

HISD

Facilities Services Principal's Guide

2020 – 2021



*A RESOURCE FOR FACILITIES, MAINTENANCE & OPERATIONS
SERVICES REQUESTS AND COMPLIANCE*

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Dear Principals:

The Houston Independent School District (HISD) Office of Facilities, Maintenance & Operations provides coordination, planning, scheduling, maintenance and repairs, and completion of work requests for all district facilities. This guide is intended to provide a “go to” resource for all facilities issues in the following areas:

- || Maintenance (Facilities, Grounds and Nutrition Services)
- || Operations (Custodial and Crossing Guards)
- || Facility Rentals
- || Code Compliance
- || Energy
- || Security Maintenance
- || Fleet Services

The mission of the department is to provide “Service Excellence” in our service delivery, while developing trust through the support we provide for all stakeholders. We are committed to providing the best support to you, HISD students and staff, as well as other district stakeholders. To assist with this effort, the Facilities, Maintenance & Operations Principal’s Guide has been developed to deliver the following:

- || An overview of Facilities, Maintenance & Operations
- || Readily accessible information concerning:
 - Key service groups and their responsibilities
 - Functional support groups and their responsibilities
- || Vital contact information
- || Knowledge of key terms used to request, communicate, and follow-up in all matters regarding facilities support

Our purpose is to:

- || Provide a safe environment by maintaining district campuses and facilities
- || Focus on your maintenance requests and issues
- || Agree on a course of action and timeline
- || Resolve the issue

From the beginning of a request until its completion, Facilities, Maintenance & Operations remains responsible for focusing on the customer and honoring our mission to place children first, keep them safe, and contribute to their success and achievement by managing non-instructional aspects of the learning environment.

We welcome your feedback and appreciate your comments and recommendations.

Have a great school year!



Alishia K. Jolivette, Interim
Chief Operating Officer
Officer, Facilities
Maintenance & Operations

Section One

WE ARE ORGANIZED TO SERVE FACILITIES, MAINTENANCE & OPERATIONS

Facilities, Maintenance & Operations continues to redefine how we provide the highest possible level of service to the district. In doing so, we have restructured our business units in a way that:

- Provides a facilities-to-standard commitment within HISD,
- Increase management efficiency, and
- Staff each maintenance location with trained, experienced, and skilled employees who efficiently and effectively supervise and monitor maintenance services in every HISD school and auxiliary location.

To best serve our customers, Facilities, Maintenance & Operations has been strategically reorganized to include four service-specific departments: Fleet Services and Facility Operations, Maintenance Services and Repairs, Facilities Support, and Facilities Finance and Accountability.

FACILITIES, MAINTENANCE & OPERATIONS ADMINISTRATION

Facilities, Maintenance & Operations is committed to a deliberate emphasis on service in order to guarantee that quality support is delivered to the children and employees of HISD. We are dedicated to ensuring safe, comfortable, and operational facilities for our students and staff. We are successful only when our customer is satisfied by our exceptional quality service.

MAINTENANCE SERVICES & REPAIRS

The Maintenance Services & Repairs group is committed to providing high-quality management and care to all district facilities in an efficient and effective manner. Under the supervision of the General Manager of Maintenance Service & Repairs, these service groups are committed to delivering quality service every day to our customers at a reasonable cost and on a timely basis.

Security Maintenance

Security Maintenance is responsible for routine maintenance and emergency repairs of electronic life safety and property protection equipment including burglar alarms, fire alarms, fire extinguishers, bells, clocks, card access, closed circuit television, intercoms, locks, keys, and public-address systems. In addition, Security Maintenance oversees and coordinates annual inspections for fire alarms, intercoms, and fire extinguishers.

Code Compliance

Code Compliance is responsible for ensuring all HISD facilities have the proper operating permits, certificates, and inspections as prescribed by the City of Houston and the State of Texas. As the District's liaison the team works closely with the City of Houston Fire Department, campuses, and facilities to identify and assist with the correction of fire code violations. Additional responsibilities include the coordination of repairs for elevators, solid waste, and storm water quality.

Elevators: The use of elevators is for passenger use only (unless designated otherwise) and should not be used to move furniture or freight of any kind. The cost for repairs, because of misuse, will be the responsibility of the campus.

Environmental Safety

Environmental Safety inspects schools for asbestos-containing building materials and prepares management plans to prevent or reduce asbestos hazards, as outlined in the Asbestos Hazard Emergency Response Act (AHERA). The department also facilitates the disposal of hazardous material waste and is responsible for underground storage tank compliance.

Facilities & Nutrition Services Maintenance

To better serve schools and facilities (including kitchens), the Maintenance Services department is strategically divided into the following service areas: structural (two areas, North and South), HVAC (heating, ventilating and air conditioning) support (two areas: North and South), master electrical and master plumbing, and environmental management. These diverse and multi-functional groups ensure that city, state, and federal mandates are met and that the Facilities, Maintenance & Operations organization remains in compliance with appropriate environmental agencies.

Grounds and Pest Control

The Grounds & Pest Control Department is a distinct service group, operating within the Fleet Services and Maintenance Operations Department, a major organization within HISD's – Maintenance Services & Repairs, responsible for grounds and pest control for schools and facilities.

Energy Initiatives

The Energy Initiatives Department develops and implements smart energy procurement and energy efficiency projects for all campuses and administrative areas (energy resources and training, retro-commissioning, water conservation, electricity savings steps, energy performance contracting, single steam recycling community engagement and LEED green building certifications). This group also oversees the Direct Digital Control (DDC) system, which monitors automated building settings for HVAC systems and efficiency management of lighting.

FLEET SERVICES & FACILITY OPERATIONS

Fleet Services & Facility Operations oversees the Custodial Operations, Crossing Guard Division, and Fleet Services departments. Our teams work to enhance systems and efficient energy practices; facilitate the maintenance request process through creation, categorization, and routing of incoming requests; add opportunities for personal skill-building and professional growth; and support projects overall.

Custodial Operations

The largest of all Facilities, Maintenance & Operations service groups, the Custodial Operations Department ensures clean, sanitary, and comfortable work environments for HISD employees and students. Buildings are maintained in compliance with industry standards, and staff is committed to providing custodial services that include building inspections and monitoring, as well as the staffing of custodial personnel to respond to all custodial requests and needs of the campus or facility served.

Crossing Guard Division

The HISD Crossing Guard Division supports students and families by assisting with safe passage as they approach HISD schools and buildings. Crossing Guards are civilian personnel strategically assigned to locations within HISD to ensure the safety of students and parents as they cross streets and thoroughfares to approach and depart schools.

Fleet Services and Operations

The HISD Fleet Services Department supports the student's educational day by providing safe and reliable vehicles for transportation to and from school, educational field trips, athletic competitions, and events. It is our mission to provide our customers, the employees, and students of HISD, with safe and dependable vehicles, equipment, and service facilities through economical and environmentally responsible fleet management.

