



Maintenance and Grounds Department Handbook

July 1, 2024 - June 30, 2025

Table of Contents

College Community School District.....	7
Building and Grounds Mission Statement.....	7
Administration.....	7
Director of Buildings and Grounds.....	7
Assistant Director of Buildings and Grounds.....	7
Administrative Organization Plan.....	7
Rules, Regulations, & Procedures.....	8
District Classified Staff Handbook.....	8
Weather Related Delays and/or Cancelations.....	8
Building and Grounds Safety Statement.....	9
Hazardous Communication: Workers Right to Know.....	10
Certified Staff: AEA Learning Online Platform:.....	10
Non-Certified:.....	10
District Responsibilities:.....	10
Employees Responsibilities:.....	10
Alcohol and Drugs.....	11
School Board Policy 403.7: Substance Free Workplace.....	11
Purpose and Compliance:.....	12
Ensuring Workplace Safety.....	12
Prescription and Other Legal Drug Use.....	12
Harassment Of and By School Employees.....	13
Occupational Exposure to Blood-Borne Pathogens.....	15
Spilled Body Fluids.....	15
Safety Precautions.....	15
Clean – Up of Bodily Fluids.....	15
Asbestos Management Plan.....	17
Introduction.....	17
College Community School District Responsibilities.....	18
EMPLOYEE RESPONSIBILITIES.....	18
SCHOOL DISTRICTS INTENTIONS.....	19
SCHOOL DISTRICTS DESIGNATED CONTACT PERSON.....	19
STAFF AWARENESS TRAINING.....	20
ASBESTOS LOCATIONS IN OUR SCHOOLS.....	20
Radon Testing of our Facilities.....	22
Personal Protection Equipment.....	23
Eye Protection.....	23
Respiratory Protection.....	23
Hearing Protection.....	24
Hand Protection.....	24

Clothing and Footwear.....	24
SAFETY IN THE WORKPLACE.....	25
Overview and Summary.....	25
THE EMPLOYEES SAFETY RESPONSIBILITIES.....	25
IF AN ACCIDENT OCCURS.....	26
Steps for when an employee is injured at work.....	26
Lock Out / Tag Out.....	28
Basic Rules.....	28
Preparation for Lockout or Tagout.....	28
Sequence of Lockout or Tagout System Procedure.....	28
Restoring Machines or Equipment to Normal Operation.....	29
Procedure Involving More Than One Person.....	29
Removing Lock Out or Tag Out Devices Set by Others.....	29
Informing Outside Contractors.....	29
Shift/Outside Personnel Changes.....	29
Accidents Concerning Lock Out/Tag Out.....	30
Safety Guidelines.....	31
General Guidelines.....	31
Ladders.....	31
Personnel Lifts.....	32
Genie PLC-24 (this lift is kept at the High School).....	32
Genie TZ-34/20 (this lift is kept at the Maintenance Shop).....	33
Scaffolding and Staging.....	34
Electrical.....	35
General.....	35
Extension Cords.....	35
Compressed Gas Cylinders.....	37
Storage.....	37
Usage and Handling.....	37
Welding and Cutting Torch.....	38
Personal Protective Equipment.....	38
Compressed Gas Cylinders.....	38
Fire Protection.....	38
Operation Requirements.....	39
Once you are finished welding:.....	39
Hand Tools.....	40
Inspection and Maintenance.....	40
Proper Handling.....	40
Proper Use of Wrenches.....	41
Proper Use of Screwdrivers.....	41

Retractable Utility Knives/Box Cutters.....	41
Shop Equipment and Portable Power Tools.....	41
Inspection and Maintenance.....	42
Usage and Handling.....	42
Safety Features and Guarding.....	43
Grounding.....	43
Portable Generators.....	44
Maintain Adequate Ventilation.....	44
To Avoid Carbon Monoxide Poisoning:.....	44
Handle Fuel Carefully.....	45
To Avoid Electrocution.....	45
Use the Right Extension Cord.....	46
Drills.....	47
Floor or Bench Top Models.....	47
Pre-operational Safety Checks.....	47
Operational Safety Checks.....	47
How Do You Select the Proper Bit or Attachment?.....	47
What Should You Do When Working with Small Pieces?.....	48
Housekeeping.....	48
Potential Hazards.....	48
Powered Hand Drills.....	48
Power Saws.....	50
General.....	50
Kickback.....	50
Reciprocating Saws: Used to cut metal, pipe and wood.....	51
Chop Saws: Used for crosscutting, mitering and beveling wood, nonferrous metals, and plastics.....	51
Jig/Saber Saws:.....	52
Circular Saws.....	52
Radial Arm Saws.....	53
Chain Saws.....	53
Before Starting a Chainsaw.....	53
Fueling a Chainsaw.....	54
Chain Saw Safety.....	54
Grinding Machines.....	55
Safety.....	55
Air Powered Tools.....	56
Air Hoses.....	56
Air Powered Grinders.....	56
Pneumatic Impact Tools.....	56

Impact Wrenches.....	56
Chemical Usage & Storage.....	57
Chemical Training.....	57
Chemical Handling.....	57
Chemical Storage.....	58
Unknown Chemicals or Hazardous Waste.....	58
Proper Lifting Procedures.....	59
Back Injuries.....	59
Proper Lifting Techniques:.....	59
Plan the Lift----Think!.....	59
Positioning and Lifting:.....	59
Plan the Release:.....	60
Proper Lifting Techniques for Tricky Lifts:.....	60
Multiple Person Lift.....	60
Lifting from Within a Deep Box or Bin.....	60
Lifting from Your Chair.....	61
Fire Safety.....	62
Objectives.....	62
Fire Safety.....	62
Areas that can be Fire Hazards.....	62
What You Should Do if You Discover a Fire.....	62
Major Causes of Fire.....	63
Steps in Fire Prevention.....	63
Types of Fire.....	64
Types of Extinguishers.....	64
Some Important Things to Know.....	65
Building Security.....	66
Common Oversights:.....	66
Uncommon Oversights:.....	66
What To Do When You Come Upon the Scene of a Crime:.....	66
Additional Required Steps When You Come Upon the Scene of a Crime:.....	66
Job Descriptions.....	67
Position Title: Custodian Supervisor.....	68
Position Title: Custodian I.....	71
Position Title: Custodian II.....	74
Position Title: Custodian.....	77
Position Title: Groundskeeper.....	78
Position Title: Laborer (Maintenance or Grounds).....	81
Position Title: Carpenter/Painter.....	83
Position Title: Maintenance Worker.....	86

Position Title: Master Maintenance Worker - Plumbing.....	89
Position Title: Master Maintenance Worker - Preventative Maintenance.....	92



July 1, 2024

To: The Buildings & Grounds Staff of College Community Schools

This handbook has been developed to provide the Buildings and Grounds Staff of the College Community School District with consistency, uniformity, and professionalism in their job assignments. Your familiarity with, and reference to the contents of this handbook, can provide the answers to many questions relative to your job assignments.

This handbook will not supersede, or be in conflict with any policy, procedure or rules that have been established and documented within the Teamsters “Negotiated Working Agreement”. Nor will this handbook supersede, or be in conflict with any policy, procedure, or rule that has been established by the Superintendent of Schools, or the School Board, either in written form or through past practice.

To be effective, all concerned parties must honor policies, procedures and rules.

I am always available to assist you in any manner. Please feel free to call me with any questions, comments or problems. If you have any suggestions for revisions or additions that would improve this handbook, please let me know.

Sincerely,

Duane A. Carver
Director of Buildings and Grounds

College Community School District Building and Grounds Mission Statement

The mission of the Buildings and Grounds Department of the College Community School District is to provide the students, staff, visitors and families of the school district, a clean, safe and pleasant learning environment, and to provide this environment economically, within the established budget guidelines.

Administration

Director of Buildings and Grounds

The Director of Buildings and Grounds is directly responsible to the Chief Financial Officer. The Director of Buildings and Grounds will supervise all staff assigned to them and will work cooperatively with the Principals, Athletic Directors, and other staff who direct or are responsible for programs using the facilities of College Community Schools.

Assistant Director of Buildings and Grounds

The Assistant Director of Buildings and Grounds is directly responsible to the Director of Buildings and Grounds. The Assistant Director of Buildings and Grounds will supervise all custodial staff.

Administrative Organization Plan

It is the Director of Buildings and Grounds responsibility to organize, reorganize and arrange the Supervisory and Classified Staff of the Buildings and Grounds Department in a fashion, which in their judgment, best serves the interest of the College Community School District.

Rules, Regulations, & Procedures

As the Director of Building and Grounds, I will not attempt to list all of the rules, regulations, and procedures that guide us in our daily performance of our jobs in this handbook. The District policies and regulations can be found online on the [District's Board of Education](#) website under *Policies*.

If at any time you feel the need to seek the answer to a question you might have, please feel free to ask. I'll be more than happy to help you.

District Classified Staff Handbook

You have a direct link to the "*District Classified Staff Handbook* " for 2024-2025 school year within your *Frontline Central* account and via the [District website](#) via *Human Resources* → *Employee Forms and Documents* → *District Wide Employee Handbooks* → *Classified Employee Handbook*.

If at any time during the year you have a question about the *District Classified Staff Handbook*, please seek assistance from your supervisor, your *Prairie Association of Support Staff* representative, Human Resources, or myself.

Weather Related Delays and/or Cancellations

It is *All Employees* responsibility to stay informed of delays or school cancellations as they are announced and posted. Employees are encouraged to be tuned into local radio & television stations for this information and/or check the district website at www.crprairie.org. Individual phone calls/text messages for a delay or cancellation will not be sent by the District.

As a general rule, Student Support Staff (i.e.: Paraprofessionals & Clerks, 10-month employees) will adjust their work time by the same amount of time of the delay or early out.

Exceptions - Cooks who normally start before 9:00 am will never start later than 9:00 am if school is going to be in session. Certified Staff may also adjust up to the amount of time of the delay or early dismissal but need to plan on assisting with the arrival & departure of all students. Those employees who work "part time" hours (less than a normal school day) shall have a pre-arranged work time, as approved by the building Administration, for these days.

Building and Grounds Safety Statement

As the Director of Buildings and Grounds, I consider accident prevention to be of prime importance. Accident control involves the safety and well-being of our employees, students, and the public, in addition to affecting insurance costs and job efficiency.

It is the desire of College Community Schools to provide a safe working environment for its employees. To accomplish this, I feel there is nothing more important than making certain that:

- You are provided with all reasonable safeguards to ensure safe working conditions.
- You are provided with neat, clean, safe, attractive, and healthful working conditions.
- We maintain all equipment, tools, and machines in good repair.
- We study and develop safe work methods, and train employees in these methods.
- We comply with federal, state and local laws regarding accident prevention and working conditions.

The basic objective of any safety program is to prevent accidents and injuries and reduce operating costs by following safe practices which prevent lost time, equipment and property damage, and expenditures of funds for medical care, compensation, and liability.

The success of our Safety Prevention Program depends on the sincere, constant, and cooperative efforts of all employees and their participation and support.

Duane A. Carver

Director of Buildings and Grounds

Hazardous Communication: Workers Right to Know

In accordance with [Board Policy 403.4](#) and the District's Safety Program (Hazardous Communication/Workers Right to Know Program) all employees shall read, view, and review the hazardous training disclosure materials provided by the District.

AEA Learning Online Platform:

Teachers & Administrators shall utilize the online training materials provided at https://training.aealearningonline.org/index_login.php. Once logged into your account, click on *Catalog* →

To register for your *AEA Learning Online Platform* account or reset your password, please refer to the Directions for the AEA PD Online Learning System form.

District Responsibilities:

District Administrators shall be responsible for providing appropriate “Right to Know” training to all new employees and existing employees who have been temporarily or permanently transferred and when any new chemical is used within the building.

District Administrators, or designee(s), shall be responsible for maintaining Safety Data Sheets (SDS) for all chemicals used in the buildings. An alphabetical master list and individual copies of each SDS sheet shall be provided to the Director of Buildings and Grounds for the District Master Files.

The District shall provide, train, and monitor the use of appropriate safety equipment and supplies for employee use of chemicals and hazardous materials.

Employees Responsibilities:

- Employees shall participate in the required “Right to Know” training as provided by the District.
- Chemicals and Hazardous materials shall be used per manufacturer's instructions.
- Employees shall use only approved, properly marked containers for mixing and storage of District approved chemicals.
- Employees shall familiarize themselves with the location and information in the District provided SDS information booklets and appropriately use the safety equipment and supplies provided by the District.

- Employees shall notify district Administration when training, supplies and/or safety equipment has not been provided.

