

HISD

Facilities, Maintenance, & Operations

WE SOLVE. WE SERVE. WE MAINTAIN.



2023-2024

RESOURCE FOR SERVICE 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 maintenance issues in the following areas:

- Customer Support for Reporting Maintenance Issues
- Code Compliance
- Facility Reservations
- Maintenance Repairs and Custodial Operations
- Grounds Care and Pest Control
- Energy & Sustainability
- Life Safety Systems and Technologies and Support

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 all HISD students and staff, as well as other district stakeholders. To assist with this effort, the Facilities, Maintenance & Operations Resource 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
- Provide a course of action and timeline
- Resolve the issue

From the beginning of a request until its completion, Facilities, Maintenance & Operations team 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 Webber

Executive Officer, Facilities Maintenance & Operations

CAMPUS QUICK REFERENCE

Any work that is not maintenance or repair is considered *New Work*. HISD design guidelines must be met and pre-approved by the Director of Maintenance & Repairs. Work completed by an outside contractor or through employee overtime is the **financial responsibility** of the requesting campus.

AREAS OF RESPONSIBILITIES:

Facilities, Maintenance & Operations (FMO)

- **Work Order needed for the following:**
 - **Addition or relocation**
 - Lock hardware beyond design guidelines
 - Life safety equipment (card access readers, cameras, and aiphones)
 - **Room modifications:**
 - Maintaining the Paint of a room
 - **Service and/or Repair:**
 - Canopy repairs
 - Ice machines **existing electrical** outlets only (other than in the kitchen)
 - **Installation:**
 - Gate installations (and fence conversions) including panic bar and card access reader

Construction Services (CS)

- **Building Modification Request (BMR) Form needed for the following:**
 - **Room modifications -**
 - Adding walls including cubicle half walls
 - Additional electrical outlets
 - Painting a room
 - Changing colors
 - Converting classrooms into computer labs – include FMO Code Compliance
 - Window Treatment -
 - Blinds, tint, etc. – A part of district overall security plan
 - **Installation:**
 - Furniture – depending on size
 - New irrigation systems
 - **Service and/or Repair:**
 - Canopy structural
 - Partitions
 - Ice machines installation of **new electrical** outlets (other than in the kitchen)

Complete “Building Modification Request” Form and submit to modrequest@houstonisd.org.

Campus

- **Room modifications:**
 - New bookshelves – initiated through BMR form
- **Installation:**
 - Cork boards – initiated through BMR form
 - White boards – initiated through BMR form
 - New and existing plants/shrubs/flower beds/vegetation/trees – Campus funded/FMO Grounds managed
 - New irrigation zones - Campus funded/FMO Grounds managed
 - Marquee signs
- **Life Safety Systems:**
 - Lost keys
 - Keys and rekeys for desks and / or file cabinets
 - Card access deactivation

- **Service and/or Repair:**
 - Washers and dryers including disconnecting and installing outlets
 - Ice machines
- **Theatrical:**
 - Stage Fly System on stage
 - Control board and lights
 - Stage light repair
- Annual Ansul and fire extinguisher inspection in cooking classrooms – **(CTE)**
- Remove wall mounted TVs – **Campus funded/CS Go Team coordinated**
- Wood Deck – **initiated through BMR form**

To request new work:

- Contact assigned Division Director (North, South, West, Central, Central Support)
- 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 proposal will be provided.
- Once a campus accepts the proposal and agrees to fund the project, FMO or Construction Services will provide a start and completion timeframe of the project.

Section One

FACILITIES, MAINTENANCE & OPERATIONS

Facilities, Maintenance & Operations (FMO) is committed to a deliberate emphasis on service in order to guarantee quality support is delivered to the students, staff, and employees of Houston Independent School District (HISD), as well as ensuring our facilities are safe, comfortable, and operable. We are successful only when our customers are satisfied by our exceptional quality of service.

FMO 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.

FMO has been strategically reorganized to include four service-specific departments: FMO Administrative Services, Facility Compliance & Sustainability, Maintenance & Repairs, Custodial Services, Grounds & Athletic Fields.

FMO ADMINISTRATIVE SERVICES

The FMO Administrative Services department is comprised of Customer Support, Information Services & IT Support, Finance & Accountability, and Professional Development.