FACILITIES FINANCE & ACCOUNTABILITY

The goal of Facilities Finance & Accountability is to function as business partners with the entire division of Facilities, Maintenance & Operations, its internal customers (our children and employees of HISD), and the vendors that assist Facilities, Maintenance & Operations to fulfill our responsibilities. It is the duty of Facilities Finance & Accountability to oversee the budgetary process for all of Facilities, Maintenance & Operations, processing requisitions for special projects, monitoring vendor payments, and troubleshooting any obstruction that may hinder financial related requests from completing their processing cycle. We take great pride in performing these roles to allow our operations and maintenance teams to focus on providing safe and clean environments for the children and the employees of HISD.

Section Two

**PROCESSING REQUESTS FOR MAINTENANCE SERVICE
BUSINESS OPERATIONS SUPPORT**



The initial point of contact for all schools, auxiliary facilities, and other district operating offices is the Business Operations Center. Customer requests for maintenance services are processed by calling (713-556-9400). The call center is available 24 hours a day, seven days a week for submitting requests for facilities/maintenance repairs or services.

In order to streamline the process and minimize the possibility of inaccurate routing, it is recommended that a single employee (i.e., Plant Operator, School Secretary, Office Clerk, etc.) generate all work order requests and serve as the point-of-contact for follow-ups and inquiries.

WORK ORDER CATEGORIES & SERVICE LEVEL AGREEMENTS

Upon receipt of a verbal request for service, staff will make the determination regarding prioritizing each incoming request for facilities/maintenance service. This process begins the Work Order service request. Work Orders notifications are divided into three categories: Priority 1, 3, and 4.

PRIORITY	DESCRIPTION	EXAMPLE	TIMEFRAME
1: Emergency	Issues that pose an immediate danger to public health and safety and may cause disruption to normal operations	<ul style="list-style-type: none"> Asbestos disturbance Power outage – entire building Ruptured water lines Unable to secure exterior door Heating or air conditioning failure – entire building 	<u>Response Time:</u> 4 to 8 hours <u>Completion Time:</u> Nine to Twelve Days
3: Routine	Routine and aesthetic issues that have little to no impact to normal school operation	<ul style="list-style-type: none"> Damaged interior locks or handles Installation of classroom boards Minor painting Replacement/repair of restroom plumbing fixtures 	<u>Response Time:</u> 45-60 days <u>Completion Time:</u> 90 - 120 days
4: Project, Deferred and Scheduled Maintenance	Non-urgent projects scheduled during the recurrent 90-day Maintenance sweeps are deferred to summer months based on accessibility or disruption to school operations.	<ul style="list-style-type: none"> Minor painting Relocation or new install of cameras, card access readers, and/or aiphones (See section 3) Maintenance projects scheduled for completion during summer or winter break Parking lot overlays Transportation building renovations 	<u>Response Time:</u> 45 Days <u>Completion Time:</u> 120 Days (If not slated for summer project) *based on scheduling and available funding

Section Three

SERVICE STANDARDS AND SPECIAL REQUESTS

Bell Schedules

Campus personnel are responsible for making necessary changes to the campus bell schedules. Instructions can be found on the HISD portal: *Collaboration Sites>Facilities Services>FS Form*

For assistance contact the Security Maintenance Department.

Camera View Access

Access to view cameras and playback **is restricted to 3 to 5 administrators per campus** depending on school size. Requests for access must be approved by the Campus Principal and Security Maintenance management. (Campus officers are granted view and playback rights.)

Request for Access forms can be obtained online on the HISD portal: *Collaboration Sites>Facilities Services>FS Form*
Requests are processed in the order in which they are received and can take up to 30 days to complete.

Campus Access (Burglar Alarm, Card Access, Cameras and Keys)

The security of district buildings and rooms is essential for the protection of the students, staff and personal assets and equipment. **Ineffective key and access control have resulted in stolen property and considerable re-keying and new card charges which is expensive, time consuming, and typically unnecessary when properly controlled.**

Ensuring that effective controls are in place is the responsibility of the building principal.

Request forms for burglar alarm codes, card access, keys and camera view access can be found on the HISD portal: *Collaboration Sites>Facilities Services>FS Forms*

Access Type	Standard	Campus Responsibilities
Burglar Alarm Code	Codes are restricted to Administrative and custodial personnel Form Required* Time for completion: 7 days	<ol style="list-style-type: none"> 1. System should be armed whenever personnel are not in the building. 2. Notify Security Maintenance when personnel assigned a code no longer report to the campus location. 3. Request code transfer when personnel moves to another campus.
Card Access	Access cards are created by each individual campus and are functional Monday through Friday 6:00am – 6:00pm. After hours and weekend access must be preapproved by the Area Superintendent and GM of Facilities Support. Form Required* Time for completion: 7 days	<ol style="list-style-type: none"> 1. Track all access cards 2. Collect access cards from staff at the end of the school year, and/or when staff members resign, are assigned to another district site or are placed on leave pending administrative or criminal investigations. 3. Deactivate collected cards. Collected cards can be reactivated or redistributed to another staff member. <p style="text-align: center;">(For Rentals please see Section Five)</p>
Additional Access Cards	Additional access cards must be purchased through HISD Security Maintenance. Form Required* Time for completion: 7 days	Expensed to campus Note: Access cards can be re-issued once deactivated and cleared.
Key Requests	The number of master and sub-master keys issued to each campus are limited and should only be issued to campus administrators. Plant Operators shall receive sub-master keys that provide access to all necessary areas of the building. Timeline for completion: 7 days	<ol style="list-style-type: none"> 1. Track all keys 2. Collect keys from staff at the end of the school year, and/or when staff members resign, are assigned to another district site or are placed on leave pending administrative or criminal investigations. 3. The collected keys and access should be tagged with door location, temporarily stored in a well-controlled key box, and redistribute to returning or replacement staff members.
Lost Keys	30 to 45 days once PO is issued	Lost master keys shall be reported to the HISD PD and will result in a campus rekey at the expense of the campus.
Inventory of Access Cards and Keys	Effective card access and key control is the responsibility of the building principal.	An inventory of all issued access cards and keys shall be emailed to securitymaintenance@houstonisd.org on the last day of the month in September, December, March and the last day of the school year.

Requests forms for security codes, changes to bell schedule, camera view access, and requests for keys and after hour access can be found on the HISD portal under: Collaboration Sites/Facilities Services/FS Forms
https://connectteams.houstonisd.org/team/spsc1/CFS/Forms/_layouts/15/start.aspx#/SitePages/Home.aspx

AFTER-HOURS HVAC & LIGHTING REQUESTS

Extended HVAC operations during unoccupied hours creates excessive energy costs, wear on equipment, and does not adhere to efficient energy best practices or equipment design. The district has implemented occupancy schedules, which will turn off or reduce HVAC and lighting usage during unoccupied hours according to the schedules below.

<u>HVAC Standard Hours of Operation:</u>	<u>Lighting Standard Hours of Operation:</u>
ES 5:00AM - 5:00PM	#1 5:30PM - 11:00PM
MS 5:00AM - 7:00PM	#2 3:00AM - 7:30AM
HS 5:00AM - 7:00PM	

To meet your needs, if your campus requires additional after-hours and/or weekend HVAC and lighting outside of the recurring schedule implemented, please submit the request under the Energy & Sustainability website as “After-Hours HVAC Request Form, **include email address.**” ***Please allow 48 hours for processing. ***

<https://connectteams.houstonisd.org/team/spsc1/CFS/Forms/SitePages/HVAC.aspx>

If there is an emergency and/or unscheduled after-hours need, please contact the HISD DDC Monitoring Team at (713) 671-1700.