Alcohol and Drugs

School Board Policy 403.7: Substance Free Workplace

The Board expects the school district and its employees to remain substance-free. No employee shall unlawfully manufacture, distribute, dispense, possess or use in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. “Workplace” includes school district facilities, school district premises or school district vehicles.

Workplace or school related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is charged with a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee’s supervisor in compliance with Employee Arrest Policy.

An employee who violates the terms of this policy shall be subject to discipline up to and including termination.

The Superintendent or designee shall be responsible for publication and dissemination of this policy to employees. In addition, the Superintendent or designee shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of the availability of substance abuse treatment programs.

It is the responsibility of the Superintendent to develop administrative regulations to implement this policy.

Purpose and Compliance:

- The goals of the College Community Schools policy, and the testing of its employees, are to insure a drug and alcohol-free work environment, and to reduce and help eliminate drug and alcohol related accidents, injuries, fatalities and property damage.
- Compliance with this policy and USDOT rules and regulations (49 CFR Part 40) is mandatory and is a condition of employment.

- The possession of alcoholic beverages or controlled substances on district property is prohibited. Violation of this policy is grounds for immediate termination of employment.

Ensuring Workplace Safety

- Do not cover up for an abuser of prohibited substances. The substances will impair his/her ability to work safely which in turn puts everyone's safety at risk.
- Remember that the accident you help prevent may be the one that saves your life or well-being.

Prescription and Other Legal Drug Use

An employee can use a drug authorized by a licensed physician through a prescription and not violate [School Board Policy 403.7](#).

An employee who is taking legal prescription drugs, or over the counter medication, which carries the warning that the medication may cause drowsiness should notify his/her supervisor. This is especially urgent if the employee drives a vehicle or operates heavy machinery.

Harassment Of and By School Employees

Board Policy 402.04: Harassment of and by Employees:

Harassment of employees will not be tolerated in the school district. The school district includes school district facilities, school district premises, school district vehicles, and non-school property if the employee is at any school sponsored, school approved or school related activity or function where students are under the control of the school district or where the employee is engaged in school business.

Harassment prohibited by this policy includes but is not limited to, racial, religious, national origin, age, disability, and sexual harassment. Harassment by Board members and officers, administrators, employees, volunteers, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to disciplinary action, up to and possibly including discharge. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent/designee or Board of Directors.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

Workplace bullying/harassment refers to unreasonable conduct by an individual (or a group) directed towards an employee (or a group of employees), which is intended to intimidate, degrade, humiliate, or undermine; or which creates a risk to the health or safety of the employee(s).

Workplace bullying often involves an abuse or misuse of power. Bullying behavior creates feelings of defenselessness and injustice in the target and undermines an individual's right to dignity at work.

"Tough" or "demanding" bosses are not necessarily bullies as long as they are respectful and

fair and their primary motivation is to obtain the best performance by setting high yet reasonable expectations for working safely. Workplace bullying can be investigated by the employee's immediate supervisor, Executive Director of Human Resources or his/her designated investigator.

Employees who believe they have suffered harassment may file a complaint with the Superintendent, Executive Director of Human Resources (or, if both the Superintendent and Executive Director of Human Resources is a party to the complaint, then a complaint may be filed with the CFO). Complaints shall be investigated and remain confidential to the extent reasonably possible. The district will take action to halt any harassment and will take other appropriate corrective actions to remedy all violations of this policy. An employee who in good faith files a complaint, assisted or participated in an investigation, or opposed language or conduct that violates this policy shall not be subject to retaliation. Retaliators will be subject to disciplinary action up to and including termination of employment as determined by the Board of Education, District Legal Counsel, and State and Federal guidelines.

Occupational Exposure to Blood-Borne Pathogens

Spilled Body Fluids

1. Blood-borne pathogens are microorganisms in blood that cause serious disease in humans. They can include several types of hepatitis, syphilis, malaria and the human immunodeficiency virus (HIV).
2. When it becomes necessary to work around bodily fluids remember that all blood or other body fluids that could contain blood should be considered infectious. If it is impossible to determine the presence of blood, the body fluid should be treated as if blood is present.

Safety Precautions

1. Latex gloves should be worn at all times when handling blood or bodily fluids that may contain blood. Ensure that the gloves fit properly. Gloves that are too big are difficult to work with and do not provide an adequate barrier. Wear your gloves at all times; it only takes one exposure to become infected.
2. Safety glasses or goggles help to keep the blood from being splattered into your eyes, and they prevent you from touching your eyes with contaminated gloves.
3. Caution should be used in the removal of the gloves. The recommended procedure for glove removal is to peel one glove off, top to bottom, and hold it in the gloved hand. With your bare hand, now peel the glove from the other hand from the inside, tucking the first glove inside the second.
4. All Buildings and Grounds employees should receive Blood-borne Pathogen training annually.

Clean – Up of Bodily Fluids

1. Only employees that are trained in proper clean – up procedures and have the supplies necessary to decontaminate the area should be involved in clean up procedures.
2. Follow these steps to ensure the safety of yourself, other employees and students;
3. Continue to wear protective gloves while cleaning up the area
4. If cleaning up broken glass or other sharp objects contaminated with blood, put on thicker, heavy-duty nonabsorbent gloves. Do not pick these objects up with your

- hand. Sweep or brush the materials into a dustpan and place the pieces in a puncture resistant sharps container.
5. Place all towels, gauze, pads and blood-covered items into specially labeled biohazard disposable bags or containers.
 6. After the area is free of contaminated objects, thoroughly clean all potentially contaminated surfaces and equipment with a suitable EPA registered disinfectant.
 7. Once clean-up is over, place your gloves and other protective equipment into the labeled biohazard bags and containers for disposal.
 8. Take extra care not to expose your bare hands when removing your gloves.
 9. If your eyes or other mucus membranes have come into direct contact with blood, wash or flush them with water as soon as possible. Notify your supervisor or designee immediately.
 10. Wash your hands thoroughly. Washing is considered an effective universal precaution against blood-borne pathogens. If you have any infectious blood or other materials on your skin, the sooner you are able to wash it off the better. Hand washing also prevents you from transferring the contamination to other parts of your body, other surfaces and other employees.
 11. Clothing with blood spots should be promptly removed without touching the blood. The Center for Disease Control recommends laundering the clothing as quickly as possible in warm water and bleach if necessary.

Asbestos Management Plan

Introduction

On October 22, 1986, President Reagan signed into law the *Asbestos Hazard Emergency Response Act* (AHERA) that enacted Title II of the *Toxic Substances Control Act* (TSCA). Section 203 of Title II required the EPA to promulgate final rules and regulations, commonly referred to as 40 CFR, Part 763, Subpart E, “*Asbestos-Containing Materials in Schools*”. These final rules and regulations require all local educational agencies (LEAs) to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers.

Specifically, the final rules require College Community School District to:

1. Use specially trained persons to conduct inspections for asbestos in each school building;
2. Identify circumstances requiring response actions;
3. Describe the appropriate response action;
4. Implement response actions in a timely fashion;
5. Establish a plan for re-inspection and a periodic surveillance program for ACM;
6. Establish an Operations and Maintenance program for friable ACM;
7. Prepare and implement an Asbestos Management Plan and submit it to the state Governor, and;
8. Keep updated records for all asbestos related activities.

The final rules required that the initial inspection and management plan be completed and submitted to the State Governor by October 12, 1988. A re-inspection, and a corresponding revision to the Management Plan, is required every three years until all asbestos is removed from all of the buildings.

The Management Plan has been updated from the original plan submitted in 1988 and reflects the progress the School District has made in eliminating asbestos hazards. It is available for viewing in the Asbestos Program Manager’s office.

College Community School District Responsibilities

The College Community School District shall ensure that the activities of any person(s), who perform inspections, re-inspections, and periodic surveillance, develop and update management plans, perform operations and maintenance programs, and develop and implement response actions are carried out in accordance with the *Asbestos Hazard Emergency Response Act* (AHERA) regulations.

The primary responsibilities of the School District are:

1. Properly train all custodial and maintenance employees that are required by the AHERA regulations and other applicable Federal and State regulations.
2. Notify workers and building occupants, or their legal guardians, at least once each school year about inspections, response actions, and post-response activities, including periodic re-inspection and surveillance activities that are planned or in progress.
3. Provide information regarding the locations of asbestos-containing building materials to short-term workers (i.e., telephone repair workers, utility workers, exterminators, etc.) who may come in contact with asbestos in a school.
4. Post appropriate warning labels in accordance with AHERA regulations.
5. Make the Management Plan available for inspection by concerned persons, and provide notification of its availability.
6. Properly train a designated person to represent the School District. The designated person shall ensure that the requirements of the Management Plan and the AHERA regulations are fulfilled.

EMPLOYEE RESPONSIBILITIES

All maintenance and custodial employees are required to follow the following guidelines when working in an area that may have asbestos-containing materials:

1. **DO NOT** drill holes in asbestos-containing materials.
2. **DO NOT** hang plants or pictures on structures covered with asbestos-containing materials.
3. **DO NOT** dry sand floor tile containing asbestos.
4. **DO NOT** damage asbestos-containing materials while moving furniture or other objects.
5. **DO NOT** install curtains, drapes or dividers in such a way that they damage asbestos-containing materials.

6. **DO NOT** dust floors, ceilings, moldings or other surfaces in asbestos-contaminated environments with a dry brush or sweep with a broom.
7. **DO NOT** use an ordinary vacuum to clean up debris containing asbestos.
8. **DO NOT** remove ceiling tiles below asbestos-containing materials without wearing the proper respiratory protection, clearing the area of other people and observing asbestos removal waste disposal procedures.
9. **DO NOT** remove dry ventilation system filters in asbestos-contaminated areas.
10. **DO NOT** shake ventilation system filters that were removed from asbestos-contaminated areas.

SCHOOL DISTRICTS INTENTIONS

The College Community School District recognizes the concern of having asbestos in their schools and has been in compliance with past regulations that protect the public health and the environment. The College Community School District is dedicated to take the appropriate measures set forth in its Management Plan to abate the risk of asbestos exposure to its building occupants.

SCHOOL DISTRICTS DESIGNATED CONTACT PERSON

The School District's designated person shall be responsible for and have the authority to implement the requirements of the College Community School District Asbestos Management Program. The Asbestos Manager shall have the basic knowledge of:

- Health effects of asbestos.
- Detection, identification, and assessment of asbestos-containing material.
- Options of controlling ACBM.
- The Asbestos Management Program.
- Relevant Federal and State regulations.

The Asbestos Program Manager shall evaluate whether any conflict of interest may arise from the interrelationship among accredited personnel (including contractors, subcontractors, and consultants) and whether that should influence the selection of accredited personnel to perform activities in accordance with the Management Plan and the AHERA regulations.

The designated person to represent the College Community School System is:

Duane A. Carver
Director of Buildings and Grounds
401 76th Ave. SW
Cedar Rapids, Iowa 52401
Business Phone: (319) 848-5214
Mobile Phone: (319) 533-5447

STAFF AWARENESS TRAINING

The College Community School District, in accordance with the AHERA regulations, shall require all members of the maintenance department and all custodial staff to receive at least two hours of Asbestos Awareness Training, whether or not they are required to work with ACM's. Training must be completed prior to the implementation of the Management Plan and the Operations and Maintenance program. New employees shall receive training within 60 days after commencement of employment.

Staff Asbestos Awareness Training topics shall include, but will not be limited to:

- Information regarding asbestos and its various uses and forms.
- Information on the health effects associated with asbestos exposure.
- Locations of ACM are identified throughout each school building in which they work.
- Recognition of damage, deterioration and delamination of ACM.
- Name of College Community's designated representative.
- Availability and location of the Management Plan.

The staff member's name, home address, home phone number, and date of training shall be recorded at each training session and placed in the record-keeping portion of the Management plan.

ASBESTOS LOCATIONS IN OUR SCHOOLS

The following buildings have NO Asbestos Containing Materials in them:

- Prairie Ridge Elementary
- Maintenance Shop and Offices
- Bus Garage

- Prairie Creek Intermediate School
- Prairie Crest Elementary
- Prairie Hill Elementary
- Prairie Point Middle School

The following buildings do have some Asbestos Containing materials. Maps are available at the Operations Main Office of the locations in the following buildings:

- Prairie High School
- Prairie 9th Grade Center
- Prairie View Elementary
- Prairie Heights Elementary

These buildings have the ACBM's inspected every six months to ensure there is no release of asbestos fibers. The documentation of these inspections are in the College Community School District Management Plan that can be reviewed in the office of the Director of Buildings and Grounds during regular business hours.

Radon Testing of our Facilities

In January of 2014, College Community Schools partnered with Linn County Public Health and agreed to accept the Radon Initiative Partnership in Local Schools. Our partnership allowed us to test for radon in our school buildings over the next 3 years following the Environmental Protection Agency document for testing along with assistance from Linn County Public Health and their staff.