Call Center & Data Support

The Call Center & Data Support department is responsible for supporting FMO with maintenance service requests, payroll, and purchase requisitions. The department also provides a range of specialized support services district wide.

Finance & Accountability

The Finance & Accountability department is responsible for supporting the FMO departments with budget development, process improvement, financial reporting, and reconciliation of department accounts in a timely manner. It is imperative that the department's financial information reflects actual results of the business operation.

Information Services

Acting as a liaison between FMO and Information Technology (IT), this service group provides organizational support for technical-related issues, streamlines business processes to improve productivity, partners to collaborate with business strategists, process owners, and other subject matter experts.

Professional Development

The mission of the Professional Development department is to provide continuous education and training that will assist in the growth of employee development of the necessary skill set to maintain a safe environment conducive to student success.

MAINTENANCE & REPAIRS

Working in collaboration, the Maintenance & Repairs teams are committed to providing a safe and clean environment for students to learn. The Maintenance & Repairs team's responsibility is to maintain and repair existing building systems to include, but not limited to emergency maintenance, routine maintenance, and preventive maintenance.

Facilities Maintenance and Repairs

Facilities Maintenance is responsible for ensuring the safe and efficient functioning of all district facilities, including performing emergency repairs, preventative and routine maintenance, and small-scale improvement projects.

CUSTODIAL SERVICES, GROUNDS & ATHLETIC FIELDS

The Custodial Services, Grounds & Athletic Fields Department is committed to providing high-quality management and care and impeccably landscaped grounds that is conducive to learning to all district facilities. The department will work with each school to ensure services aligns with school operation. We are committed to excellent customer service, timeliness, and professionalism.

Custodial Services

The Custodial Services division works to provide a safe, clean learning environment for students, staff, and the community.

Grounds Maintenance & Athletic Fields

The Grounds & Athletic Fields Department is a distinct service group charged with maintaining the campus grounds to ensure safe schools and facilities for the students, staff, and employees.

FACILITY COMPLIANCE & SUSTAINABILITY

The Facility Compliance & Sustainability Department provides leadership and expertise in compliance services and energy management for all District properties. The department ensures compliance with relevant laws and regulations; implements strategic initiatives to conserve energy and promotes sustainable habits.

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 efficient management of lighting.

Sustainability

The Sustainability Department develops a fiscally responsible and socially acceptable District strategy for sustainable waste management that will protect the environment and climate for the health and prosperity of future generations through the reduce, reuse, and recycling of resources.

Environmental Health & 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.

Life Safety Systems and Technology

Life Safety Systems and Technology 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, Life Safety Systems and Technology oversees and coordinates annual inspections for fire alarms, intercoms, and fire extinguishers.

Facility Reservations

The Facility Reservations department provides a service and streamlined process for Principals and Administrators to manage the use of campuses, during extended hours and/or by third parties, which complies with Board Policy, Finance Procedures, and helps fulfill the Superintendent's Strategic Plan Commitments. The use of HISD facilities can be requested at <https://www.facilitron.com/hisd77092>.

The district's administrative staff make final decision on all facility use requests.

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, HISD 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.

Section Two

FACILITY RESERVATIONS

FACILITIES, BUILDINGS AND GROUNDS

HISD facilities are designed primarily for school purposes and school-related activities and may, in accordance with Board Policy, also be used for meetings of students, employees, school-affiliated organizations (i.e., PTA, afterschool programs, booster clubs), community groups, other organizations, and commercial groups. Priority is always given to the education of HISD students. **At no point should a Principal or campus staff allow the use of a facility, building or grounds to an outside organization or person, without proper approval through Facility Reservations.** In the event a patron makes an inquiry about facility use directly to a Campus Administrator or staff, they should be immediately redirected to Facility Reservations under the Facilities, Maintenance and Operations website www.Houstonisd.org/Rentals. Additionally, any school sponsored or similar event that involves a third part, or is scheduled after normal school hours, is required to be approved and vetted by the Facility Reservations office.