CONTRACTOR/VENDOR SERVICES

In situations when structural and long-term projects extend beyond the typical scope of facilities maintenance, outside contractors and vendors may be utilized to provide maintenance support and structural services (for a fee). A list of contractors/vendors approved by the HISD Board of Education is available upon request. Requests for maintenance work, new or repairs, should be initiated through Facilities Services. **In the event a Principal contact a contractor/vendor directly, the Principal will be responsible for any subsequent invoices.**

Facilities, Maintenance & Operations holds outside contractors/vendors accountable for the same high standard of performance and service as it does its own employees. Facilities, Maintenance & Operations will monitor and evaluate services provided by these outside groups.

CROSSING GUARD DIVISION

The primary mission of assigned crossing guards is to control and direct child pedestrians, ensuring their safety at each guard’s assigned crossing location. Crossing Guards are strategically placed based on traffic flow and proximity to the school. Requests to add/ remove or evaluate a crossing location should be directed to the custodial/crossing guard office at 713-670-3905. Please remember that all Crossing Guards work for the Crossing Guard Division therefore any request to change crossing times should be routed to the Custodial/Crossing Guard Team Leader. Crossing Guard duty does not include policing school grounds or performing duties outside of the scope of the duties defined in the Crossing Guard General Rules.

CUSTODIAL SERVICE/STAFFING STANDARDS

In an effort to continue providing sanitary and safe environments for HISD students and staff, custodial assignments are based on campus size. The custodial staffing standard will be one custodian per every 36,000 square feet and will adhere to the below guidelines. Campuses exceeding the square footage guidelines will be staffed based on the service needs of the additional square footage.

3 Custodians for Elementary Schools 108,000 square feet or less

5 Custodians for Middle Schools with 200,000 square feet or less

8 Custodians for High School with 300,000 square feet or less

While custodial maintenance will occur during normal business hours, trash in all classrooms, restrooms, and common areas will be cleaned in the evenings as opposed to throughout the day. Custodial services do not include crossing guard duty, moving heavy items, or cleaning of fish tanks.

COVID-19 Response: To request cleaning, the school nurse should email Health and Medical Services, HISD Nurse Manager, Business Operations Interim Chief Operating Officer, and the General Manager of Custodial Operations. Please provide the campus name, area to clean and the last date the individual was on site.

GROUNDS AND LANDSCAPING SERVICES

Grounds and landscaping services are provided to all campuses by Maintenance Operations, and contracted vendors, depending on the campus location.

The scope of grounds/landscaping services provided is summarized below:

- Lawn mowing and trimming
- Paved area edging
- Litter and debris removal
- Flower bed maintenance and weeding on flower beds which currently exist require a quote from an approved HISD vendor. All schools are responsible for the payment of the quotes that are submitted from the vendor.

Maintenance Operations is committed to minimizing disruption to student learning and will take into consideration testing dates and other designated times when the execution of routine grounds services may cause an interruption or distraction for students. The Landscape service group will work with each school to ensure services align with school operations. To reinforce our commitment to quality, routine quality inspections will be conducted.

Each campus is scheduled to receive grounds services twice per month during the months of March through October. Schools are cut once a month during the winter months of November through February. If there is a concern, please contact the Business Operations Call Center at 713-556-9400 first. Follow up communication/resolution will be initiated by the appropriate facility representative based upon the type of issue being addressed.

IRRIGATION

To reduce water usage and prevent over watering, sprinkler systems should only be active on a Monday, Wednesday, Friday schedule for 10-12 minutes each day, preferably between the hours of 10:30PM – 2:30AM. The Plant Operator should be the **only** personnel operating any campus-based sprinkler systems. In the event a sprinkler head is damaged causing a constant flow of water, the Plant Operator should shut off the system immediately and contact Customer Support to create a Work Order.

LOCKERS

Maintenance Services & Repairs Department does not fulfill service requests for lockers, including maintenance, painting, removal, or replacement. Please contact the Maintenance department for a list of construction vendors who can provide proposals for locker maintenance services. It is the responsibility of the requesting campus or Athletic Department, for stadiums and field houses, to fund these projects.

NEW WORK

New work is any work requested that is not considered maintenance or repair (existing items). Example of new work includes:

- New bookshelves
- Converting classrooms into computer labs
- Room modifications
 - Adding walls including cubicle half walls
 - Additional electrical outlets
- Painting a room (changing colors)
- Lock hardware additions or changes beyond design guidelines
- Addition or relocation of life safety equipment (card access readers, cameras, and aiphones)
- Gate installations (and fence conversions) including panic bar and card access reader
- Cork boards – Maintenance Services and Repairs Department does not provide labor or materials to build and install cork boards (school must fund all labor and material regarding the building and installation of the boards)
- White boards – Maintenance Services and Repairs Department does not fund the purchase or installation of new white boards
- Wood Deck – Maintenance Services and Repairs Department does not fund new wood decks
- Installation of furniture – Maintenance and Repairs Department does not fund the installation of new furniture
- Stage Fly System – Maintenance Services and Repairs Department does not fund repairs regarding the fly system on the theatrical stage
- Tint Windows – Maintenance Services and Repairs Department does not fund the tinting of windows
- Remove wall mounted TV's from walls throughout the building
- Service washers and dryers including disconnecting and installing outlets
- Service ice machines including disconnecting and installing outlets (other than in the kitchen)
- Facilities Grounds Department do not fund the installation of mulch
- Facilities Maintenance and Repair Department do not fund the installation of new blinds or services existing mini blinds
- Theatrical control board and lights
- Marquee signs/electrical installation
- New irrigation systems

If new work is requested, the work will be performed through employee overtime or by an outside contractor. The school will absorb the cost if it is not deemed safety related. To request new work, you must:

- Contact assigned Maintenance Area – Structural North or Structural South
- A representative from the assigned Maintenance Area will visit the campus within three days
- If the requested project is determined to be new work, a contractor or in-house proposal will be provided
- Once a campus accepts the proposal and agrees to fund the project, the Maintenance Area will provide a start and completion timeframe of the project.

ADDITIONAL CAMERAS, CARD ACCESS READER/AIPHONES AND LOCK UPGRADES*

(Does not apply to cameras in special education rooms.)

In an effort to coordinate a significant facility enhancement project, an application process is now required for the following projects:

- Cameras – addition or relocation
- Card access and/or aiphone – addition or relocation
- Lock hardware – adding, changing, or enhancing beyond design guidelines
- Room number changes (including T-buildings)
- Speakers – addition/relocation

The Security Maintenance Department will administer all application requests in the order received, determine the proper course of action, and if needed, reach out to other Departments for assistance in evaluating the request. **Allow 3-6 weeks for a full review.**

Funding for new work is the responsibility of the requesting campus. Projects must meet HISD design guidelines and have prior approval from the General Manager of Security Maintenance.