Even though the Radon Initiative Partnership has expired and there is no federal or state mandate for schools to complete radon testing, College Community Schools have made the commitment to continue to test our school buildings for radon. Our testing plan is to test two buildings each year so every building is tested at least every four (4) years.

Test results are kept at the office of the Director of Buildings and Grounds and are available for review upon request.

Radon can enter any type of building including homes, offices, and schools. Most people receive their greatest exposure to radon in their homes and dwellings. Currently, 71% of homes in Iowa have indoor radon levels at or above the EPA identified action level of 4.0 pCi/L.

Personal Protection Equipment

Eye Protection

You are required to wear suitable safety glasses, goggles, or face shields when your assigned task may result in hazardous exposure to your eyes.

Some work examples where proper eye protection must be worn include exposure to:

1. Splashing liquid (bubbling, transfer of chemicals, etc.)
2. Injurious gasses, fumes, and mists (spraying, use of chemicals, etc.)
3. Injurious radiant energy (welding, metal cutting, etc.)
4. Relatively large flying particles (chipping, grinding, etc.)
5. Dust and small flying particles (wood working, grinding, using power tools, etc.)
 - a. The above includes using air or electric driven power tools such as grinders, drills, jackhammers, saws, compressed air lines, etc., and when working near, in, or visiting work areas where eye protection is required.
6. Eye protection shall be kept in a sanitary and serviceable condition and shall be replaced when it becomes warped, scratched, or pitted.
7. Prescription eyeglasses cannot be substituted for safety glasses. You must wear safety goggles or a face shield over your eyeglasses.
8. Safety glasses, goggles, and/or face shields shall be provided to employees working in areas requiring eye protection.

Respiratory Protection

1. Approved respirators must be worn if exposed to harmful dusts, fogs, fumes, mists, gasses, smoke, sprays, or vapors. This will include processes such as painting, hazardous material spill clean-up, etc.
2. Do not use a respirator unless you have been trained and understand its limitations.
3. Clean, disinfect and inspect your respirator regularly. Replace any worn or deteriorated parts.
4. Store respirators in a convenient and clean location.

Hearing Protection

1. Approved hearing protection devices shall be worn under all work conditions that have excessive noise levels.
2. When required, the departments shall provide hearing protection devices.

Hand Protection

1. Appropriate gloves must be worn if hands are exposed to hazards such as harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical or thermal burns, or harmful temperature extremes.
2. Latex gloves must be worn any time you are exposed to blood or bodily fluids.
3. Insulated gloves must be worn when welding or working with high temperature appliances.

Clothing and Footwear

1. Shoes or boots suitable to the type of work to be done or the work conditions within the area shall be worn at all times.
2. Loose clothing shall not be worn while working near or around equipment with moving parts.
3. Remove clothing soiled by oil or chemicals to prevent skin irritations.

SAFETY IN THE WORKPLACE

Overview and Summary

The personal safety and health of each employee of the College Community School District is of primary importance. To the greatest extent possible, the District is committed to providing the safest work environment possible for all employees regardless of job duties. It is the philosophy of the District that all employees shall cooperate in all areas of safety while performing the functions of their position. Only through such cooperation can the District effectively provide a safe working environment for all employees.

The District accepts the responsibility for leadership of the safety and well being of all employees, for the effectiveness and improvement of work conditions, and for providing the safeguards necessary to ensure safe working conditions. It is the Administration's responsibility to develop the proper attitudes toward safety for themselves and for those they supervise. Employees are responsible for cooperation in regard to safety in the workplace and to be in compliance with safety rules and guidelines established by the College Community School District.

THE EMPLOYEES SAFETY RESPONSIBILITIES

1. Follow the instructions of your supervisor or designee.
2. Report unsafe conditions to your supervisor or designee.
3. Be familiar with and observe the safe methods of doing your job. Use all safety equipment for your work – no excuses will be accepted.
4. Keep your work areas clean and orderly because good housekeeping is fundamental to accident prevention.
5. Do not operate equipment that you are not familiar with. Ask for training from your supervisor or designee.
6. Learn to lift and handle material properly.
7. Know the location of fire protection equipment (fire extinguishers, fire alarm pull stations, etc.) located within your work area. Report all discharged fire extinguishers or non-functioning fire equipment upon discovery.
8. Horseplay is strictly prohibited.

9. Drinking of alcoholic beverages during work hours is prohibited. Employees reporting to work under the influence of alcohol will be subject to disciplinary action.
10. First aid kits are provided in certain areas, so know their location and contents.
11. Report all accidents, hazardous actions, and/or practices to your supervisor or designee immediately.

IF AN ACCIDENT OCCURS

Employee and student safety is a major district concern. An employee should therefore remove him or herself from and report any situations where employee safety is compromised. If an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical professionals as quickly as possible.

Steps for when an employee is injured at work

- **Step 1:** Immediately notify a supervisor of the incident.
 - ***If this is a life or limb threatening injury, call 911.***
- **Step 2:** Supervisor and injured employee should call (844) 891-6022
- **Step 3:** A triage nurse gathers pertinent information and guides the injured employee to the appropriate care.
- **Step 4:** If professional medical treatment is necessary, the triage nurse offers tele-medicine or in-person medical facility options.
- **Step 5:** Submit paperwork to HR within 24 hours

Designated clinics are posted at the posting location in each building. All employees are required to sign a Workers' Compensation Medical Treatment Form upon hire indicating that they have read the list of medical facilities which are the designated workers' compensation treatment centers and understand where they are to go for treatment of the work injury. This signed form is placed in the employee's personnel file.

If you choose to be treated by any other medical facility and/or physician, you may not qualify for any workers' compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with your state's Workers' Compensation statute.

If the employee needs to be treated by a physician, they are required to go to the designated clinic listed below. **The Attending Physician's Return to Work Recommendations Record Form must be given to the clinic when going in for the initial treatment. This form will authorize the clinic to treat the employee.**

The SilverLinings Nurse Advantage triage nurse will contact the clinic and make the appointment for the employee. They will inform the clinic of the nature of the injury. Injuries that may need more than one-time treatment (sprain/strain injuries to the back, shoulders, arms, wrists, and neck) as well as minor injuries should be sent to Mercy Care Occupational Health at Prairie Creek (next to Kirkwood Hotel) (319-558-0352) during their office hours. If after hours they can be sent to Mercy Care South (319-396-9097). The College Community School District has a policy of providing suitable temporary work assignments for employees who suffer work related injuries and are placed on work restrictions.

Any paperwork given to the employee by the clinic must be sent or delivered to the Human Resources Office by the employee so that it can be processed with the work injury claim. This may include but is not limited to work restrictions, medication purchase, work release, required follow-up appointments.

Mercy Care Occupational Health at Prairie Creek (next to Kirkwood Hotel)

777 76th Avenue SW

M-Th 7:30 AM-4:30 PM

Cedar Rapids, Iowa 52404

F- 7:30 AM-11:30 PM

(319)-558-0342

Mercy Care South Urgent Care

2815 Edgewood Road SW Cedar Rapids IA 52404

Open until 8:00 PM

(319)-396-9097

Lock Out / Tag Out

Basic Rules

All equipment shall be locked out or tagged out to prevent accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out.

Preparation for Lockout or Tagout

Locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved.

Sequence of Lockout or Tagout System Procedure

1. Notify all affected employees that a lockout or tagout system is going to be utilized and the reason. The employee must know the type and magnitude of energy that the machine or equipment utilized and shall understand the hazards.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open toggle switch, etc.).

Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

3. Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s)
4. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
5. **Caution: Return operating control(s) to “neutral” or “off” position after the test in step 5.**
6. The equipment is now locked or tagged out.

Restoring Machines or Equipment to Normal Operation

1. After the servicing and/or maintenance is complete and the equipment is ready for normal operation, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, removing all lockout or tagout devices. Operate the energy isolating device(s) to restore energy to the machine or equipment.

Procedure Involving More Than One Person

If more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout device or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lock out the box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

Removing Lock Out or Tag Out Devices Set by Others

Locks will only be removed in cases where the employee who applied the lock is not available. Locks will only be removed by the Director of Buildings and Grounds.

The employee who had his/her lock removed will be notified by the Director of Buildings and Grounds prior to returning to the work site.

Informing Outside Contractors

The Director of Buildings and Grounds will inform all outside contractors of the elements of this program and ensure that work efforts covered by this procedure are fully coordinated and complied with.

Shift/Outside Personnel Changes

In the case of shift or personnel changes, a change-over period will be established so that the authorized employees may exchange their assigned locks/tags. Authorized personnel assuming control of lock out of equipment will be fully briefed in the scope and stage of the work by those who are being relieved.

Accidents Concerning Lock Out/Tag Out

The Director of Buildings and Grounds will be responsible for fully investigating all lockout/tagout accidents, and reporting the cause of such accidents to the Chief Financial Officer. The lockout/tagout procedure used on the piece of machinery or equipment will be evaluated, and modified (if necessary) prior to authorizing work to continue.

Safety Guidelines

General Guidelines

The following list of guidelines is meant to be general rules to follow by all employees of the College Community School District. In addition to items mentioned below, workers will follow all guidelines and safety precautions associated specifically with their job duties as outlined in the District Handbook and Manufacturer's Specifications.

Ladders

Ladders are used every day to perform tasks that are out of reach. Follow these simple guidelines to ensure your safety while working with a ladder.

1. Before using a ladder, check it over for cracks, broken rungs, loose foot pads and damaged braces. If any of these conditions exist, do not use the ladder. Report the damage to your supervisor immediately. Take the ladder out of service and place a "Do Not Use" sign on it until it can be repaired or replaced.
2. When positioning a ladder for use, make sure all the feet are firmly on the ground and the surface is level and solid.
3. Use the correct height of the stepladder. Never climb higher on a stepladder than the third step from the top. You could lose your balance.
4. When positioning an extension ladder, remember the 3 to 1 rule; for every 3 feet up the ladder, move the bottom of the ladder out 1 foot.
5. Whenever possible, tie the top of the extension ladder to a secure object before climbing onto an elevated surface. This will prevent the ladder from sliding sideways as you step on or off, and will prevent the ladder from blowing over in a wind and possibly injuring someone or damaging something on the ground.
6. Check the maximum weight load for the ladder before you use it. Make sure the combined weight of yourself and any items you will be carrying does not exceed the limits of the ladder.
7. Use the hand over hand method of climbing the ladder. Never carry an object in both hands and "walk" up the ladder. You could lose your balance. Use a rope and bucket to lift things to an elevated position.
8. Never use an aluminum ladder when doing electrical work.

9. Never reach out from a ladder that takes your body past the center of the ladder. Doing so could cause the ladder to tip or slide sideways, resulting in a fall and possible injuries. Take a few extra seconds to reposition the ladder.
10. When using an extension ladder, it should protrude a minimum of 3 feet above the roof line if you will be stepping on and off the roof.

Personnel Lifts

We have two personnel lifts here at College Community Schools. Following are the safety guidelines and restrictions for the use of each lift.

Genie PLC-24 (this lift is kept at the High School)

This lift is for use INSIDE of the buildings only.

1. **Do Not** use this lift if you are not familiar with its operation, or heights are a problem for you.
2. **Do Not** exceed the maximum weight limit of the lift (300 lbs.). This includes one person plus tools, materials or equipment carried with them.
3. **Two people are required whenever this lift is used.** One person in the lift basket, the other on the ground as a spotter to prevent students or staff from running into or tampering with the lift while in use.
4. **NEVER** use this lift without all four stabilizer arms in place and in contact with the floor.
5. **NEVER** adjust the leveling jacks with the platform basket raised.
6. **NEVER** use the lift on unlevel surfaces.
7. **Do Not** reach out to get to your work. Take the time to reposition the lift.
8. **NEVER** use a ladder in the lift basket to extend your height.
9. **NEVER** stand on the railing around the lift basket to increase your height.
10. When the stabilizer arms are in an “X” configuration, the lift can be used anywhere in a room.
11. When the front stabilizer arms are set in the front pockets making a “T” configuration, the lift can only be used along a full height wall.
12. Be careful when working around electrical devices. Electrocution could occur.

13. **Do Not** operate the lift from an elevated platform, scaffold, truck bed or extended surface or support.
14. **NEVER** lean a ladder against the lift, or subject the unit to a horizontal force or side load by pushing or pulling from the platform, or by hanging heavy wires or cables over the side.
15. **Do Not** sit on the basket railing. Keep both feet firmly on the basket floor.
16. Be sure to recharge the unit after every use.