Internal Events and Collaborations

- Campuses should enter their internal or other departmental events that take place during extended hours (after normal operating hours, weekends, and holidays) into HISD's Facility Reservations system, Facilitron (<https://www.facilitron.com/hisd77092>). The system will enable the scheduling of services such as HVAC, custodial, officers, additional supplies, etc. These services will not be provided if the event is not entered into the system.
- To obtain access credentials to Facilitron, contact the Business Operations Training Department at 713-676-9760. Campuses should direct any organizations that provide after school care, enrichments, day care, etc., to register via Facilitron as an external user.

External Use Requests

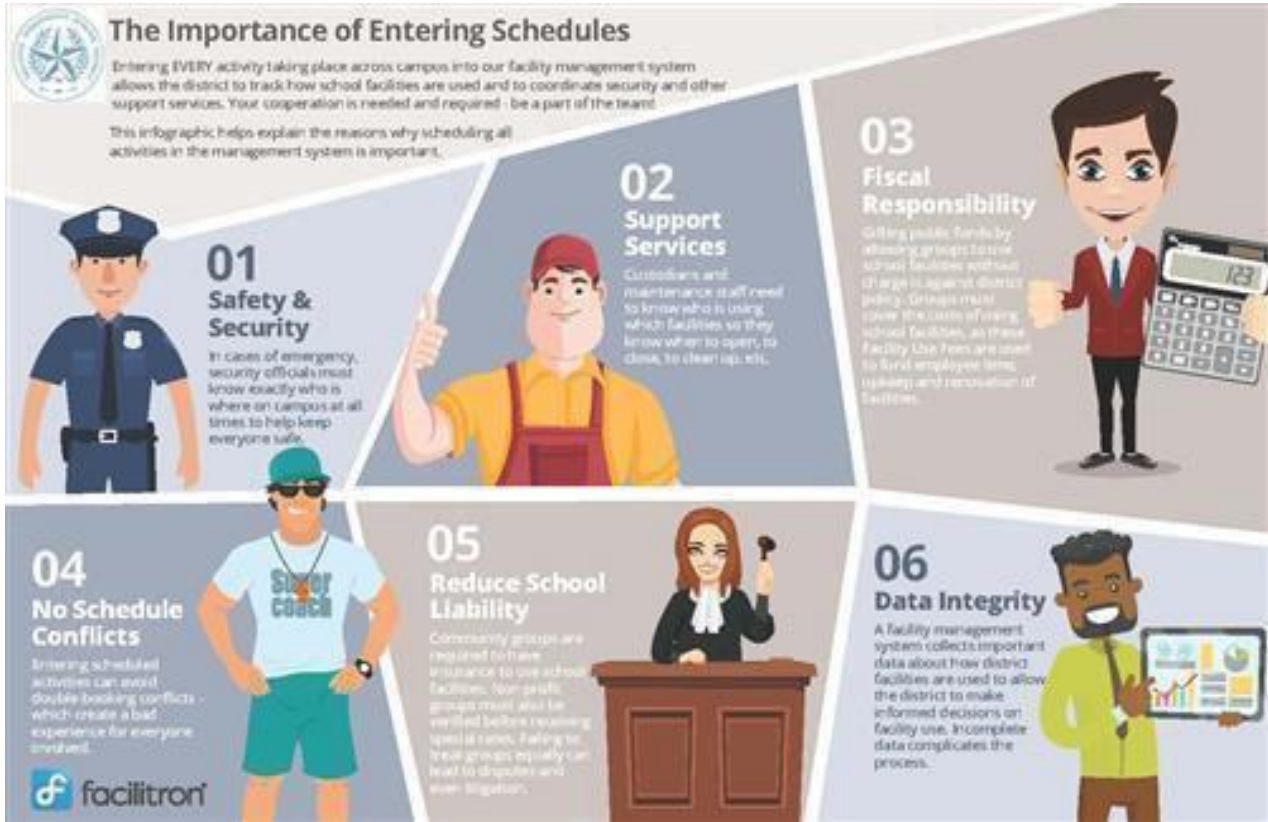
- Patron or organization submits application through HISD's online facility request and rental system by visiting <https://www.facilitron.com/hisd77092>. With this system, reservation requests can be submitted easily and will be handled efficiently. Renters will be able to access photos and descriptions, see real-time availability, get estimated quotes, and pay online.
- Applications must be submitted at least 15 days prior to the start of the event.
- Event details are sent to the Principal for approval or denial.
- If approved, the requester must sign a contract and submit payment and certificate of insurance prior to the event.
- Staffing for custodial and/or police are required for an event. Campus custodial staff and campus police are given the first opportunity to work the scheduled event. In the event the custodial staff is unavailable, or the campus does not have a police officer, the Facility Reservations office will schedule accordingly.
- 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 Reservations office.