Complete Life Safety and Security Enhancement Form located online on the HISD portal: Collaboration Sites>Facilities Services>FS Form

OTHER AREAS OF CAMPUS RESPONSIBILITY

- Keys and rekeys for desks and / or file cabinets
- Annual Ansul and fire extinguisher inspection in Cooking classrooms
- Stage light repair
- Ice machine service and repair
- Canopy repairs
- Lost keys
- Card access deactivation

CAMERAS IN SPECIAL EDUCATION CLASSROOMS

Per SB1398, a parent, District trustee, or staff member, as defined by law, may request that video and audio monitoring equipment be installed in a self-contained classroom or other special education setting which means the requirements of state law for such video and audio monitoring. Forms to request cameras under the criteria or for additional information visit the HISD Special Education website.

OVERTIME REQUESTS – CUSTODIAL AND MAINTENANCE REQUESTS

When requesting custodial services extending beyond employees' normal eight-hour shift, the designated Custodial Team Leader must be contacted at least 48 hours prior to the event to obtain overtime approval. All details including employee access, lock-up supplies, and other necessary concerns should be discussed and agreed upon prior to confirming overtime.

When a campus or school-affiliated organization (e.g., PTO) sponsors or facilitates an event, the host group will be responsible for any custodial overtime charges. Facilities, Maintenance and Operations will only absorb custodial supply costs for activities during normal school hours.

If requested overtime will be funded by the school, there must be communication with the Custodial Team Leader regarding the concerns listed above. Custodial overtime will only be approved/funded by Facilities Services in the case of an emergency. Staff shortages or the inability to complete tasks within the scheduled workday are not classified as emergencies. At no time or in any situation should emergency overtime work be delayed by the approval process or by the failure to complete the Overtime Approval Form.

PAINT

Painting of classrooms, hallways, walls, and other areas within the campus are restricted to maintenance technicians and approved contractors. It is not recommended that Principals allow teacher and other parties to paint classrooms or buildings. Paint and other chemicals used on HISD properties must follow certain guidelines as listed in the MSD (Material Safety Data). If a school wants or needs to fund a paint project, it is best to coordinate with the appropriate maintenance area to obtain an approved vendor list. In the event a campus does not follow proper protocol, Facilities Maintenance will not correct any errors caused by unapproved vendors, nor be responsible for the handling, storage, or use of undocumented chemicals or paints.

Section Four

PEST CONTROL SERVICES

ROUTINE TREATMENT & SERVICE STANDARDS

As a part of the Integrated Pest Management (IPM) program, Facilities Pest Control makes every effort to combat pests without the use of harmful chemical treatments. Bait traps and boxes are set throughout each campus and serviced/refilled every two months. **No pesticides should be brought from home to use on any campus.**

Once a need for Facilities Pest Control has been identified, a designated campus person should contact Customer Support to create a Work Order at (713) 556-9400. It is imperative that the specific location (i.e. Classroom 101, Kindergarten Wing, Main Office) is provided to ensure swift treatment upon the arrival of the Pest Control team. Stating “entire building” as the location is not acceptable.

Pest control requests not defined as an emergency, are considered routine. All Pest Control work orders will be addressed within the following timeframes:

ROUTINE	EMERGENCY
<p><u>Response Time:</u> Within seven days <u>Completion Time:</u> Varies based on severity of issue</p>	<p><u>Response Time:</u> Within two hours (minimum three hours if outside of normal operating hours) <u>Completion Time:</u> Varies based on severity of issue</p>

EMERGENCIES

Pest control emergencies consist of any insect or animal that poses an immediate threat or danger to students and staff within the campus building. This may include but is not limited to:

- Dead animals INSIDE a classroom or building
- Live animals INSIDE a classroom or building (that do not belong)
- Poisonous snakes

ANIMALS

In the event stray animals venture on campus, please do not feed, set food out, or allow students to come in contact with them. It is unknown what diseases or pests these animals bring, and they are often the cause of flea problems in classrooms. It is recommended that the animals are not shown any attention with the hopes that it will eventually leave the campus.

Facilities Pest Control does not remove dead animals of any kind. In the event a dead animal is present, it is the responsibility of the Plant Operator to properly bag and dispose of the remains while using personal protective equipment.

MINIMIZING PESTS PROBLEMS

With all pests, exclusion is the first line of defense. The information below provides information on how campuses can help protect themselves, minimize and abate problems if they do occur.

- Keep clutter to a minimum, off the floor and within fire code standards
- Minimize eating in classrooms
- Remove refrigerators and microwaves from classrooms, with the exception of Life Skills classrooms and teacher’s lounges
- Store science food items in plastic or metal containers with lids

Section Five

FACILITY RENTALS

USE OF BUILDING REQUESTS

Occasionally, parent groups, outside organizations, and other community patrons request use of HISD facilities beyond the normal school day (i.e., evenings and weekends) for specialized functions. There are rules governing rental procedures for HISD-sponsored activities, and those for non-district groups. Rental or lease inquiries should be directed to the Facility Rentals Department online at www.houstonisd.org/rentals, via email at rentals@houstonisd.org, or by phone 713-671-1740.

All events require Principal's approval, a signed contract and payment receipt before any event can take place on HISD property. At no point should a Principal or campus staff allow the use of a facility, building or grounds, without proper approval through the Facility Rentals Department. In the event a patron inquires about facility use directly to Campus Administrators, they should be immediately redirected to the Facility Rentals Department or website www.Houstonisd.org/Rentals.

Principals are under no obligation to rent their facility. Rental applications must be submitted a minimum of 15 business days prior to the start of any event. Once an application is received, event details are emailed to the principal for approval or denial. For approved events, lessees are required to appear in person at the Facilities Finance Office at 228 McCarty Rd. building 22 to remit payment and sign a written contract. A copy of the fully executed rental contract will be emailed to the Principal no later than 24 hours prior to the scheduled event.

Adequate custodial and police staffing are required for each approved event. In the event custodial staff assigned to the campus are unable to work beyond their regular duty schedule, the Facility Rentals Department will schedule staffing. Assigned campus officers will be given the first opportunity for working scheduled events. Regardless of whether or not the campus has an assigned officer, the Facility Rentals Department is responsible for scheduling security detail.

For liability and compliance reasons, pool rentals are held to a higher standard than normal facility leases. For more information on pool rentals, please contact the Facility Rentals office.

Section Six

COMPLIANCE STANDARDS

COMMON FIRE CODE VIOLATIONS

Fire safety inspections are conducted regularly to continuously provide a safe environment for both students and staff. The following are common fire code violations to avoid. NOTE: It is necessary to call in a work order for violations listed on a Fire Code Violation Report. All violations are noted and tracked by the Code Compliance Department.