Genie TZ-34/20 (this lift is kept at the Maintenance Shop)

This machine **is not** electrically insulated and **will not** provide protection from contact with or proximity to electrical current. Maintain safe distances from electrical power lines and apparatus.

This lift can be used indoors or outdoors.

1. **Do Not** use this lift if you are not familiar with its operation, or heights are a problem for you.
2. **Do Not** exceed the maximum weight limit of the lift (460 lbs.) This includes the people in the lift basket plus tools, materials or equipment carried with them.
3. The safety harness **MUST** be worn by the person in the platform basket and attached to the anchor point provided on the platform. **No Exceptions!**
4. **Do Not** operate the lift during lightning or storms.
5. **Do Not** raise the boom unless all four outriggers are lowered, the footpads are in firm contact with the ground and the machine is level.
6. **Do Not** set up the machine on a surface where it cannot be leveled using only the Outriggers. Do Not set the machine up unless it is on a firm surface. Avoid drop-offs, holes, unstable or slippery surfaces and other possible hazardous conditions.
7. **Do Not** move the machine when the boom is raised.
8. **Do Not** operate the machine in strong or gusty winds.
9. **Do Not** place ladders or scaffolds in the platform or against any part of the machine.
10. **Do Not** use the machine on a moving or mobile surface or vehicle.
11. **Do Not** sit, stand or climb on the platform guard rails. Maintain a firm footing on the platform floor at all times.

12. Do Not climb down from the platform when raised.

Scaffolding and Staging

Scaffolding and staging comes in many different styles and sizes. They can have fixed foot pads that prevent the unit from being moved, or have wheels attached for mobility. The frames come in various widths and heights.

1. Before assembling a scaffold or staging, inspect all parts. Check for worn or bent braces, legs and uprights, and check that welds are not cracked.
2. Make sure the surface where the scaffold will be set up is level and firm.
3. Install and tighten all bracing to each section as the unit is assembled.
4. Work planks should be made of 1 ½” minimum thickness wood or aluminum with a plywood cover. Cleats or hooks should be installed to prevent movement of the planking.
5. Any scaffold that exceeds five sections high must have outriggers installed or be secured to a permanent structure to prevent it from toppling over.
6. **Do Not** climb or use a scaffold or staging if heights are a problem for you.

Electrical

General

1. **Do Not** overload electrical circuits.
2. **Do Not** use electrical tools if any part of you, your work area or tool is wet. Be certain the floor and your hands are dry before touching electrical equipment.
3. **Ensure** that electrical appliances are turned off before plugging into an electrical outlet.
4. **Do Not** remove ground prongs or disconnect the ground wires of any electrical equipment.
5. **Do Not** use electrical tools in wet areas. If absolutely necessary, use a high resistance rubber-type glove and boots. Have a ground fault circuit interrupter in the circuit.
6. **Do Not** overload circuits.
7. **Do Not** put liquids or containers of liquids on electrical equipment such as transformers, wiring ducts, switch boxes, etc.
8. **Ensure** that you are standing on a dry floor when starting electric motors, plugging in light cords, or inserting light bulbs.

Extension Cords

1. Extension cords are prohibited for permanent use. When used temporarily, however, follow these guidelines.
 - a. **All extension cords must be UL listed.**
 - b. Make sure the cord does not obstruct walkways. If it must, tape it down or use a cord protector.
 - c. **Do not** use damaged cords. Return to your supervisor any cord with breaks, frays, exposed wires, or damaged plugs.
 - d. Plug appliances or equipment into the extension cord first, and then plug the cord into the electric outlet.
2. **Do not** use defective electrical tools or extension cords, or equipment with frayed cords.
3. Protect electric cords from oil.

4. Pull the plug - not the cord - to disconnect from an outlet. Check cords often for wear at the plugs and connections.
5. **Do not** leave cords on the ground or floor where they may be run over by trucks, other equipment, or cause a tripping hazard.

Compressed Gas Cylinders

Storage

1. Gas cylinders must not be stored in direct sunlight or in any high temperature areas.
2. All gas cylinders - whether empty or full - must be kept in racks or stands, or set in an upright position and properly secured to the wall or a cart.
3. The protective caps must be installed on all cylinders over the valve assembly when not in use.

Usage and Handling

1. Compressed gas cylinders are "sleeping giants" if not properly handled and cared for. The cylinders can become uncontrolled jet-like rockets destroying everything in their path, if the valve is broken off the top.
2. Do not remove or change the marks and number stamped on the cylinder.
3. Cylinders that are heavy or difficult to carry may be rolled on their bottom edge, but should never be dragged.
4. Gas cylinders weighing more than 40 pounds must be transported upright, securely attached to a dolly or rack. Gas cylinders must never be dropped or treated roughly.
5. Inspect all hoses, handles, gauges and tips prior to use.
6. Areas in which compressed gasses are used must be properly ventilated. The type and degree of ventilation depends upon the type of gasses being used.
7. Empty cylinders shall be plainly marked "Empty" or "MT" with chalk. The valves shall be closed, and the cylinders should be returned to a pick-up point and secured at once.

Welding and Cutting Torch

Personal Protective Equipment

1. Wear clothing that will protect all the body from the rays of the arc and from metal sparks.
2. Wear shoes that extend above the ankle, or spats and trousers extending below the tops of the shoes. Trousers should not have cuffs.
3. Leather welder work gloves, apron, and sleeves should be worn during all welding operations.
4. If welding or cutting is required, wear suitable eye and face protection.

Compressed Gas Cylinders

1. Acetylene burned with oxygen can produce a higher flame temperature, approximately 6,000 degrees F., than any other gas used commercially.
2. All compressed gas cylinders shall be stored and transported in an upright position and lashed or chained so they cannot topple over.
3. Caps shall be kept on all cylinders when not in use. All compressed gas cylinders shall be shut off at the cylinder valve and not at the regulator. A regulator is not a shut off valve.
4. Oxygen cylinders should not be stored within 20 feet of highly combustible materials or cylinders containing flammable gas.
5. The fusible safety plugs on acetylene cylinders will melt at approximately 100 degrees F. If an outlet valve becomes clogged with ice or frozen, it should be thawed with warm, not boiling, water applied only to the valve. Never use a flame.

Fire Protection

1. Protect or move flammable or combustible materials out of the work area whenever possible.
2. An ABC fire extinguisher must be near the welding operation at all times.

Operation Requirements

1. Shields must be in place to protect passers-by and other employees from the rays of the arc. Supervisors must warn other employees and keep them away.
2. Put rod stubs in a container. Do not drop them on the floor where they will be a slipping hazard.
3. Use equipment as directed by the manufacturer's instructions and practices.
4. Do not use welding or cutting equipment unless you have been trained and are authorized to do so.
5. Hoods must be in place before you strike an arc and at all times while welding. Hardened filter lens goggles should be worn under the hood.
6. When attaching the hose to the welding or cutting torch, use the red hose for acetylene and the green hose for the oxygen.
7. Always test the hoses and connections for leaks.
8. Before changing the torch, shut off the gas at the tank, not by crimping the hose.
9. Do not use a match to light torches. Use a friction lighter, stationary pilot light or other suitable source of ignition. The flame will be long, therefore ensure that no one is in the direct path of the gasses.
10. After welding is completed, mark the hot metal or post a warning sign to keep workers away from heated surfaces.

Once you are finished welding:

1. Close oxygen and acetylene cylinder valves.
2. Open torch valves to relieve all gas pressure from the hose and regulator.
3. Close the torch and release regulator pressure adjusting screws.

Hand Tools

Inspection and Maintenance

1. Hand tools are to be used only for the purpose for which they are designed. They should be inspected before use.
2. The use of tools with burrs, cracks, mushroomed heads, and broken, loose, or splintered handles will be discontinued, and the tool will be discarded or repaired.
3. Handles of all sledges, hammers, mauls, axes, picks, mattocks, and other striking tools must be properly wedged into the heads.
4. Shovels, mauls, pitchforks, etc. shall have strong, smooth handles. Inspect the handles on a regular basis

Proper Handling

1. Do not leave tools on overhead work areas where they may fall and strike someone below.
2. Never leave tools lying around where they may be tripped over.
3. Do not carry an edged or pointed tool in pockets or belts unless the edge or point is protected.
4. Long handled tools should never just be leaned up against a wall. They should be either laid down out of the way or stored in racks.

Proper Use of Wrenches

1. Do not use a wrench as a hammer.
2. They are not to be used on moving objects or machinery in motion.
3. Do not use wrenches directly overhead; work at an angle instead.
4. Ensure that the wrench fits the nut you are working on.
5. Never use two wrenches within each other to secure leverage.
6. Never step or jump on wrenches when additional force is needed.
7. When using a pipe wrench, be sure that the teeth are clean and that it has a good grip on the pipe before pulling on it.
8. Use box or socket wrenches instead of open-ended wrenches because they are less likely to slip.
9. Brace yourself so you will not fall should the wrench slip or the nut loosen quicker than expected.

Proper Use of Screwdrivers

1. Screwdrivers shall be kept in good condition to avoid slipping.
2. Always use the screwdriver that properly fits the screw.
3. Never use a screwdriver as a punch, a pry or a chisel.
4. Always use insulated screwdrivers when there is a chance they may come in contact with an electrical source.

Retractable Utility Knives/Box Cutters

1. Keep fingers clear of the cutting blade when making a cut.
2. Keep the blade retracted inside the handle when not in use.
3. Always cut with a sharp blade. A dull blade will require more effort, and could result in an injury.
4. Wrap the old blade with tape before placing it in a trash receptacle.

Shop Equipment and Portable Power Tools

Inspection and Maintenance

1. Never use electrical equipment unless you know it is in good condition. Questionable items should be inspected and tested by qualified maintenance personnel. Always report defects or minor shocks on any piece of equipment.
2. Only qualified employees may perform repairs on powered tools and equipment.
3. Before repairing, servicing, or changing components on any powered tool or equipment, disconnect the power source. If it is gasoline powered, disconnect the ignition wire from the spark plug or use other precautions to prevent accidental ignition of the equipment.
4. All fuel-powered tools must be turned off for refueling, servicing or maintenance.
5. Electrical tools must be approved, double insulated, power tools or have a suitable grounding device.
6. Inspect cords for damage before use. Do not use worn or frayed electrical cords or cords that have damaged or missing grounding prongs.
7. Unplug tools before changing bits, blades or other components.

Usage and Handling

1. Follow the owner/operator manual recommendations for use of all power tools.
2. Never operate a powered tool unless you are authorized to use it and thoroughly trained in its operation.
3. Never use or attempt to repair unfamiliar power equipment.
4. Do not expose your tools to rain or try to operate them in the rain.
5. Protect the electric cord against damage from heat, oil or sharp objects.
6. Ensure that electrical cords are not left in an aisle where they may be run over by trucks or other equipment or create a tripping hazard.
7. If it is necessary to work in wet locations, wear rubber boots and gloves or stand on a good insulating mat or platform. Use only low voltage equipment in such locations if possible.

8. When climbing ladders or working in elevated areas, ensure that you use hard lines, slings, buckets or tool belts to hold and transport tools. Do not use the air hose or electrical cord of a tool to pull it up.
9. Shut off sparking motors or overheating equipment immediately. Report the condition at once.

Safety Features and Guarding

1. Never remove safety guards from power tools or equipment. If a guard seems to be slow to return to its normal position or hangs up, adjust or repair it immediately.
2. On large portable tools ensure that all moving parts are guarded.
3. Do not exceed manufacturer's safe operating pressure for hoses, pipes, valves, filters and fittings.
4. Ensure that keys and wrenches are removed before starting the equipment.

Grounding

1. Tools and power sources must be properly grounded to protect against electrical shock.
2. Never remove the third (grounding) prong on a cord or appliance.
3. Double insulated power tools do not need a grounding plug.
4. Outlets supplying power to powered tools that are either outside or in wet locations must have approved ground fault circuit protection or other means of grounding the circuit.

Portable Generators

Portable generators are internal combustion engines used to generate electricity. They are useful when temporary or remote power is needed, and are commonly used during clean-up and recovery efforts following disasters such as hurricanes, tornadoes, etc.

Thoroughly read, understand and follow all manufacturer's recommendations. Be sure you understand them **BEFORE** hooking up the generator. Follow the manufacturer's instructions to properly ground the generator. Never exceed the manufacturer's recommended load limit.

Maintain Adequate Ventilation

Generators emit carbon monoxide. Never operate a generator inside an enclosed space. Place it in a dry, sheltered (weather protected), level, outside location at least 25 feet away from air intakes, windows or doors. Never operate a generator near combustible materials.