Stadium Requests

- Campus and External Use requests for Stadiums should be entered into the Facilitron system. The request will be considered pending and not approved until a Stadium Manager or other Athletics Department representative has made contact, reviewed the event, and desired logistics, negotiated fees, and a contract is signed.

Principal/Approval Designee/Site Owner Responsibility

- Principal must designate a minimum of two approval designees per campus.
- Principal/designee must complete training to gain access to submit internal events and approve external reservation requests.
- Principal/designee can register for training by contacting the Business Operations Training Department at 713-676-9760 and requesting HISD Learning for course #1472068 (virtual) or #1461145 (in person).
- Designated site owner will be responsible for adding campus events (e.g., testing dates, in-service dates, etc.) so those dates are excluded from rental availability.



Facilities, Maintenance & Operations
Facilities Reservations Department
 Email: rentals@houstonisd.org
 Phone: 713-671-1740

You can view and request district facilities at: <https://www.facilitron.com/hisd77092>.
 All requests must be organized and approved in adherence with Board policy GKD (**Legal & LOCAL**)

PROCESSING MAINTENANCE REQUESTS & REPORTING PROCESS



The initial point of contact for all schools, auxiliary facilities, and other district operating offices is Call Center & Data Support. Customer requests for maintenance services are processed by calling 713-556-9400. The call center is available Monday through Friday, 5:30am to 6:00pm, for submitting requests for facility/maintenance repairs or services.

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 CLASSIFICATIONS & SERVICE LEVEL AGREEMENTS

Upon request for service, Call Center & Data Support will create a work order and prioritize the request based on priority.

** Response time includes a visit to the campus by the appropriate craft member, who will examine the issue and determine a course of action. The time for completion may require coordination with other departments, ordering parts, and/or obtaining a quote from an approved vendor and funding source.*

PRIORITY	DESCRIPTION	EXAMPLE	TIMEFRAME
1: Emergency	Issues that pose an immediate danger to public health and safety and may cause disruption to normal school or facility operations	<ul style="list-style-type: none"> Gate and fence repairs Power outage – entire building Ruptured waterlines Unable to secure exterior door Heating or air conditioning failure – entire building 	<u>Response Time:</u> 4 to 6 hours <u>Completion Time:</u> 14 - 30 Days
3: Routine	Routine and aesthetic issues that have little to no impact to normal school or facility operation	<ul style="list-style-type: none"> 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 or facility operations.	<ul style="list-style-type: none"> Touch up painting Maintenance projects scheduled for completion during summer or winter break. Parking lot overlays and striping Temporary building renovations 	<u>Response Time:</u> 60 Days <u>Completion Time:</u> 120 Days (If not slated for summer project) *based on scheduling and available funding

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. 2. Fire doors may only be kept open using a fire code approved device that shuts them automatically when a fire detector activates it.
<p>EXITS:</p> <ol style="list-style-type: none"> 1. Exit doors shall be operational 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 maintaining environmental safety:

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.

PAINTING GUIDELINES

Touch up painting is completed during scheduled visits by the Maintenance Response Team. Approved larger painting projects are scheduled as a summer project.

Painting is restricted to maintenance technicians and approved contractors. No other parties should be allowed 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). Campuses can fund painting outside of scheduled touch up painting by contacting an HISD approved vendor. Donated services must go through the Grants office and have approval from the Maintenance Department.

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.

ENVIRONMENTAL SERVICES

The Environmental Services Department, in collaboration with Risk Management (RiskManagement@Houstonisd.org), manages the district's compliance to federal, state, and local environmental regulatory requirements regarding indoor air quality, asbestos abatement, operation and maintenance program, mold remediation and the oversight of the asbestos management plans for the district.

Mold growth up to 25 continuous square feet should be cleared by the campus custodial staff upon discovery.

Recurring mold growth and mold growth over 25 continuous square feet should be reported to Risk Management immediately.