<p>BLOCKED EXITS:</p> <ol style="list-style-type: none"> 1. Exits shall not be obstructed in any manner and shall remain free of any material or obstruction, where its presence would hinder or render the exit hazardous. 2. Stairways, hallways, corridors, and balconies leading to a stairway or exit shall not be used in any way that will obstruct their use as an exit or that will present a hazardous condition during egress. 	<p>CEILINGS:</p> <ol style="list-style-type: none"> 1. The hanging and display of salable goods or other decorative material from acoustical ceiling systems that are part of a fire-resistance-rated floor/ceiling or roof/ceiling assembly, shall be prohibited. 2. All ceiling tiles shall remain seated in the track system as designed, undamaged and unaltered.
<p>DECORATIVE MATERIALS:</p> <ol style="list-style-type: none"> 1. Drapes, hanging curtains, drops and other decorative material shall be made from material, which is nonflammable, or shall be treated and maintained in a flame-retardant condition. 2. Artwork and teaching materials shall be limited on walls of corridors to not more than 20% of the wall area. 	<p>DOORS:</p> <ol style="list-style-type: none"> 1. Corridor doors are fire rated and shall not be altered or modified without being done by a factory or factory authorized company.
<p>EXITS:</p> <ol style="list-style-type: none"> 1. Exit doors shall be open-able from the inside without the use of a key or any special knowledge or effort. 2. Exit doors shall NOT be locked, chained, bolted, barred, latched, or otherwise rendered unusable. 3. Exit routes must be free and unobstructed. No materials or equipment may be placed, either permanently or temporarily, within the exit route. 	<p>EXTENSION CORDS:</p> <ol style="list-style-type: none"> 1. Extension cords shall not be used as a substitute for permanent wiring. 2. Extension cords or power strips may not be daisy chained (one plugged into another) and must be plugged directly into permanent wall outlet.
<p>FIRE EXTINGUISHERS:</p> <ol style="list-style-type: none"> 1. Fire extinguishers should be readily accessible and visible. 2. Monthly maintenance checks should be completed as required. 	<p>STORAGE:</p> <ol style="list-style-type: none"> 1. Storage of combustible materials in buildings shall be orderly and maintained not less than 2 feet from the ceiling and not less than 18 inches below sprinkler head deflectors. 2. Combustible material shall not be stored in boiler rooms, mechanical rooms, or electrical equipment rooms. 3. Combustible material shall not be stored in exits, exit enclosures or under stairwells.
<p>WEDGING DEVICES:</p> <p>No door wedges, or similar devices, are allowed to prop open any self-closing door at any time</p>	

CHEMICAL STORAGE IN SCHOOLS AND SCIENCE LABS

Safe chemical handling requires routine inspections of chemical storage areas and maintenance of stringent inventory control. The inherent hazards of chemicals can be reduced by minimizing the quantity of chemicals on hand. However, when chemicals must be used, proper storage and handling can reduce or eliminate associated risks. All chemical storage areas and cabinets should be inspected at least annually, and any unwanted or expired chemicals should be removed. Chemical safety is the responsibility of everyone who uses and orders these products. It is always a good general rule to identify any specific requirements regarding the storage of chemicals from (1) local, state, and federal regulations and (2) insurance carriers. To request the removal of unwanted chemical waste from your campus contact the Data Support Center at 713-556-9400.

Safety in the Science Class reference material can be viewed and downloaded from the National Science Teachers Association website at <http://www.nsta.org/safety>

The below information provides tips for keeping environment

CHEMICAL SEGREGATION

- Store acids in a dedicated acid cabinet. Nitric acid should be stored alone unless the cabinet provides a separate compartment for it.
- Store highly toxic chemicals in a dedicated, lockable poison cabinet that has been labeled with a highly visible sign.
- Store volatile and odoriferous chemicals in a ventilated cabinet.
- Store flammables in an approved flammable liquid storage cabinet.
- Store water sensitive chemicals in a watertight cabinet in a cool, dry location away from all other chemicals in the laboratory.

CRITERIA FOR STORAGE AREAS

- Store chemicals inside a closeable cabinet or on a sturdy shelf with a front-edge lip to prevent accidents and chemical spills.
- Secure shelving to the wall or floor.
- Ensure that all storage areas have doors with locks.
- Keep chemical storage areas off limits to all students.
- Ventilate storage areas adequately.

ORGANIZATION

- Organize chemicals first by compatibility—not alphabetic succession.
- Store alphabetically within compatible groups.

PROPER USE OF CHEMICAL STORAGE CONTAINERS

- Never use food containers for chemical storage.
- Make sure all containers are properly closed.

STORAGE DON'TS

- Do not place heavy materials, liquid chemicals, and large containers on high shelves.
- Do not store chemicals on tops of cabinets.
- Do not store chemicals on the floor, even temporarily.
- Do not store items on bench tops and in laboratory chemical hoods, except when in use.
- Do not store chemicals on shelves above eyelevel.
- Do not store chemicals with food and drink.
- Do not store chemicals in personal refrigerators, even temporarily.
- Do not expose stored chemicals to direct heat or sunlight, or highly variable temperatures.

Section Seven

**CONTACT INFORMATION
FACILITIES, MAINTENANCE & OPERATIONS
DIRECTORY**

Facilities, Maintenance & Operations Administration			
	Alishia Jolivette, Officer	Administration	713-220-5018
Maintenance Services and Repairs			
	Alfred Hoskins, General Manager	Maintenance Services & Repairs	713-671-3200
	Anthony Mendizabal, Senior Manager	Security Maintenance	713-671-1750
	Ricardo Hinojosa, Senior Manager	Maintenance, Grounds & Pest Control	713-671-1794
	Kirby Williams, Senior Manager	Energy & Sustainability	713-671-1735
Fleet Services and Facility Operations			
	Nicole Ware Barnett, General Manager	Fleet Services & Facility Operations	713-556-1400
	Donnie Moore, Senior Manager	Fleet Operations	713-613-3058
	Barry Taylor, Senior Manager	Custodial Operations & Crossing Guards	713-670-3905
Facilities Finance and Accountability			
	Cheryl Smith, General Manager	Facilities Business Solutions	713-556-9311
	Kendrick Solomon, General Manager	Facilities Finance & Accountability	713-671-1730
	Facility Rentals	Facility Rentals	713-671-1740
Area Managers and Masters			
	Darcy Davis, Manager	Environmental Services	713-676-9464
	Anne Washington, Area Manager	Code Compliance & Environmental Safety	713-671-3901
	Paul Woodward, Area Manager	Security Maintenance	713-671-1750
	Gianni Ledezma, Area Manager (North HVAC)	Maintenance Services & Repairs	713-671-1750
	Carl Deason, Area Manager (Roofing)	Maintenance Services & Repairs	713-676-9439
	Kelvin Bryan, Area Manager (Nutrition Service)	Maintenance Services & Repairs	713-671-1794
	Gerron Hall, Area Manager (South)	Maintenance Services & Repairs	713-671-1750
	Albert Pipkin, Area Manager (South HVAC)	Maintenance Services & Repairs	713-671-1750
	Robert Koch, Area Manager (Nutrition Service)	Maintenance Services & Repairs	713-676-9355
	Luis Tovar, Area Manager (North)	Maintenance Services & Repair	713-671-1750
	Joseph Magee, Master Electrician	Maintenance Services & Repair	713-671-1794
	Arties Franklin, Master Plumber	Maintenance Services & Repair	713-671-1749
	Pervy Francis, Area Manager	Custodial Operations & Crossing Guards	713-670-3905
	Michael Barrera, Area Manager	Custodial Operations & Crossing Guards	713-670-3905
	Oluwasegun Otti, Area Manager	Custodial Operations & Crossing Guards	713-670-3905

