestos, complying with OSHA and EPA regulations as well as the safe disposal of asbestos. Ascertain the presence of asbestos through testing Prepare the abatement plan Submit the plan to the state, EPA or local municipality having jurisdiction Proper Waste Disposal techniques Scope of work

School Facilities Maintenance and Operations Manual

Describes 250 occupations which cover approximately 107 million jobs.

School Maintenance and Renovation

This publication looks at the issue of extended schools from a down-to-earth point of view. It aims to help staff by providing a bank of resources and ideas which they can select from.

Traffic control for street and highway construction and maintenance operations

This practical and accessible workbook is designed to support student-teachers, NQTs and beginning teachers as they develop their teaching skills, and increase their broader knowledge and understanding for teaching design and technology.

Financial Assistance by Geographic Area

This easy-to-use system for K-12 schools comes with a book, wall chart, and electronic PM forms designed to help maintenance professionals identify, assess, and address equipment and material

deficiencies before they become costly malfunctions. Over 40 checklists cover all areas of schools, organized by building systems such as HVAC, roofing, and lighting, and by areas such as classrooms, cafeterias, auditoriums, and playing fields. The checklists include comprehensive details on what to look for, how often, and what PM procedures are required to preserve the integrity of the school. Inspection frequencies are broken into intervals-from biweekly to every five years. Expert guidance on: Estimating Repairing deficiencies Outsourcing Budgeting Training staff Record keeping Conducting regular inspections The system can be customized for special conditions of facilities by using the electronic checklists downloadable from the book's website. A laminated wall chart is included to track progress.

Supervisor of School Facilities and Operations

Whether you are a facilities manager, engineer, property owner, developer, or anyone else responsible for maintenance operations, this book is a must-have reference. Not only does it give you all of the essential ingredients for understanding and carrying out successful day-to-day management of maintenance activities, it provides you with an integrated plan for continuous improvement of the maintenance function. This fully up-to-date book covers structural maintenance, mechanical maintenance, electrical maintenance and instrument repair, maintenance of roads and grounds, power plant maintenance, as well as housekeeping, waste management, air and water quality, and safety. For each of these areas it covers materials planning, preventative maintenance, emergency maintenance, budgeting and expense forecasting, and much more. It even provides you with a complete set of model policies and procedures you can easily edit and adapt for your own organization.

Planning Guide for Maintaining School Facilities

Includes data for the executive branch of the Federal Government only.

DIRECTOR OF SCHOOL FACILITIES & OPERATIONS

This publication presents a series of field-proven school energy conservation, management, maintenance, and operations practices and ideas. Also included are the names, addresses, and phone numbers of individuals and organizations to contact for more detailed information. The brief summaries are grouped into six sections. "Planning and Managing Energy Conservation Programs" focuses on the human aspect of energy management and presents descriptions of districtwide conservation programs. "Managing Facilities Costs and Resources" deals with methods and procedures for training staff and redirecting resources. "Building Design and Management" highlights information about the building, the building envelope, and design features to reduce energy consumption and enhance operation. "Custodial and Housekeeping Programs" presents several programs to improve day-to-day cleaning operations. "Computerized Programs" includes computer-based activities at different levels of sophistication to conserve energy, reduce manpower requirements, and monitor other aspects of school building management and operations. "Energy Conservation in Pupil Transportation" highlights energy management and alternatives to gasoline. (MLF)

Traffic Control for Street and Highway Construction and Maintenance Operations

Identifies and describes specific government assistance opportunities such as loans, grants, counseling, and procurement contracts available under many agencies and programs.

Construction Hazardous Materials Compliance Guide

Contains 1,412 assistance programs administered by 57 Federal agencies in agriculture, crime control, education, employment and training, health and human services, housing and homeownership, and science and technology. Chapters: how to use the catalog; agency summary; agency programs; alpha. index of programs; applicant eligibility; deadlines index; functional index; subject index; deleted and added programs; crosswalk of changes to program numbers and titles; program descriptions: programs requiring executive order 12372 review; authorization appendix; agency addresses; sources of additional info.; and developing and writing grant proposals.

Occupational Outlook Handbook

Extended Schools