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, MUST be reviewed and preapproved by the General Manager of Facilities or designee to ensure compliance with District design guidelines and existing building structure.**

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.

CUSTODIAL SERVICE/STAFFING STANDARDS

Custodial assignments are primarily based on campus size. The custodial staffing standard is one custodian per every 36,000 square feet and will adhere to the guidelines below. Campuses exceeding the square footage guidelines will be staffed based on the service needs of the additional square footage and enrollment.

- **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 Schools 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.

Additional Custodial Services and Staffing

Additional custodial services and/or staffing above the standard guidelines must be funded by the campus.

Overtime

Request for custodial services for an after-hour event pr beyond the employee's normal 8-hour shift MUST be submitted to the designated Custodial Team Leader at least 48 hours prior to the event. All details, including employee access, lock-up supplies, and other necessary concerns should be discussed and agree upon prior to confirming overtime.

The event hose, campus, or school-affiliated organization (e.g., PTO) is responsible for overtime pay and the use of additional supplies, as outlined in the Facility Usage policy.

Communicable Diseases (COVID) Response: To request cleaning, the school nurse should email Health and Medical Services, HISD Nurse Manager, Business Operations 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.

Please refer to the Ready, Set, Go Plan

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. **The use of pesticides by unapproved and uncertified personnel is strictly prohibited.**

To request pest control services, contact Customer Support to create a work order and include the specific location (i.e., Classroom 101, Kindergarten Wing, Main Office) - this will assist in 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. Pest Control work orders will be addressed within the following timeframes:

ROUTINE	EMERGENCY
<p><u>Response Time:</u> Within 7-10 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

Do not feed, set food out, or allow students to come in contact with stray animals that venture onto the campus. It is unknown what diseases or pests these animals bring, and they are often the cause of flea problems in classrooms. Animals that are ignored will usually leave on their own.

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 PEST 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.

GROUNDS

Routine grounds maintenance is provided to all HISD campuses. The Grounds department will work with each school to ensure service aligns with school operation. Testing dates and other designated times will be taken into consideration when routine grounds services may cause an interruption or distraction to students.

The scope of grounds/landscaping services is summarized below:

- Lawn mowing and trimming.
- Paved area edging
- Litter and debris removal
- The installation of new plants and shrubs, flower bed maintenance and weeding of existing flower beds is the responsibility of the campus. As with any campus modifications, contact Facilities Maintenance for a list of approved vendors.

During the months of March through October each campus is scheduled to receive two cuts per month, weather and staff permitting. Fall and Winter months (November through February) campuses are scheduled to receive one cut per month and any required trimming and edging. If there is a concern, please contact Customer Support and Accountability at 713-556-9400. Follow up communication/resolution will be initiated by the appropriate facility representative based upon the type of issue being addressed. Special event cuts or additional cuts will be at the expense of the campus.

IRRIGATION/SPRINKLER SYSTEMS

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.

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.

The Plant Operator should be the **only** personnel operating any campus-based sprinkler systems. **At no time should the Plant Operator attempt to modify the sprinkler controls.**

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 4:00AM - 6:00PM	#1 5:30PM - 11:00PM
MS 4:00AM - 8:00PM	#2 3:00AM - 7:30AM
HS 4:00AM - 8:00PM	

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 on the Facilitron website.

Please allow 48 hours for processing.

<https://www.facilitron.com/hisd77092>

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

LIFE SAFETY SYSTEMS AND TECHNOLOGY

Service Standard and Special Requests

Bell Schedules

Campus personnel is responsible for making necessary changes to the campus bell schedules if the system allows.

Instructions can be found on the HISD portal: <http://houstonisd.sharepoint.com/teams/BusOps/PF/SitePages/Home.aspx>

For assistance contact the Life Safety Systems and Technology Department at 713-670-3900 or email

LifeSafetySystemsTechnology@houstonisd.org.

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 Sr. Manager of Security Maintenance.

(Campus officers are granted view and playback rights.)

Requests are processed in the order in which they are received and can take up to 45 days to complete.