CONTACT INFORMATION
CONSTRUCTION SERVICES
DIRECTORY

Construction Services			
	Vacant, Officer		
Construction Services – Facilities Design			
	Daniel Bankhead, General Manager	Facilities Design	713-556-9304
	Eric Ford, Senior Manager	Design	713-556-9424
	Marcus Sheppard, Senior Manager	Special Projects/Contract Admin	713-556-9253
	Jade Mays, Manager	Logistics	713-556-9385
	Michelle Black, Manager	Facilities Furniture, Fixtures & Equipment (FF&E)	713-556-9325
Construction Service - Construction			
	Andreas Peeples, General Manager	Construction Services	713-556-9348
	Sizwe Lewis, Senior Manager	Construction Services	713-556-9292
	Meredith Smith, Senior Manager	Construction Services	713-556-9289
	Tonya Savoie, Senior Manager	Quality Assurance	713-556-6480

MAINTENANCE SERVICES & REPAIRS - (NORTH)

Alfred Hoskins - General Manager
 Sherry Jones, Senior Administrative Assistant
 Ricardo Hinojosa - Senior Manager

North Maintenance Area Manager: Luis Tovar

North HVAC Area Manager: Gianni Ledezma

TEA/Campus	Campus	Type	Area
970	Administration Bldg. (HMW)	SF	N
848	Ag Barn-Harper Alternative	SF	N/A
178	Arabic Immersion (Holden)	ES	N
273	Ashford ES	ES	N
274	Askew ES	ES	N
106	Atherton ES	ES	N
107	Barrick ES	ES	N
770	Bauman Bldg. 1	SF	N
765	Bauman Bldg. 2	SF	N
268	Benbrook ES	ES	N
109	Berry ES	ES	N
042	Black MS	MS	N
057	Bob Lanier MS	MS	N
116	Briargrove ES	ES	N
120	Browning ES	ES	N
121	Bruce ES	ES	N
122	Burbank ES	ES	N
043	Burbank MS	MS	N
125	Burrus ES	ES	N
275	Bush ES	ES	N
322	Carnegie Vanguard HS	HS	N
990	CFS Administration	SF	N
983	CFS Operations	SF	N
048	Clifton MS	MS	N
891	Community Services	ES-HS	N
270	Concord ES	ECC	CLOSED
358	Cook ES	ES	N
132	Coop ES	ES	N
134	Crawford ES (Old)	ES	N
135	Crockett ES	ES	N
396	Daily ES	ES	N
137	DeChaumes ES	ES	N
709	Delmar Stadium SF	SF	N
140	Dogan ES	ES	N

MAINTENANCE SERVICES & REPAIRS - (NORTH)

115	Durham ES	ES	N
144	Durkee ES	ES	N
345	East Early High School HCC	HS	N
147	Eliot ES	ES	N
475	Elmore ES	ES	N
352	Farias ECC	ECC	N
152	Field ES	ES	N
078	Fleming MS	MS	N
047	Fonville MS	MS	N
470	Fonwood ECC	ECC	N
470	Fonwood (Old)	EEC	N
889	Food Services Support Facility	SF	N
476	Forest Brook MS	MS	N
004	Furr HS	HS	N
283	Garcia ES	ES	N
157	Garden Oaks ES	ES	N
058	Gregory-Lincoln Education Ctr	ES-MS	N
762	Grounds	SF	N
049	Hamilton MS	MS	N
094	Harper Alternative HS	MS-HS	N
167	Harris, R.P. ES	ES	N
169	Harvard ES	ES	N
972	Health and Wellness Ctr. (HMW)	SF	N
012	Heights HS	HS	N
170	Helms ES	ES	N
172	Henderson, N.Q. ES	ES	N
052	Henry MS	MS	N
286	Herrera ES	ES	N
456	High School Ahead MS	MS	N
174	Highland Heights ES	ES	N
473	Hilliard ES	ES	N
053	Hogg MS	MS	N
050	Holland MS	MS	N
348	Houston Academy Intl Studies	HS	N
034	HS for Law Enforcement and Criminal Justice	HS	N
025	HS for Performing and Visual Arts	HS	N
826	IMS/Media Center SF-Storage	SF	N
180	Isaacs ES	ES	N
181	Janowski ES	ES	N
182	Jefferson ES	ES	N
033	Jordan HS	HS	N

MAINTENANCE SERVICES & REPAIRS - (NORTH)

185	Kashmere Gardens ES	ES	N
007	Kashmere HS	HS	N
188	Kennedy ES	ES	N
389	Ketelsen ES	ES	N
079	Key MS	MS	N
008	Lamar HS	HS	N
197	Looscan ES	ES	N
198	Love ES	ES	N
128	Lyons ES	ES	N
061	Marshall MS	MS	N
480	Marshall, Thurgood ES	ES	N
289	Martinez, C. ES	ES	N
298	Martinez, R. ES	ES	N
708	McCarty- Bldg. 17	SF	N
931	McCarty-Bldg. 02-Whs/Txt SF	SF	N
929	McCarty-Bldg. 03-Lumber SF	SF	N
179	McGowen ES/Houston Gardens	ES	N
062	McReynolds MS	MS	N
204	Memorial ES	ES	N
458	Mickey Leland College Prep for Young Men	MS-HS	N
359	Moreno ES	ES	N
477	North Forest HS	HS	N
308	North Houston Early College HS	HS	N
210	Northline ES	ES	N
003	Northside HS	HS	N
938	Northwest Transportation Ctr (NWTC)	SF	N
211	Oak Forest ES	ES	N
212	Oates ES	ES	N
213	Osborne ES	ES	N
113	Paige ES	ES	N
220	Pleasantville ES	ES	N
222	Port Houston ES	ES	N
223	Pugh ES	ES	N
060	Revere MS	MS	N
228	River Oaks ES	ES	N
186	Robinson ES	ES	N
039	Rogers, T.H. ES-MS	ES-MS	N
231	Roosevelt ES	ES	N
232	Ross ES	ES	N
234	Rusk ES	ES	N
894	Ryan PSDC	SF	N

MAINTENANCE SERVICES & REPAIRS - (NORTH)

310	Sam Houston Math Science Tech Center	HS	N
237	Scarborough ES	ES	N
024	Scarborough HS	HS	N
269	Scroggins ES	ES	N
276	Shadowbriar ES	ES	N
479	Shadydale ES	ES	N
240	Sherman ES	ES	N
241	Sinclair ES	ES	N
242	Smith, K. ES	ES	N
353	St. George ES	ES	N
245	Stevens ES	ES	N
068	Tanglewood MS	MS	N
073	Terrell MS	MS-CLOSED	CLOSED
249	Travis ES	ES	N
252	Wainwright ES	ES	N
253	Walnut Bend ES	ES	N
015	Waltrip HS	HS	N
016	Washington HS	HS	N
254	Wesley ES	ES	N
099	West Briar MS	MS	N
036	Westside HS	HS	N
256	Wharton K-8 Dual Language Academy	ES-MS	N
018	Wheatley HS	HS	N
258	Whittier ES	ES	N
082	Williams MS	MS	N
259	Wilson Montessori	ES-MS	N
481	Yes Prep North Forest	MS-HS	N
371	Young Scholars ES	ES	N