To Avoid Carbon Monoxide Poisoning:

1. Never use a generator indoors or in attached garages or storage areas.
2. Only operate the generator outdoors in a well ventilated, dry area, away from air intakes.
3. Protect the generator from direct exposure to rain & snow – preferably under a canopy. Don't restrict the airflow around the generator to allow for adequate cooling.
4. Carbon Monoxide (CO) is colorless, odorless, and tasteless and is a very deadly gas that is present in the exhaust fumes of an operating gasoline engine.
 - a. Breathing Carbon Monoxide for only a few minutes can kill you. Carbon Monoxide displaces oxygen molecules which reduces the amount of oxygen our blood cells can deliver to the heart, brain, and other tissues.
 - b. Breathing lower levels of Carbon Monoxide can cause fatigue and increase chest pain in people with chronic heart disease.
 - c. Breathing higher levels of Carbon Monoxide causes flu-like symptoms, such as headaches, dizziness, and weakness. It also causes sleepiness, nausea, fatigue, vomiting, confusion, and disorientation.
 - d. Breathing very high levels of Carbon Monoxide causes loss of consciousness and death.

5. If you experience any of these symptoms and have any reason to suspect carbon monoxide poisoning, immediately leave the area and seek fresh air. Obtain medical treatment if necessary.

Handle Fuel Carefully

1. Turn the generator off to refuel and allow generators to cool for at least 2 minutes PRIOR to refueling. Gasoline and gasoline vapors may ignite if they come in contact with hot components or an electrical spark.
2. Only store fuel in approved, labeled safety containers in a well-ventilated location outside of buildings or an approved fire safe cabinet.
3. Ensure there is a fully charged dry chemical fire extinguisher (minimum rating of 10A: 80 BC) present at each generator location.
4. Check the engine oil level every time you refuel

To Avoid Electrocutation

1. Make sure the generator is properly grounded and placed in a dry location. If improperly grounded, the entire generator becomes electrically charged and causes electrocution.
2. Do not plug the generator into a wall outlet.
3. Do not operate or store the generator in wet or damp conditions or on highly conductive locations such as metal decking and steel work.
4. Follow manufacturer's instructions for properly grounding the generator or do the following:
5. Use at least #8 copper grounding wire to connect the generator to a grounding source such as a water pipe that travels into the ground at least 10 feet or a metal rod specifically designed for grounding that has been driven into the ground at least 8 feet.

Use the Right Extension Cord

1. Use only UL –listed, three-prong extension cords. Be sure the extension cord is the proper size (wire gauge) to handle the electric load that will be plugged into it. A HOT CORD IS AN OVERLOADED CORD.
2. Use a Ground Fault Circuit Interrupter (GFCI).
3. Keep all extension cords out of the way or securely taped down to avoid tripping hazards.
4. NEVER run extension cords under carpeting or other potentially combustible materials. Heat can build up in such areas and pose a fire danger.

Drills

Floor or Bench Top Models

Pre-operational Safety Checks

1. Check workspace and walkways to ensure no slip-hazards are present.
2. Check that the drill chuck guard is in position.
3. Ensure the chuck key (if used) has been removed from the drill chuck.
4. Locate and ensure you are familiar with the operation of the ON/OFF start and E-Stop (if fitted).
5. Follow correct clamping procedures to ensure work is secure.
6. If the job obstructs the walkway erect a barricade.
7. Adjust spindle speed to suit drill or cutter diameter.
8. Faulty equipment must not be used. Immediately report suspect equipment.

Operational Safety Checks

1. Never leave the Drill Press while it is running.
2. Before making any adjustments or before cleaning swarf accumulations, switch off and bring the machine to a complete standstill.
3. Feed downwards at a sufficient rate to keep the drill cutting.
4. Feed with care as the drill breaks through the underside of the work.
5. Use a safe working posture (beware of hair catching).

How Do You Select the Proper Bit or Attachment?

1. Follow the manufacturer's instructions when selecting and using a bit or attachment, especially with unfamiliar drills or work.
2. Select the bit or attachment suitable for the size of the drill and the work being done.
3. Ensure that the bit or attachments are properly seated and tightened in the chuck.

4. Use only bits and attachments that turn true.
5. Tighten the chuck securely.

What Should You Do When Working with Small Pieces?

1. Clamp stock so work will not twist or spin
2. Do not drill with one hand while holding the material with the other

Housekeeping

1. Switch off the machine.
2. Leave the machine in a safe, clean and tidy state.

Potential Hazards

1. Hair/clothing entanglement.
2. Eye injuries
3. Flying Swarf/chips.
4. Sharp edges & burrs.

Powered Hand Drills

1. Frequently clear the bit of the drill from the hole to clear the bit.
2. Use extension handles that fit in the side of the drills and hammers. Extension handles provide the leverage needed to keep the drill from snapping around or twisting if the bit hangs up.
3. Check your bits before each use. Dull bits will not cut a clean hole, causing excessive heat build-up in the drill bit, causing them to break or stick frequently. Dull bits also make the drill work harder and cause the operator to push with excessive force.
4. Keep all cords clear of the cutting area during use. Inspect for frays or damage before each use.

5. Disconnect power supply before changing or adjusting the bit or attachments.
6. Tighten the chuck securely. Remove the chuck key before starting the drill.
7. Use the auxiliary (second) handle for larger work or continuous operation.
8. While in operation, keep two hands on the drill at all times.
9. If the drill becomes lodged in the hole, the bit will stop, and the drill will spin in a counterclockwise direction.
10. Use a drill bit gauge, collar, or sleeve to judge the depth of the hole. Apply less pressure, as the bit is about to emerge from the other side of the object being drilled. It is at the point of emergence when most bits bind or stick.
11. Use the smallest bit practical for the job. Small bits do not hang up as easily.
12. When drilling holes in masonry, withdraw the bit more frequently to clear the dust. Dust accumulation can cause the bit to wear or bind.

Power Saws

General

- Always use proper PPE, (Personal Protective Equipment)
- While using portable saws, hold the saw firmly with both hands.
- When making blind cuts, ensure that no electrical wires, water pipes, air or gas lines are present.
- If wires are present, have a qualified person disconnect them at the power source to prevent the risk of shock or fire
- If pipes are present, shut off supply valves and drain and cap the pipe.
- When beginning to saw, allow the blade to reach full speed before contacting the work piece or material.
- Pay attention to the possibility that the blade may bind and kickback.
- If a fence or guide board is used, be certain that the blade is kept parallel with it.
- When making a partial cut or if power is interrupted, immediately release the trigger, and do not remove the saw until the blade has come to a complete stop.
- Never reach under the saw or work piece.
- Remember that a blade and blade clamp may be hot after a cut.

Kickback

1. Kickback is a sudden reaction to a pinched blade that causes an uncontrolled portable tool to lift up and towards the operator.
2. Keep blades sharp and clean.
3. Ensure that the blade has an adequate set in the teeth.
4. Do not cut wet wood.
5. Release the switch immediately if the blade binds or the saw stalls.
6. Never remove the saw from the cut while the blade is rotating.
7. Never use a broken or warped blade.
8. Never use more blade protrusion than is required for the cut.

Reciprocating Saws: Used to cut metal, pipe and wood

- Use the blade specifically recommended for the job being done.
- Avoid cutting above shoulder height to maintain full control of tools.
- Use sharp blades. Dull blades can produce excessive heat, make sawing difficult and result in forcing the tool.
- To minimize blade flexing and to provide a smooth cut, use the shortest blades that will do the job.
- When plunge-cutting, use a blade designed to perform the task, and maintain firm contact between the saw's shoe and the material being cut.
- To prevent breakage of the blade, always allow the saw to come to a complete stop before removing the blade from a work piece.

Chop Saws: Used for crosscutting, mitering and beveling wood, nonferrous metals, and plastics.

- Operators should not wear gloves, loose clothing, jewelry, or any other dangling objects that could be caught in the rotating parts or accessories of the saw.
- Clean the guard frequently to help visibility and movement.
- Use only the recommended size and RPM-rated blades.
- Do not use abrasive cut-off wheels on miter-box saws. The saw guard is not appropriate and may melt or be damaged by the hot sparks.
- Regularly check and tighten the blade and blade-attachment mechanism.
- When installing or changing a blade, ensure that the blade and its related washers and fasteners are correctly positioned and secured on the arbor.
- Hold or clamp all materials securely against the fence when cutting.
- Do not perform operations freehand and never recut small pieces.
- Never place hands or fingers in the path of the blade or reach in back of the fence to remove pieces of material.
- Never reach into a cutting area until the blade comes to a full stop.

- Use the brake if provided, to prevent the blade from coasting after the saw is turned off.
- After completing a cut, release the trigger switch, allow the blade to come to a complete stop and then raise the blade from the workpiece.
- If the saw's head does not return to the upright position, adjust, repair or replace the spring mechanism.

Jig/Saber Saws:

- Ensure that the blades are securely attached in position before plugging in the saw.
- Ensure that the electrical cord is not in the line of the cut.
- Firmly place the saw's base plate on the workpiece before turning on the tool. Throughout the cut, maintain firm contact between the base and the work piece.
- When making a partial cut, ensure that the blade has completely stopped before lifting it out of the material being cut.
- When plunge cutting, use the blade designed for that purpose and follow all manufacturers' recommendations.

Circular Saws

- Always stand to the side of the blade when cutting material.
- Maintain the rip fence parallel to the blade. Do not cut freehand or crowd the saw by forcing the wood faster than it can be cut.
- Keep the guards, spreaders, and anti-kickback pawls in place and operating properly.
- Cut only materials that are seasoned, dry, flat and have straight edges.
- Use push sticks for ripping widths of 2 to 6 inches and an auxiliary fence and push block for widths narrower than 2 inches.
- Select the proper cutting blade for the work being performed. Ensure that the blade is in good condition before operation.

Radial Arm Saws

- Never operate a radial saw unless you are authorized to use it and thoroughly trained in all its operations.
- Never make any adjustments while the saw is running.
- Always guard the upper half of the saw, including the arbor end. The lower half should have an articulating guard for 90 degree-crosscut operation. It should adjust with the thickness of the stock.
- When ripping, rotate the saw's head 90 degrees so that the blade is parallel to the fence and is clamped in position.
- Use a spreader to prevent the wood from immediately coming together after being cut.
- The blade should always rotate downward as viewed from the operator's position.
- When feeding the stock, hold it firmly against the table and fence
- Never release the feed pressure until the cut is completed and the piece has completely cleared the blade.
- Never use your hands to remove scrapes from the table. Use a stick or brush for this purpose.
- Always return the cutting head to the full-rearward position behind the fence after each cut.

Chain Saws

Operating a chainsaw is inherently hazardous. Potential injuries can be minimized by using proper personal protective equipment and following safe operating procedures.

Before Starting a Chainsaw

- Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer's instructions.
- Make sure that the chain is always sharp and the lubrication reservoir is full.
- Start the saw on the ground or another firm support. Drop starting is never allowed.
- Start the saw at least 10 feet from the fueling area, with the chain's brake engaged.

Fueling a Chainsaw

- Use approved containers for transporting the fuel to the saw.
- Dispense the fuel at least 10 feet away from any sources of ignition when performing construction activities.
- Use a funnel or a flexible hose when pouring fuel into the saw.
- Never attempt to fuel a running or HOT saw.

Chain Saw Safety

- Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes or other metal in the tree before cutting.
- Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
- Keep your hands on the saw's handles, and maintain secure footing while operating the saw.
- Proper personal protective equipment **MUST** be worn when operating the saw, which includes hand, foot, eye, face, hearing and head protection.
- Do not wear loose-fitting clothing.
- Be careful that the trunk of tree limbs will not bind against the saw.
- Watch for branches under tension, they may spring out when cut.
- Gasoline-powered chain saws must be equipped with a protective device that minimizes chain saw kickback.
- Be cautious of saw kick-back. To avoid kick-back, do not use the tip of the chainsaw to saw. If equipped, keep the tip guard in place.

Grinding Machines

Safety

- Wear proper PPE.
- Before plugging the grinder in, be sure that it is in the off position.
- Inspect disks and wheels upon each use.
- There should be a space of no more than 1/8 of an inch between the work rest and the wheel.
- Keep the grinding shields in place at all times.
- If the grinder is permanent, ensure that the frame is secured, and there is no vibration.
- Hold the wheel or cutter away from yourself and co-workers when starting the grinder. Do not use the grinder with the cutter pointing towards your body.
- When starting a grinding machine, stand to one side away from the grinding wheel.
- Do not use the machine at a faster speed than recommended by the manufacturer.
- Keep all flammable materials and combustible debris away from the grinding area.
- Use grinding wheels when working with hard materials and rotary files on soft material like aluminum, brass copper and wood. The soft materials put an excessive load on the grinding wheel and could cause it to shatter or disintegrate.
- Before each use, check the cutter or wheel for tightness.
- Repair or replace damaged parts to prevent damage or items being thrown from the tool.
- Excessive pressure during use can bend or break the collet, mandrel or wheel/cutter.