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

Campus personnel is responsible for requesting access for Burglar Alarm Codes, Card Access, Cameras, and Keys. Contract the Customer Care Center at 713-556-9400 to obtain a required notification number for (*Request for Access to Complete View Form and Key Control Release Form*) prior to requesting in SharePoint. Instructions can be found on the HISD portal:

<http://houstonisd.sharepoint.com/teams/BusOps/PF/SitePages/Home.aspx>

For assistance contract the Life Safety Systems and Technology Department at 713-670-1610 or email

LifeSafetySystemsTechnology@houstonisd.org.

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 meets 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.

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 Life Safety Systems and Technology 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.**

Projects must meet HISD design guidelines and have prior approval from the Director of Life Safety Systems and Technology.

Life Safety Systems and Technology requests for keys and after hour access, burglar alarm codes, card access, camera view access and security codes can be made via email at
[***LifeSafetySystemsTechnology@houstonisd.org***](mailto:LifeSafetySystemsTechnology@houstonisd.org)

Ensuring that effective controls are in place is the responsibility of the building principal. Renumbering of classrooms is prohibited and the campus will be responsible for cost to relabel Fire Alarm, Intrusion Alarm, Intercom, Access system and cameras.

Access Type	Standard	Campus Responsibilities
Burglar Alarm Code	Codes are restricted to administrative and custodial personnel. Form Required* Timeline for completion: 7 days	<ol style="list-style-type: none"> System should be armed whenever personnel are not in the building. Notify Life Safety Systems and Technology when personnel assigned a code no longer report to the campus location. Request code transfer when personnel move to another campus.
Fire Alarm	Life Safety Systems and Technology will repair, maintain, and provide proper training for fire drills.	<ol style="list-style-type: none"> Campus is responsible for conducting monthly fire drills. Campus is responsible for calling to have fire system placed on test for fire drill. Campus is responsible for funding the cost for afterhours emergency services to address fire alarm sounding, due to system not being properly reset after drill.
Card Access	Access cards are maintained by each individual campus and access is granted Monday through Friday 6:00am – 6:00pm. After hours and weekend access must be preapproved by the Asst. Superintendent and Executive Officer of Facilities. Form Required*	<ol style="list-style-type: none"> Issue 1 card per employee and track all access cards. 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. 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 Life Safety Systems and Technology. Form Required* Timeline for completion: 30 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 is 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"> Track all keys. 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. 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 purchase order 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 LifeSafetySystemsTechnology@houstonisd.org on the last day of the month in September, December, March, and the last day of the school year.

Section Three

NEW WORK

Any work that is not deemed maintenance or repair is considered *New Work*. HISD design guidelines must be met and pre-approved by the Director of Maintenance & Repairs. Work completed by an outside contractor or through employee overtime is the **financial responsibility** of the requesting campus.

Examples of new work include, but is not limited to:

- **Addition or relocation:**
 - Lock hardware beyond design guidelines
 - Life safety equipment (card access readers, cameras, and aiphones)
- **Room modifications:**
 - Adding walls including cubicle half walls
 - Additional electrical outlets
 - New bookshelves
 - Painting a room, i.e., changing colors
 - Converting classrooms into computer labs
 - Tint Windows
- **Installation:**
 - Cork boards
 - White boards
 - Furniture
 - New blinds or repair of existing
 - New and existing plants/shrubs/flower beds
 - New irrigation systems
 - Gate installations (and fence conversions) including panic bar and card access reader
 - Marquee signs
- **Life Safety Systems:**
 - Lost keys
 - Keys and rekeys for desks and / or file cabinets
 - Card access deactivation
- **Service and/or Repair:**
 - Washers and dryers including disconnecting and installing outlets
 - Ice machines including disconnecting and installing outlets (other than in the kitchen)
 - Canopy repairs
 - Ice machines
- **Theatrical:**
 - Stage Fly System on stage
 - Control board and lights
 - Stage light repair
- Annual Ansul and fire extinguisher inspection in cooking classrooms
- Remove wall mounted TVs
- Wood Deck

To request new work:

- Complete “Building Modification Request” Form and submit to modrequest@houstonisd.org. (Appendix page 21A)

DONATIONS

Donations from PTOs or other organizations must be routed through the HISD Grants department (GrantDevelopment@houstonisd.org). All donations of work or equipment must meet HISD design guidelines and be pre-approved by the General Manager of Facilities Maintenance and Operations

Section Four

CONTACT INFORMATION
FACILITIES, MAINTENANCE & OPERATIONS
Facilities, Maintenance & Operations Administration