MAINTENANCE SERVICES & REPAIRS - (SOUTH)

Alfred Hoskins - General Manager
 Sherry Jones, Senior Administrative Assistant
 Ricardo Hinojosa - Senior Manager

South Maintenance Area Manager: Gerron Hall

South HVAC Area Manager: Albert Pipkin

TEA/Campus	Campus	Type	Area
102	Alcott ES	ES	S
104	Almeda ES	ES	S
105	Anderson ES	ES	S
041	Attucks MS/Health & Wellness Ctr.	MS	S
001	Austin HS	HS	S
964	Barnett-Motor Pool SF	SF	S
897	Barnett-Security SF	SF	S
710	Barnett-Stadium SF	SF	S
985	Barnett-Vehicle Repair SF	SF	S
108	Bastian ES	ES	S
066	Baylor College of Medicine Academy	MS	S
151	Bell ES	ES	S
002	Bellaire HS	HS	S
360	Bellfort ECC	ECC	S
295	Benavidez ES	ES	S
054	Black Navarro MS	MS	S
110	Blackshear ES	ES	S
111	Bonham ES	ES	S
112	Bonner ES	ES	S
114	Braeburn ES	ES	S
344	Briar Meadow Charter	ES-MS	S
117	Briscoe ES	ES	S
119	Brookline ES	ES	S
124	Burnet ES	ES	S
971	Butler-Motor Pool SF	SF	S
855	Butler-Stadium SF	SF	S
962	Butler-Vehicle Repair Shop SF	SF	S
287	Cage ES	ES	S
292	Carrillo ES	ES	S
323	Challenge HS	HS	S
027	Chavez HS	HS	S
887	Chimney Rock Admin/Teledyne	SF	S
123	Codwell ES	ES	S
130	Condit ES	ES	S

MAINTENANCE SERVICES & REPAIRS - (SOUTH)

133	Cornelius ES	ES	S
290	Crespo ES	ES	S
044	Cullen MS	MS	S
136	Cunningham ES	ES	S
297	Davila ES	ES	S
138	De Zavala ES	ES	S
045	Deady MS	MS	S
383	DeAnda ES	ES	S
026	DeBakey HSHP	HS	S
604	East Field Office	SF	S
301	Eastwood Academy HS	HS	S
046	Edison MS	MS	S
148	Elrod ES	ES	S
149	Emerson ES	ES	S
139	Energy HS (Old Dodson)	HS	S
271	Foerster ES	ES	S
153	Fondren ES	ES	S
072	Fondren MS	MS	S
154	Foster ES	ES	S
155	Franklin ES	ES	S
156	Frost ES	ES	S
291	Gallegos ES	ES	S
158	Garden Villas ES	ES	S
159	Golfcrest ES	ES	S
162	Gregg ES	ES	S
262	Grissom ES	ES	S
369	Gross ES	ES	S
901	Grounds-South SF	SF	CLOSED
131	Halpin ECC	ECC	S
166	Harris, J.R. ES	ES	S
051	Hartman MS	MS	S
168	Hartsfield ES	ES	S
171	Henderson, J.P. ES	ES	S
173	Herod ES	ES	S
395	Hines-Caldwell ES	ES	S
984	HISD Police/Alarm Com.	SF	S
175	Hobby ES	ES	S
918	Hollingsworth Science Center	SF	S
178	Horn ES	ES	S
006	Jones HS/Empowerment HS	HS	S
187	Kelso ES	ES	S

MAINTENANCE SERVICES & REPAIRS - (SOUTH)

355	King ECC	ECC	S
189	Kolter ES	ES	S
192	Lantrip ES	ES	S
263	Law ES	ES	S
075	Lawson MS	MS	S
194	Lewis ES	ES	S
324	Liberty HS	HS	S
195	Lockhart ES	ES	S
059	Long Academy/Las Americas MS	MS	S
009	Long Wisdom HS	HS	S
196	Longfellow ES	ES	S
199	Lovett ES	ES	S
201	MacGregor ES	ES	S
203	Mading ES	ES	S
010	Madison HS	HS	S
460	Mandarin Chinese Magnet School	ES	S
227	McNamara ES	ES	S
055	Meyerland Performing & Visual Arts MS	MS	S
011	Milby HS	HS	S
299	Milne ES	ES	S
354	Mistral ECC	ECC	S
264	Mitchell ES	ES	S
207	Montgomery ES	ES	S
209	Neff ECC	ECC	S
394	Neff ES	ES	S
357	Ninfa Lorenzo ECC	ECC	S
338	Ortiz MS	MS	S
214	Park Place ES	ES	S
215	Parker ES	ES	S
216	Patterson ES	ES	S
217	Peck ES	ES	S
064	Pershing MS	MS	S
265	Petersen ES	ES	S
218	Pilgrim Academy	ES-MS	S
337	Pin Oak MS	MS	S
219	Piney Point ES	ES	S
221	Poe ES	ES	S
382	Reagan K-8 Ed Center	ES-MS	S
224	Red ES	ES	S
225	Reynolds ES	ES	S
080	Rice School	ES-MS	S

MAINTENANCE SERVICES & REPAIRS - (SOUTH)

229	Roberts ES	ES	S
372	Rodriguez ES	ES	S
233	Rucker ES	ES	S
281	Sanchez ES	ES	S
373	Seguin ES	ES	S
023	Sharpstown HS	HS	S
081	Sharpstown Intl School	MS-HS	S
239	Shearn ES	ES	S
878	Southeast District DS	SF	S
244	Southmayd ES	ES	S
014	Sterling HS	HS	S
098	Stevenson, W.I. MS	MS	S
163	Sugar Grove Academy	ES-MS	S
248	Sutton ES	ES	S
077	Thomas MS	MS	S
243	Thompson ES	ES	S
279	Tijerina ES	ES	S
374	Tinsley ES	ES	S
251	Twain ES	ES	S
285	Valley West ES	ES	S
056	Welch MS	MS	S
255	West University ES	ES	S
017	Westbury HS	HS	S
257	Whidby ES	ES	S
267	White ES	ES	S
267	White MS	MS	S
260	Windsor Village ES	ES	S
788	Winfree	SF	S
127	Woodson ES-MS	ES-MS	S
019	Worthing HS	HS	S
020	Yates HS	HS	S
247	Young ES	ES	S
463	Young Women's College Prep. Academy	MS-HS	S

MAINTENANCE OPERATIONS (AREA I)

Nicole Ware Barnett – General Manager

Office 713-556-1400 Fax 713-556-9536

Barry Taylor-Senior Manager

Office 713-220-5018 Fax 713-226-4561

Metroclean

Northwest Area (1) Manager: Pervy Francis

TL: Deisy Cadena

Arabic Immersion	Benbrook ES	Black MS	Clifton Middle
Durham ES	Garden Oaks ES	Harper Alternative	HSPVA
Lamar HS	Lanier MS	Oak Forest ES	Scarborough HS
Scroggins ES	Sinclair ES	Smith, K. ES	Stevens ES
Wainwright ES	Waltrip HS		