Air Powered Tools

Air Hoses

- Be aware of the hoses lying across walkways and work areas.
- Air hoses are not cleaning devices. Do not use an air hose to clean machinery or clothing.
- Before attempting to disconnect the hose from the airline, always shut off the air.

Air Powered Grinders

- Air-powered grinders require the same type of guards as electrical grinders.
- Ensure that maintenance and inspections are performed on the speed regulator to avoid over-speeding the wheel.

Pneumatic Impact Tools

- Always wear the proper personal protective equipment.
- These tools require two safety devices, a trigger that must be depressed for operation and a device that holds the tool in place in the barrel.
- Do not squeeze the trigger until the tool is on the workpiece.
- Where possible, set up screens when using chippers, riveting guns or air drills.
- When two chippers are being used, stand back to back, to prevent facial injuries.

Impact Wrenches

- Wear proper personal protective equipment, eye protection, and hearing protection.
- Use sockets that are designated as impact-wrench sockets.
- Never use a wire, soft pin or nail to hold the socket into the square spindle of the impact wrench. Use only the designated device.
- Avoid over-torque. It can cause premature failure of fasteners.
- Always unplug the tool before changing the bits.
- Do not use an impact wrench in wet or damp environments.

Chemical Usage & Storage

Chemical Training

- Each employee shall receive annual training on the Employee's Right to Know, chemical labeling, and how to read a Material Safety Data Sheet (MSDS). All employees must adhere to the guidelines established in this act as well as their training.
- The Director or Assistant Director will hold employees accountable for proper labeling, usage and storage of chemicals. If an employee does not adhere to the understood training requirements, he or she will be subject to disciplinary action.

Chemical Handling

- The Director or Assistant Director will ensure that all employees are thoroughly trained in the application of chemicals used within their area and trained to use all applicable personal protective equipment (PPE).
- Refer to the *Material Safety Data Sheet* (MSDS) for information about specific chemicals. A MSDS for each chemical will be available.
- When handling chemicals, wear safety goggles and rubber gloves.
- When handling powdered chemicals, which may cause skin, nose, and/or throat irritation upon contact or inhalation, wear a respirator or mask.
- Do not mix chemicals unless both *Material Safety Data Sheets* state that the two chemicals are compatible.
- When using strong cleaners, wear rubber gloves. Always read warning/caution labels before using new cleaners.
- Do not mix any product containing CHLORINE with any other product, especially ammonia. These combinations can form harmful chlorine gas.
- When using solvents, keep your face at least two feet away from the surface being cleaned.
- Avoid skin contact with chemicals, especially caustics and degreasing agents.
- Chemical splashes shall be washed immediately with water and medical care obtained as soon as possible. If the chemical is splashed into eyes, flush with water for at least 15 minutes, and then seek medical treatment.

- Clean chemical spills immediately according to the label or MSDS directions. Acid spills must be neutralized before cleaning. If you are unsure of the chemical spilled, barricade the area until the material can be identified.

Chemical Storage

1. Storage and disposal of excess chemicals and empty containers must be accomplished in accordance with manufacturer's label instructions, state and/or federal law.
2. Have a Material Safety Data Sheet (MSDS) in or near the area where chemicals are to be used. If the manufacturer fails to provide a MSDS, notify the Director.
3. An inventory of all chemicals must be done annually, and a Material Safety Data Sheet must be present for each chemical. Any defective containers found during the inventory should be disposed of following proper procedure. (See disposal in this Section.)
4. Chemical containers will not be used to store materials of any nature other than their original contents.
5. Poisonous or toxic materials must always be clearly labeled and stored appropriately.

Unknown Chemicals or Hazardous Waste

When you are confronted with a situation involving hazardous waste, or if you do not know what the chemical is, the key word is **DON'T**.

- **DON'T** open it to smell the vapors for identification purposes.
- **DON'T** shake it to see what happens.
- **DON'T** pour it down the sink.
- **DON'T** throw it in the dumpster.
- **DON'T** mix it with any other chemical.

Proper Lifting Procedures

Back Injuries

- Back injuries not only hurt the individual, they hurt the people around them. A back injury is painful and affects families, friends, and workers through lost hours at work and off the job.
- Protecting yourself from back injuries can be simple. PREVENTION IS THE KEY! Proper lifting techniques and hazard avoidance can help ensure many hours of work and play without pain.
- This section is designed to help provide the basics that are necessary to avoid back injuries while lifting objects. Please study it carefully and use these steps in your everyday routine. Lifting safely is one very important way to keep your back safe. By following proper lifting techniques, you can prevent a back injury. Before you lift anything, no matter how small the load, first think about the safest technique.

Proper Lifting Techniques:

Plan the Lift-----Think!

1. Is this too heavy for me to lift and carry alone? If the object is too heavy to lift alone, don't be a hero. Get some human or mechanical help.
2. How high do I have to lift it?
3. How far do I have to carry it?
4. Plan the route you will take and ensure that it is free of tripping hazards.

Positioning and Lifting:

1. Stand close to the load with your feet apart for good balance.
2. Place your feet about shoulder width apart, straddling the load if possible.
3. Bend your knees keeping your back straight.
4. Get a good grip and lift gradually, letting your leg muscles do the work.
5. Keep the load close to your body with your arms close to your sides.

6. Don't twist your body; if you have to turn, move your feet not your trunk.
7. Ensure that you have clear vision over the load.

Plan the Release:

1. Bend your knees to lower the load, keeping your back straight and the weight close to your body.
2. Allow room for the load without danger to your fingers, feet or toes.
3. Slide loads into tight spaces.
4. To deposit a load on a deep shelf, place the object on the edge and push it forward.
5. Be sure that the load is secure when you put it down. Ask yourself, will it fall, tip over, roll off or be in someone's way?

Proper Lifting Techniques for Tricky Lifts:

Multiple Person Lift

- Designate one person to be in charge of the lift to advise when to lift, move, and set the item down.
- Each person performs the individual steps above while responding to the instructions of the person in charge.
- It is extremely important to listen to instructions, because injuries can occur if one member of the team loses his end.
- Get help if you must lift above your shoulders.
- It is difficult to lift loads higher than your shoulders.
- Use a stepstool or stepladder to place these loads or ask for help.

Lifting from Within a Deep Box or Bin

- You can modify the basic lift procedure by getting as close as you can to the load, squatting slightly and placing your bent knees against the box or bin. This is the safest procedure for lifting heavy items out of the trunk of a car.

- For small light objects, swing one leg straight out behind you, flex the other knee, and use one hand to balance yourself on the edge of the box or bin, and then use the other hand to pick up the load.

Lifting from Your Chair

- If you need to reach something that has fallen off your desk, you may be tempted to lean over and pick it up. Bending from a seated position and coming back up places a tremendous strain on your back. The chair could also slip out from under you.
- To perform this lift, stand up and use the above proper lifting techniques.

Fire Safety

Objectives

- To encourage the practice of fire prevention and security measures on the job.
- To guard against loss or injury due to fire or security related problems.
- To teach you what steps should be taken when fire or smoke is discovered.

Fire Safety

As a *Building and Grounds* staff member, you know the out of the way places that others on the staff and the general public aren't aware of. It is these types of areas that should be one of your principal concerns in fire prevention. Recognize fire hazards in these areas and report them to your supervisor. This is not only a safety measure, but one of the traits of a professional.

Areas that can be Fire Hazards

- Store room – be aware of an accumulation of rags or papers
- Basement lockers or corners
- Elevator motor rooms
- Telephone and electrical rooms
- Furnace or boiler rooms
- Custodial closets

What You Should Do if You Discover a Fire

Prevention is the best way of fighting a fire. However, if a fire should occur, you should know the correct steps to take:

1. Don't panic or get excited.
2. Sound the Alarm; if not already sounding, use the nearest pull station to set off the alarm.

3. Call the Fire Department (911)
4. See that the building is evacuated immediately. At all times know the exact locations of the nearest exit and alternative exits.
5. Investigate with extreme care. Leave your tools and/or personal belongings. Your life and the lives of others are more important.
6. Walk – Don't Run – toward the nearest exit. Meet the Fire Department to show them the location of the fire.
7. Contact the Director of Buildings and Grounds Immediately.

When fire prevention methods are applied, you reduce the chances of a fire starting. However, fire prevention depends on the cooperation of everyone and it is your responsibility to familiarize yourself with the common causes for fire and what steps you need to take to reduce the possibility of fire.

Major Causes of Fire

1. Smoking and matches
2. Misuse of electricity
3. Defects in heating system
4. Spontaneous combustion
5. Improper rubbish removal

Steps in Fire Prevention

1. See that smoking is done in designated areas only and that ashtrays are provided. Use a separate can with sand or water in it when cleaning up ashes and cigarette butts from ashtrays. NEVER dump ashes or cigarette butts in the trash cans, and be sure all items are extinguished before disposing of them in a dumpster.
2. Check electrical cords and plugs periodically. Report any defective outlet, frayed cords, shorts, loose connections or overloaded circuits. Always check out any "burning" odor and call the Fire Department if necessary.
3. Don't let dirty or wet rags pile up and see that oily rags are kept in covered metal containers. Be sure all damp rubbish has proper ventilation and removed as soon as possible, along with any accumulated trash and garbage. By doing this you can prevent spontaneous combustion.

Types of Fire

Class A – Ordinary combustible fires

Class B – Flammable liquid fires

Class C – Electrical equipment

Types of Extinguishers

	USE ON FIRES	HOW TO OPERATE	RECHARGE
Plain Water Water Pressure	Class A - Yes	Pull Pin & Squeeze Handle	After Use
	Class B - No	N/A	N/A
	Class C - No	N/A	N/A
Carbon Dioxide (CO ₂)	Class A – Small Surface Fires	Pull Pin & Squeeze Handle	After Use
	Class B - Yes	Pull Pin & Squeeze Handle	After Use
	Class C - Yes	Pull Pin & Squeeze Handle	After Use
Dry Chemical	Class A – Small Surface Fires	Pull Pin & Squeeze Handle	After Use
	Class B - Yes	Pull Pin & Squeeze Handle	After Use
	Class C - Yes	Pull Pin & Squeeze Handle	After Use

Some Important Things to Know

1. Floor plan of your entire building
2. All the exit routes
3. Exact locations of fire alarms
4. Locations of the extinguishers and how to use them
5. Locations of sprinkler systems (if your building is equipped with sprinklers)
6. Emergency procedures and phone numbers

Remember: What is done during the FIRST FIVE MINUTES of a Fire is more important than what you do during the following five hours. It takes heat, oxygen and fuel in the right combination for a fire to start. Eliminate one and you have no fire.

Building Security

An automatic part of your job is building security. As a custodian, you make regular rounds as you do your job, usually when all other occupants have left for the day.

Common Oversights:

1. Leaving office doors open and unlocked
2. Main or rear entrances left unlocked
3. Windows left open or unlocked
4. Equipment and lights left on

Uncommon Oversights:

1. Confidential files left open
2. Safes open or unlocked
3. Unauthorized persons in the building
4. Vandalism
5. Theft

What To Do When You Come Upon the Scene of a Crime:

1. Open safes
2. Door or windows that are broken
3. Door or windows that show signs of forced entry
4. Unauthorized or suspicious persons in or around the building

Additional Required Steps When You Come Upon the Scene of a Crime:

1. Immediately notify your supervisor and the Director of Buildings and Grounds.
2. Don't touch or remove anything or enter the area.
3. Use your own judgment as to questioning unauthorized persons as to their presence there.
4. Record license numbers and descriptions of any suspicious vehicles or people.

Building security also includes unauthorized removal of school property or supplies. Do not be tempted to remove any property, regardless of how small or insignificant the object might seem.

Job Descriptions

Within this handbook, you will find copies of the job descriptions that pertain to our departments. As you will note, these job descriptions are specific in detailing our day-to-day jobs. However, with a department as small as ours, we have many jobs that do in fact overlap. As an example, the custodial staff does some electrical, boiler and plumbing work. Maintenance does some custodial work. Grounds and custodial both do snow removal. So, as you see, we all blend together. This crossover enables each of us to be somewhat responsible for all of the duties assigned to the Buildings and Grounds Department.