		Direct Extension	Cell
Alishia Jolivette-Webber, Deputy Chief	Operations	713-556-1548	713-328-9972
Eugene Salazar, Executive Director	Facility Compliance & Sustainability	713-556-4184	832-423-3112
Patrice Humphries, Executive Director	FMO Administrative Services	713-556-1705	850-212-1538
Vacant, Executive Director	Maintenance & Operations		
Lucie Garcia, Director 1	Grounds Services & Support	713-556-1660	832-540-0888
Kirby Williams, Director 1	Energy & Sustainability	713-556-1632	225-315-1147
Anthony Mendizabal, Director 1	Life Safety Systems and Technology	713-556-1639	713-204-8087
North Division Support			
Gianni Ledezma, Director 1	Facilities Operations	713-556-1747	281-713-0026
Ramiro Arredondo, Coordinator 2	General Maintenance	713-556-3449	832-453-5194
Ruben Diosdado, Coordinator 2	HVAC	713-556-1634	832-715-3103
Michael Barrera, Coordinator 2	Custodial	713-556-1591	713-294-6321
South Division Support			
Darcy Davis, Director 1	Facilities Operations	713-556-1513	832-687-8962
Gerald Verdun, Coordinator 2	General Maintenance	713-556-3454	832-206-5313
Juan Beltran, Coordinator 2	HVAC	713-556-3460	832-503-1542
Edward Canales, Coordinator 2	Custodial	713-556-1584	713-261-3787
West Division Support			
April Smith, Director 1	Facilities Operations	713-556-3102	713-385-1067
Arties Franklin, Coordinator 2	General Maintenance	713-556-1637	281-773-8929
Ronald Richardson, Coordinator 2	HVAC	713-556-3464	346-337-5632
Marlon Murcia, Coordinator 2	Custodial	713-556-1590	832-951-0462
Central Division Support			
James Perkins, Director 1	Facilities Operations	713-556-1540	832-507-2689
Michael Clark, Coordinator 2	General Maintenance	713-556-9464	713-875-8642
Dustin Agnew, Coordinator 2	HVAC	713-556-1634	713-591-0300
Oluwasegun Otti, Coordinator 2	Custodial	713-556-1593	281-650-2783
FMO Central Support			
Ricardo Hinojosa, Director 1	Facilities Operations	713-556-1659	832-387-3824
Carl Deason, Coordinator 2	Auxiliary Services	713-556-1671	713-562-2244
Robert Montenegro, Coordinator 2	HVAC	713-556-6163	858-740-6955
Gabe Schexnider, Coordinator 2	Environmental Services	713-556-1514	281-660-4607
Pervy Francis, Director 1	Custodial Services & Support	713-556-1595	832-724-6365
Richard E. Harris, Director 1	Facilities Finance & Accountability	713-556-1558	713-824-9915
Kimberly Mullins, Director 1	Information Services & IT Support	713-556-1544	713-584-3951
Jasmine Scott, Director 1	Call Center & Data Support	713-556-1710	832-561-4167
Anne Washington, Coordinator 2	Code Compliance	713-556-1566	832-392-4041
Leesa Love, Cross Functional Team Member	Real Estate and Facility Rentals	713-556-9262	281-610-2882

CONTACT INFORMATION
CONSTRUCTION SERVICES
DIRECTORY

Construction Services

		Direct Extension	Cell
Andreas Peeples, Executive Officer	Construction Services	713-556-9250	770-865-5346
Construction Services – Facilities Design			
Daniel Bankhead, General Manager	Facilities Design	713-556-9304	832-367-2953
Vacant, Senior Manager	Design	713-556-9424	
Vacant, Senior Manager	Special Projects/Contract Admin	713-556-9253	
Vacant, Manager	Facilities Furniture, Fixtures & Equipment	713-556-9325	
Construction Services - Construction			
Tonya Savoie, General Manager	Capital Improvement & Administration	713-556-6480	832-443-9583
Vacant, General Manager	Construction Services		
Sizwe Lewis, Senior Manager	Construction Services	713-556-9292	713-254-2616
Vacant, Senior Manager	Quality Assurance		