TL: Charles Patton

Atherton Elementary	BC Elmore	Berry ES	Burbank ES
Burbank MS	Chatham/CIS	Cook ES	Fonwood ECC
Food Service	Forest Brook MS	HELC	Janowski ES
Mickey Leland (YMCP)	North Forest HS	Ross ES	Shadydale ES
Thurgood Marshall	228 McCarty	250 McCarty	

TL: Maricia Butcher

Barrick ES	Coop ES	DeChaumes ES	Durkee ES
Farias ES	Fonville ES	Garcia ES	Henry MS
Herrera ES	Hilliard ES	Houston HS	Lyons ES
Moreno ES	North Houston Early College	Northline Es	Roosevelt ES
Scarborough ES			

TL: Rickey Brown

Browning Elementary	Burrus Elementary	Facilities Srvcs-Operations	Field ES
Hamilton MS	Harvard ES	Heights HS (<i>Reagan</i>)	Highland Heights ES
High School Ahead Acad.	Hogg MS	Jefferson ES	Kennedy ES
Looscan ES	Northside HS (<i>Davis</i>)	Osborne ES	Washington HS
Wesley ES	Williams MS		

TL: Roy Giles

Hattie Mae White	3200 Center	Bauman	NW Transportation
Holden	Ryan PD		

MAINTENANCE OPERATIONS (AREA I)**Nicole Ware Barnett – General Manager**

Office 713-556-1400 Fax 713-556-9536

Barry Taylor-Senior Manager

Office 713-220-5018 Fax 713-226-4561

Northwest Area (1) Manager: Pervy Francis**TL: Joseph Mayes**

Bruce ES	DAEP	Dogan ES	Eliot ES
Fleming MS	Henderson, N. Q. ES	Isaacs ES	Jordan HS
Kashmere HS	Kashmere Gardens ES	Key MS	Martinez, R. ES
McGowen ES	McReynolds MS	Paige ES	Pugh ES
Wheatley HS			

TL: Richard Hall

Carnegie HS	Crockett ES	Gregory-Lincoln K-8	Helms ES
Ketelsen ES	Love ES	Marshall MS	Martinez, C. ES
Memorial ES	Poe ES	River Oaks ES	Roberts ES
Sherman ES	Travis ES	West University ES	Wharton K-8
Wilson ES			

MAINTENANCE OPERATIONS (AREA II)**Nicole Ware Barnett - General Manager****Barry Taylor-Senior Manager****Office 713-220-5018 Fax 713-226-4561****Central Area (2) Manager: Oluwasegun Otti****TL: Carlos Delgado**

Bonner ES	Chavez ES	Davila ES	Deady MS
East Early College	Furr HS	Holland MS	JR Harris ES
Milby HS	Oates ES	Pleasantville ES	Port Houston ES
Robinson ES	RP Harris ES	Rucker ES	Sanchez ES
Southmayd ES	Tijerina ES	Vara Center	Whittier ES

TL: Luis Loera

Barnett Transportation	Briscoe ES	Carrillo ES	Crespo ES
Deanda ES	DeZavala ES	Eastwood Academy	Edison MS
Franklin ES	Gallegos ES	JP Henderson ES	Lantrip ES
Lewis ES	Mitchell ES	Navarro MS	Ortiz MS
Park Place ES	Patterson ES	Peck ES	Seguin ES
Stevenson MS			

TL: Octavio Lopez

Austin High	Baylor College (<i>Ryan</i>)	Belfort Academy	Blackshear ES
Brookline Elementary	Burnett ES	Cage-Chrysalis ES/MS	Cullen Middle
Energy Institute HS	Foster ES	Golfcrest ES	Hartsfield ES
High School for Law & Justice	Lockhart ES	Ninfa Lorenzo ECC	Police Dept.
Rusk MS	Thompson ES	Whidby ES	Yates HS
YWCPA			

TL: Edward Canales

Alcott ES	Attucks MS	Bastian ES	Codwell ES
Cornelius ES	Debakay HS	Frost ES	Garden Villas ES
Gregg Es	Hartman MS	Jones/Future Academy	Kelso ES
Law ES	Mading ES	Reynolds ES	South Early College
Sterling HS	Thomas MS	Woodson ES	Worthing HS
Young ES			

MAINTENANCE OPERATIONS (AREA III)**Nicole Ware Barnett - General Manager****Barry Taylor-Senior Manager****Office 713-220-5018 Fax 713-226-4561****Central Area (3) Manager: Michael Barrera****TL: Sylvia Canales**

Ashford Elementary	Askew Elementary	Benavidez ES	Bush ES
Condit ES	Cunningham ES	Daily ES	Herod ES
Las Americas HS	Mandarin Chinese	Mark White ES	Pershing MS
Revere MS	Rodriguez ES	Shadowbriar ES	St. George ES
Teledyne Building	Twain ES	Walnut Bend ES	West Briar MS
Westside HS			

TL: Marlon Murcia

Anderson ES	Bell ES	Bonham ES	Foerster ES
Fondren MS	Gross ES	Halpin ECC	Kolter ES
Longfellow ES	McNamara ES	Milne Es	Neff Early Learning Center
Neff, Pat ES	Parker ES	Red ES	Sharpstown HS
Sugar Grove ES	Tinsley ES	Valley West ES	Welch MS
Westbury HS			

TL: Polly Jackson

Almeda Elementary	Braeburn Elementary	Fondren ES	Grissom ES
HAIS	Hines-Caldwell ES	Hobby ES	Hollingsworth Science Ctr
King ECC	Lawson MS (<i>Dowling</i>)	MacGregor ES	Madison HS
Montgomery ES	Petersen ES	Pin Oak MS	Reagan K-8
Rice School K-8	Shearn ES	South Field Office	Windsor Village ES
Butler			

TL: Leslie Busby

Bellaire HS	Briargrove ES	Briarmeadow ES	Elrod ES
Emerson ES	Horn Es	Liberty HS	Long MS
Lovett ES	Meyerland MS	Mistral ECC	Pilgrim ES
Piney Point ES	Rogers, T.H. MS	Sharpstown Int'l MS	Sutton ES
Tanglewood MS	White Ed ES	Wisdom HS	

SPARK PARKS - HISD



Elementary Schools

Almeda
Anderson
Ashford
Askew
Berry
Braeburn
Browning
Carrillo
Condit
Cornelius
Davila
Emerson
Field
Foerster
Gallegos
Garden Oaks
Garden Villas
Harris, RP
Hartsfield
Helms
Henderson, JP
Herrera
Hobby
Kashmere Gardens
Ketelsen
Lockhart
Looscan
Lyons
Mading
Mandarin Chinese
McGowen
Memorial
Meyerland
Milne
Montgomery
Moreno
Northline
Osborne
Park Place
Parker
Peterson
Piney Point
Poe
Port Houston
River Oaks
Roberts
Robinson
Rodriguez, S.
School at St. George
Sinclair
Stevens
Sutton
Tijerina
Tinsley
Travis
Twain
Wainwright
Walnut Bend
West University
Wharton
Whidby
White, E.
Whittier
Wilson
Young Scholars Academy

Middle Schools

Clifton
Deady
Edison
Fleming
Hamilton
Hogg
Holland
Long Academy
McReynolds
Revere
Stevenson

High Schools

Chavez
HAIS
Kashmere
Westbury