Position Title: Custodian Supervisor

Reports To: Primary: Building Principal
Secondary: Director of Buildings and Grounds

Job Goal: To provide students, school personnel, and the public with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, attend activities and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to get along with other people.
- Able to obtain a satisfactory statement of health.
- High School diploma or equivalent (work experience may be substituted).
- Ability to follow oral and written instructions.
- Ability to perform tasks with minimum supervision.
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting, work from ladders, lifts, scaffolding, bleachers, and stages.
- Knowledge of modern cleaning methods and the use and care of materials, tools, and equipment.
- Ability to plan, direct, and instruct.
- Basic computer skills.
- Willingness to voluntarily fulfill overtime obligations.
- Hold Iowa Association of Industrial Housekeeping and Boiler 1 Certificate or acceptable substitute training course as approved by the Director of Buildings and Grounds.
- Participates in 12 hours of in-service/workshop activities annually.

Principal Duties:

- Perform general cleaning, such as mopping, vacuuming, dusting, cleaning of carpets, blinds, windows, and furniture, emptying of waste receptacles, cleaning toilet facilities and filling dispensers.
- Clean light fixtures and replace bulbs.
- Assist in cleaning sidewalks and entries of snow and ice.
- Assist in cleaning the parking lot and immediate area outside of the building of trash.
- Setup, move, and arrange furniture/equipment for school functions.
- Carry out additional requests of school personnel and public as needed.
- Perform minor building and equipment repairs.
- Responsible for the security of the assigned area.
- Order supplies as needed for cleaning.
- Maintain a good cleaning schedule for the assigned building.
- Develop the work schedule and supervise work of Custodians and Janitors as assigned.

- Report all maintenance and repair needs to the Director of Buildings and Grounds.
- Monitors heat, ventilation, air conditioning, and electrical systems per district energy policies.
- Schedule substitutes as needed.
- Certify time cards.
- Meet with assigned people to coordinate and set-up for activities.
- Write reports, work schedules and assist with evaluations.
- The above list of duties is not all-inclusive.

Physical Demands: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee:

- Regularly required to sit, stand, speak, hear, smell, see, and walk to carry out routine duties.
- Must be able to bend arms, torso, legs, and neck.
- Significant climbing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions.
- Ability to climb ladders from four, six, eight, ten, and twelve-foot step ladders to extension ladders;
- Able to bend, kneel, and stoop to make necessary repairs;
- Able to carry tools and materials into buildings and up ladders.
- Must be able to regularly lift, move, or push items of 50 lbs. and occasionally be able to lift, move, or push items of 90 lbs.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to work in all types of weather, meet multiple demands from several people, and interact with the public, students, and other staff.

Work Environment: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air-conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, and the public. May include evenings and/or weekends as necessary. Direct responsibility for the safety, cleanliness, and well-being of students, staff, and visitors.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of

Employment: 12-Month Employee
Salary Grade: 7

Date of

Revision: 7/1/2024

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

Position Title: Custodian I

Reports To: Primary: Building Principal
Secondary: Director of Buildings and Grounds

Job Goal: To provide students, school personnel, and the public with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, attend activities and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to get along with other people.
- Able to obtain a satisfactory statement of health.
- High school diploma or equivalent (work experience may be substituted).
- Ability to follow oral and written instructions.
- Ability to perform tasks with minimum supervision.
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting, work from ladders, lifts, scaffolding, bleachers, and stages.
- Knowledge of modern cleaning methods and the use and care of materials, tools, and equipment.
- Willingness to voluntarily fulfill overtime obligations.
- Basic computer skills.
- Hold Iowa Association of Industrial Housekeeping and Boiler 1 Certificate or acceptable substitute training course as approved by the Director of Buildings and Grounds.
- Participates in 12 hours of in-service/workshop activities annually.

Principle Duties:

- Performs general cleaning, such as mopping, vacuuming, dusting, cleaning of carpets, blinds, windows, and furniture, emptying of waste receptacles, cleaning toilet facilities and filling dispensers.
- Clean light fixtures and replace bulbs.
- Assist in cleaning sidewalks and entries of snow and ice.
- Assist in cleaning the parking lot and immediate area outside of the building of trash.
- Setup, move, and arrange furniture/equipment for school functions.
- Carry out additional requests of school personnel and public as needed.
- Perform minor building and equipment repairs.
- Responsible for the security of the assigned area.
- Order supplies as needed for cleaning.
- Maintain a good cleaning schedule for the assigned building.
- Develop the work schedule and supervise work of custodians and janitors as assigned.

- Report all maintenance and repair needs to the Director of Buildings & Grounds.
- Monitors heat, ventilation, air conditioning, and electrical systems per district energy policies.
- The above list of duties is not all-inclusive.

Physical Demands: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to:

- Sit, stand, speak, hear, smell, see, and walk to carry out routine duties.
- Must be able to bend arms, torso, legs, and neck.
- Engage in significant climbing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions.
- Able to climb ladders from four, six, eight, ten, and twelve-foot step ladders to extension ladders;
- Able to bend, kneel, and stoop to make necessary repairs;
- Able to carry tools and materials into buildings and up ladders.
- Must be able to regularly lift, move, or push items of 50 lbs. and occasionally be able to lift, move, or push items of 90 lbs.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to work in all types of weather, meet multiple demands from several people, and interact with the public, students, and other staff.

Work Environment: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air-conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, and the public. May include evenings and/or weekends as necessary.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of Employment:

- 12 Month Employee
- Salary Grade: 6

Date of Revision: 7/1/2024

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

Position Title: Custodian II

Reports To: Primary: Building Principal
Secondary: Director of Buildings and Grounds

Job Goal: To provide students, school personnel, and the public with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, attend activities and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to get along with other people
- Able to obtain satisfactory statement of health
- High school diploma or equivalent (work experience may be substituted).
- Ability to follow oral and written instructions
- Ability to perform tasks with minimum supervision.
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting, work from ladders, lifts, scaffolding, bleachers and stages
- Knowledge of modern cleaning methods and the use and care of materials, tools, and equipment
- Willingness to voluntarily fulfill overtime obligations.
- Hold Iowa Association of Industrial Housekeeping Certificate or acceptable substitute training course as approved by the Director of Buildings.
- Participate in 12 hours of in-service/workshop activities annually.

Principle Duties:

- Performs general cleaning, such as mopping, vacuuming, dusting, cleaning of carpets, blinds, windows, and furniture, emptying of waste receptacles, cleaning toilet facilities and filling dispensers.
- Clean light fixtures and replace bulbs.
- Assist in cleaning sidewalks and entries of snow and ice.
- Assist in cleaning the parking lot and immediate area outside of the building of trash.
- Setup, move, and arrange furniture/equipment for school functions.
- Carry out additional requests of school personnel and public as needed.
- Perform minor building and equipment repairs.
- Responsible for the security of the assigned area.
- Serve as Crew Chief when assigned.
- The above list of duties is not all inclusive

Physical Demands: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to and/or must be able to:

- Sit, stand, speak, hear, smell, see, and walk to carry out routine duties.
- Bend arms, torso, legs, and neck.
- Engage in significant climbing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions.
- Climb ladders from four, six, eight, ten, and twelve-foot step ladders to extension ladders;
- Bend, kneel, and stoop to make necessary repairs;
- Carry tools and materials into buildings and up ladders.
- Must be able to regularly lift, move, or push items of 50 lbs. and occasionally be able to lift, move, or push items of 90 lbs.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to work in all types of weather, meet multiple demands from several people, and interact with the public, students, and other staff.

Work Environment: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air-conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, and the public. May include evenings and/or weekends as necessary. Direct responsibility for the safety, cleanliness, and well-being of students, staff, and visitors.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of Employment: 12-Month Employee
Salary Grade: 5

Date of Revision: 7/1/2024

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

Position Title: Custodian

Reports To: Primary: Building Principal
Secondary: Director of Buildings and Grounds

Job Goal: To provide students, school personnel, and the public with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, attend activities and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to get along with other people.
- Able to obtain a satisfactory statement of health.
- High school diploma or equivalent (work experience may be substituted).
- Ability to follow oral and written instructions.
- Ability to perform tasks with minimum supervision.
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting, work from ladders, lifts, scaffolding, bleachers, and stages.
- Knowledge of modern cleaning methods and the use and care of materials, tools, and equipment.
- Willingness to voluntarily fulfill overtime obligations.
- Participate in 12 hours of in-service/workshop activities annually.

Principle Duties:

- Perform general cleaning, such as mopping, vacuuming, dusting, cleaning of carpets, blinds, windows, and furniture, emptying of waste receptacles, cleaning toilet facilities and filling dispensers.
- Clean light fixtures and replace bulbs.
- Assist in cleaning sidewalks and entries of snow and ice.
- Assist in cleaning the parking lot and immediate area outside of the building of trash.
- Setup, move, and arrange furniture/equipment for school functions.
- Carry out additional requests of school personnel and public as needed.
- Assist with minor building and equipment repairs.
- Responsible for the security of the assigned area.
- The above list of duties is not all-inclusive.

Physical Demands: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to and/or must be able to:

- Sit, stand, speak, hear, smell, see, and walk to carry out routine duties.

- Bend arms, torso, legs, and neck.
- Engage in significant climbing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions.
- Climb ladders from four, six, eight, ten, and twelve-foot step ladders to extension ladders;
- Bend, kneel, and stoop to make necessary repairs;
- Carry tools and materials into buildings and up ladders.
- Must be able to regularly lift, move, or push items of 50 lbs. and occasionally be able to lift, move, or push items of 90 lbs.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to work in all types of weather, meet multiple demands from several people, and interact with the public, students, and other staff.

Work Environment: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, or the public. May include evenings. Direct responsibility for the safety, well-being, and work output of students.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of Employment: 12-Month Employee
Salary Grade: 3

Date of Revision: 7/1/2024

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

Position Title: Groundskeeper

Reports To: Director of Buildings and Grounds or designee

Job Goal: To provide students, school personnel and the public with a safe, attractive, comfortable, clean and efficient place in which to learn, play, attend activities and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to get along with other people.
- Able to obtain a satisfactory statement of health.
- High School Diploma or equivalent (work experience may be substituted).
- Ability to follow oral and written instructions.
- Ability to perform tasks with minimum supervision.
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting, work from ladders, lifts, scaffolding, bleachers and stages.
- Willingness to voluntarily fulfill emergency overtime obligations.
- Capable of working in adverse weather conditions.
- Two (2) years successful experience in Grounds and Athletic Field Maintenance or acceptable alternate experience.
- Basic knowledge and welding ability.
- Hold a Pesticide Applicator license or obtain a pesticide license within 2 months of appointment to the position.
- Must have or obtain a Commercial Driver's License Type C within three (3) weeks of appointment to the position.

Principle Duties:

- Coordinates and participates in the grounds maintenance of the District's property.
- Maintains the District's athletic fields in good playing condition.
- Prepares all fields for athletic events.
- Prepares schedules and performs the watering, spraying, fertilizing, and trimming of the District's property.
- Maintains grounds vehicles and equipment in good mechanical and safe working condition, daily and annually.
- Maintain Pesticide reports.
- Coordinates and participates in snow removal of all District property as provided in District snow removal policy.
- Serves as Crew Chief when additional seasonal help is assigned.
- The above list of duties is not all inclusive.

Physical Demands: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, smell, see, and walk to carry out routine duties. Must be able to bend arms, torso, legs, and neck. Significant climbing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions. Ability to climb ladders from four, six, eight, ten, and twelve foot step ladders to extension ladders; bend, kneel, and stoop to make necessary repairs; and carry tools and materials into buildings and up ladders. Must be able to regularly lift, move, or push items of 50 lbs. and occasionally be able to lift, move, or push items of 90 lbs. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to work in all types of weather, meet multiple demands from several people, and interact with the public, students, and other staff.

Work Environment: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air-conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, and the public. May include evenings and/or weekends as necessary.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of

Employment: 12 Month Employee
Salary Grade: 6

Revised: 3-28-2017

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources, 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

Position Title: Laborer (Maintenance or Grounds)

Reports To: Director of Buildings and Grounds

Job Goal: To provide students, school personnel, and the public with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, attend activities, and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to get along with other people
- Able to obtain a satisfactory statement of health.
- High School Diploma or equivalent (work experience may be substituted)
- Ability to follow oral and written instructions.
- Ability to perform tasks with minimum supervision.
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting. Work from ladders, lifts, scaffolding, bleachers and stages.
- Knowledge of the use, operation and care of materials, tools and equipment.
- Possess a driving record satisfactory to the District and the District's insurance carrier.
- Willingness to voluntarily fulfill emergency overtime obligations.
- Capable of working in adverse weather conditions.
- Must have or obtain a Commercial Driver's License Type C within three (3) weeks of appointment.
- Participate in a minimum of 12 hours of in-service/workshop activities annually.

Principle Duties:

- Perform non-technical and unskilled roofing, painting, hauling, and groundskeeping, delivery, and maintenance assignments.
- Complete a weekly inspection and fill out inspection forms for the sewage lift station at Prairie Point.
- Fill daily Custodian vacancies when needed.
- Assist in maintaining athletic fields.
- Assist in snow removal.
- Assist in maintaining all District property
- Performs repairs of all playground equipment as directed
- Carry out additional requests of school personnel and public as needed.
- The above list of duties is not all-inclusive.

Physical Demands: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, smell, see, and walk to carry out routine duties. Must be able to bend arms, torso, legs, and neck. Significant climbing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions. Ability to climb ladders from four, six, eight, ten, and twelve-foot step ladders to extension ladders; bend, kneel, and stoop to make necessary repairs; and carry tools and materials into buildings and up ladders. Must be able to regularly lift, move, or push items of 50 lbs. and occasionally be able to lift, move, or push items of 90 lbs. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to work in all types of weather, meet multiple demands from several people, and interact with the public, students, and other staff.

Work Environment: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air-conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, and the public. May include evenings and/or weekends as necessary.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of

Employment:

12-Month Employee
Salary Grade: 3

Date of Revision:

3/28/2017

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources, 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

Position Title: Carpenter/Painter

Reports To: Director of Buildings and Grounds or designee

Job Goal: To provide students, school personnel, and the public with a safe, attractive, comfortable, clean and efficient place in which to learn, play, attend activities and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to get along with other people
- Able to obtain satisfactory statement of health
- High School Diploma or equivalent (work experience may be substituted)
- Ability to follow oral and written instructions
- Ability to perform tasks with minimum supervision
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting; work from ladders, lifts, scaffolding, bleachers and stages.
- Advanced knowledge in the safe operation of maintenance and construction tools
- Possess a driving record satisfactory to the District and the District's insurance carrier.
- Willingness to voluntarily fulfill emergency overtime obligations
- Capable of working in adverse weather conditions
- Successful completion of a three-year carpenter apprenticeship program and at least two (2) years' experience as a professional painter. On the job experience may be substituted for carpentry apprenticeship or professional painting.
- At least three (3) years' experience as a carpenter in a private field, or alternatively, five (5) years successful experience as a maintenance worker in a school district.
- At least three (3) years' experience installing and/or maintaining commercial door hardware and closer systems.
- Demonstrated supervisory ability to proceed on projects and direct help on projects
- Ability to construct metal stud walls and set door frames.
- Ability to install, tape and apply a professional finish to sheetrock.
- Ability to construct and install cabinetry.

Principle Duties:

- Assumes primary responsibilities for the safe condition of flooring, doors, door frames, windows, window frames, staircase, and stair treads, wall materials, ceiling materials, hardware, and any other similar structural elements in the facilities owned and operated by the District.

- Determines which repair jobs may be performed by District personnel on staff and which must be performed by outside contractors, and advises the Director accordingly.
- Supervises and participates in all carpentry and repair work performed by District personnel.
- Instructs District personnel on the proper use and care of hand tools (such as hammers, saws, chisels, planes) equipment (power saws, drills, rivet guns) hardware (nails, screws, glue) and materials (lumber, ceiling and floor tile).
- Estimates cost of carpentry repairs in terms of labor, material, overhead and make up a material list.
- Perform professional type, construction grade, painting and varnishing.
- Coordinate services of assigned helpers so their services are totally utilized.
- Assist in moving materials and snow removal.
- Carry out additional requests of school personnel and public as needed.
- The above list of duties is not all inclusive

Physical Demands: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, smell, see, and walk to carry out routine duties. Must be able to bend arms, torso, legs, and neck. Significant climbing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions. Ability to climb ladders from four, six, eight, ten, and twelve-foot step ladders to extension ladders; bend, kneel, and stoop to make necessary repairs; and carry tools and materials into buildings and up ladders. Must be able to regularly lift, move, or push items of 50 lbs. and occasionally be able to lift, move, or push items of 90 lbs. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to work in all types of weather, meet multiple demands from several people, and interact with the public, students, and other staff.

Work Environment: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air-conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, and the public. May include evenings and/or weekends as necessary.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of

Employment: 12 Month Employee
Salary Grade: 8

Date of Revision: 9-28-2016

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources, 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

Position Title: Maintenance Worker

Reports To: Director of Buildings and Grounds

Job Goal: To provide students, school personnel, and the public with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, attend activities, and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to get along with other people.
- Able to obtain a satisfactory statement of health.
- High School diploma or equivalent (work experience may be substituted).
- Ability to follow oral and written instructions.
- Ability to perform tasks unsupervised.
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting, work from ladders, lifts, scaffolding, bleachers, and stages.
- Knowledge of the safe operation of maintenance and construction tools.
- Possess a driving record satisfactory to the District and the District's insurance carrier.
- Willingness to voluntarily fulfill emergency overtime obligations.
- Capable of working in adverse weather conditions.
- Knowledge of and two (2) years' work experience in electricity, plumbing, heating, cooling, and boiler maintenance.
- Must hold Boiler Operator 1 Certificate or equivalent.
- Must have or obtain a Commercial Driver's License Class D Chauffeur's within three (3) weeks of appointment.
- Basic knowledge and welding ability preferred.
- Basic computer skills.
- Must hold a valid driver's license.

Principle Duties:

- Perform electrical repairs and electrical projects on the school complex.
- Perform plumbing repairs and plumbing projects on the school complex.
- Perform roofing, building, and equipment repair.
- Repair and maintenance of custodial equipment (i.e. vacuums, floor machines, lifts, and carpet machines, etc.)
- Assist contracted electricians, plumbers, and other contractors.
- Assist in moving materials and snow removal.
- Carry out additional requests of school personnel and public as needed.
- Operates computer for the completion of work orders
- Ability to read and work from sketches, drawings, plans and specifications.

- Adheres to all stated District safety policies and procedures.
- Required to supply and maintain a phone number where they can be reached 24 hours a day in the event of an emergency.
- Participates in rotational weekend building and security checks within the maintenance department.
- The above list of duties is not all-inclusive.

Physical Demands: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, smell, see, and walk to carry out routine duties. Must be able to bend arms, torso, legs, and neck. Significant climbing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and repetitive motions. Ability to climb ladders from four, six, eight, ten- and twelve-foot step ladders to extension ladders; bend, kneel, and stoop to repair devices and equipment; carry tools and materials into buildings and up ladders. Must be able to regularly lift, move, or push items of 50 lbs. and occasionally be able to lift, move, or push items of 90 lbs. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to work in all types of weather, meet multiple demands from several people, and interact with the public, students, and other staff.

Work Environment: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air-conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, and the public. May include evenings and/or weekends as necessary.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of

Employment: 12-Month Employee
Salary Grade: 8

Date of

Revision: 3/28/2017

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources, 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

Position Title: Master Maintenance Worker - Plumbing

Reports To: Director of Buildings and Grounds

Job Goal: To provide students, school personnel, and the public with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, attend activities, and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to establish and maintain effective working relationships with associates and supervisors.
- High School diploma or equivalent (work experience may be substituted).
- Able to obtain satisfactory statement of health
- Ability to follow oral and written instructions.
- Ability to perform tasks unsupervised and supervised co-workers.
- Willingness to voluntarily fulfill emergency overtime obligations.
- Capable of working in adverse weather conditions.
- Advanced knowledge of and four (4) years work experience in plumbing and boiler maintenance.
- Thorough knowledge of the common practices, tools and terminology of the plumbing trade.
- Thorough knowledge of the use and characteristics of common plumbing equipment.
- Thorough knowledge of the hazards and safety precautions associated with the plumbing trade.
- Skill in the use of tools and equipment.
- Advanced knowledge of Closed Ground Loop GeoThermal systems
- Advanced knowledge of Heat Pump systems
- Must hold Boiler Operator I Certificate or equivalent within one year of employment.
- Demonstrated supervisory ability to proceed on projects and direct help on projects.
- Basic knowledge and welding ability
- Must hold a valid driver's license.
- Willingness to voluntarily fulfill emergency overtime obligations

Principle Duties:

- Performs master-level plumbing work within the maintenance staff.
- Examines school buildings on a regular basis for needed repairs and maintenance with regard to State and local plumbing codes as they apply.
- Performs emergency plumbing repairs with efficiency.
- Performs general plumbing maintenance work as assigned by the Director of

- Buildings and Grounds with no supervision.
- Completes work orders, checks and updates plumbing drawings and establishes priorities on plumbing repair projects.
- Assumes primary responsibility for the plumbing repair work within the maintenance staff.
- Supervises and trains plumbing specialists with lesser experience within the maintenance department.
- Assists contracted plumbers, and other contractors as required.
- Maintains sewage lift station(s).
- Operates computer for the completion of work orders.
- Ability to read and work from sketches, drawings, plans or specifications.
- Maintains plumbing supplies and equipment in an orderly manner.
- Adheres to all stated District safety policies and procedures.
- Required to supply and maintain a phone number where they could be reached 24 hours a day in the event of an emergency.
- Participates in rotational weekend building and security checks within the maintenance department.
- Performs related work as required.
- Assist in moving materials and snow removal.
- Carry out additional requests of school personnel and public as needed.
- The above list of duties is not all-inclusive.

Physical Demands: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, smell, see, and walk to carry out routine duties. Must be able to bend arms, torso, legs, and neck. Significant climbing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and repetitive motions. Ability to climb ladders from four, six, eight, ten- and twelve-foot step ladders to extension ladders; bend, kneel, and stoop to repair devices and equipment; carry tools and materials into buildings and up ladders. Must be able to regularly lift, move, or push items of 50 lbs. and occasionally be able to lift, move, or push items of 90 lbs. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to work in all types of weather, meet multiple demands from several people, and interact with the public, students, and other staff.

Work Environment: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air-conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, and the public. May include evenings and/or weekends as necessary.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of

Employment: 12-Month Employee
Salary Grade: 9

Date of

Revision: 3/28/2017

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources, 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

Position Title: Master Maintenance Worker - Preventative Maintenance

Reports To: Director of Buildings and Grounds

Job Goal: To provide students, school personnel, and the public with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, attend activities, and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to establish and maintain effective working relationships with associates and supervisors.
- High School diploma or equivalent (work experience may be substituted).
- Ability to follow oral and written instructions.
- Ability to perform tasks unsupervised and supervised co-workers.
- Willingness to voluntarily fulfill emergency overtime obligations.
- Capable of working in adverse weather conditions.
- Advanced knowledge of or two (2) years work experience in maintenance.
- Advanced knowledge of or two (2) years work experience in rubber roof maintenance.
- Advanced knowledge of or two (2) years work experience with large air handlers.
- Skill in the use of tools and equipment.
- Must hold Boiler Operator I Certificate or equivalent within one year of employment.
- Basic knowledge and welding ability.
- Must hold a valid driver's license.

Principle Duties:

- Perform general Preventive Maintenance as assigned by the Director of Buildings and Grounds with no supervision.
- Keeps logs and generates reports regarding the facilities PM schedule and progress.
- Perform minor HVAC diagnostic repairs and maintenance.
- Perform roofing, building, and equipment repairs.
- Inspect machinery in operation to assure proper functioning, including checking pressures and temperatures.
- Adjust and renew belts and filters.
- Clean traps, coils, heat recovery wheels and strainers.
- Lubricate equipment following the manufacturer's recommendations.
- Complete work orders in a timely manner.
- Assist in setting up Preventive Maintenance schedules.
- Participate in rotational weekend building and security checks within the maintenance department.

- Assists all other trades in the maintenance department.
- Performs major Preventive Maintenance and repairs and assures compliance to all building codes.
- Operates computer for the completion of work orders.
- Ability to read and work from sketches, drawings and plans.
- Maintains maintenance supplies and equipment in an orderly manner.
- Makes recommendations and develops programs necessary for improvement of operations in building maintenance.
- Adheres to all stated District safety policies and procedures.
- Assist in moving materials and snow removal.
- Carry out additional requests of school personnel and public as needed.
- The above list of duties is not all-inclusive.

Physical Demands: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, smell, see, and walk to carry out routine duties. Must be able to bend arms, torso, legs, and neck. Significant climbing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and repetitive motions. Ability to climb ladders from four, six, eight, ten- and twelve-foot step ladders to extension ladders; bend, kneel, and stoop to repair devices and equipment; carry tools and materials into buildings and up ladders. Must be able to regularly lift, move, or push items of 50 lbs. and occasionally be able to lift, move, or push items of 90 lbs. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to work in all types of weather, meet multiple demands from several people, and interact with the public, students, and other staff.

Work Environment: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, and the public. May include evenings and/or weekends as necessary.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Date of Revision: 8/29/2016

Terms of Employment: 12-Month Employee
Salary Grade: 9

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources, 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246