Central Division

James Perkins, Director 1
 Michael Clark, Coordinator 2, General Maintenance
 Dustin Agnew, Coordinator 2, HVAC
 Oluwagesun Otti, Coordinator 2, Custodial

School Name	NES
ARABIC IMMERSION MAGNET SCHOOL	
ATHERTON ES	NES
AUSTIN HS	
BAYLOR COLLEGE OF MEDICINE BIOTECH ACADEMY AT RUSK	
BRISCOE ES	
BROWNING ES	
BRUCE ES	NES
BURNET ES	
CAGE ES	NES-A
CARNEGIE VANGUARD HS	
CARRILLO ES	
CHALLENGE EARLY COLLEGE HS	
COMMUNITY SERVICES-SEC	
CROCKETT ES	
DEBAKEY HS FOR HEALTH PROF	
DOGAN ES	NES
EAST EARLY COLLEGE HS	
EASTWOOD ACADEMY	
EDISON MS	NES-A
DAEP ES	
ESIOT ES	NES
ELLA J BAKER MONTESSORI SCHOOL	
FIESD ES	
FLEMING MS	NES
FRANKLIN ES	NES-A
FURR HS	NES-A
GALLEGOS ES	NES-A
GREGORY-LINCOLN ED CTR	
HS FOR LAW AND JUSTICE	
HAMILTON MS	
HARRIS R P ES	NES-A
HARVARD ES	
HCC LIFE SKILLS PROGRAM	
HEIGHTS HS	
HELMS ES	
HENDERSON J ES	
HENDERSON N ES	NES

Central Division

James Perkins, Director 1
 Michael Clark, Coordinator 2, General Maintenance
 Dustin Agnew, Coordinator 2, HVAC
 Oluwagesun Otti, Coordinator 2, Custodial

School Name	NES
HOGG MS	
HOLLAND MS	NES-A
HOUSTON ACADEMY FOR INTERNATIONAL STUDIES	
ISAACS ES	NES
JEFFERSON ES	
KETESSEN ES	
KINDER HS FOR PERFORMING AND VISUAL ARTS	
LAMAR HS	
LANIER MS	
LANTRIP ES	
LAURENZO EARLY CHILDHOOD CTR	
LOOSCAN ES	NES-A
LOVE ES	
MACGREGOR ES	
MARSHALL MS	
MARTINEZ C ES	
MARTINEZ R ES	NES
MCREYNOLDS MS	NES
MEMORIAL ES	
MICKY LELAND COLLEGE PREP ACAD FOR YOUNG MEN	
MIDDLE COLLEGE HS AT HCC FRAGA	
NAVARRO MS	
NORTHSIDE HS	
OATES ES	NES-A
PERSHING MS	
PLEASANTVILLE ES	
POE ES	
PORT HOUSTON ES	NES-A
PROJECT CHRYSALIS MS	NES-A
PUGH ES	NES
RICE SCH /LA ESCUELA RICE	
RIVER OAKS ES	
ROBERTS ES	
ROBINSON ES	NES-A
ROOSEVELT ES	

Central Division

James Perkins, Director 1

Michael Clark, Coordinator 2, General Maintenance

Dustin Agnew, Coordinator 2, HVAC

Oluwagesun Otti, Coordinator 2, Custodial

School Name	NES
ROSS ES	
SCROGGINS ES	NES
SECONDARY DAEP	
SHERMAN ES	
TIJERINA ES	
TRAVIS ES	
TWAIN ES	
WEST UNIVERSITY ES	
WHARTON K-8 DUAL LANGUAGE ACADEMY	
WHEATLEY HS	NES
WHITTIER ES	NES-A
YOUNG WOMEN'S COLLEGE PREP ACADEMY	

North Division

Gianni Ledezma, Director 1

Ramiro Arredondo, Coordinator 2, General Maintenance

Ruben Diosdado, Coordinator 2, HVAC

Michael Barrera, Coordinator 2, Custodial

School Name	NES
BARRICK ES	
BENBROOK ES	
BERRY ES	NES
BLACK MS	
BURBANK ES	
BURBANK MS	
BURRUS ES	NES-A
CLIFTON MS	
COOK JR ES	NES
COOP ES	NES-A
DE CHAUMES ES	
DURHAM ES	
DURKEE ES	NES-A
ELMORE ES	NES
FARIAS EARLY CHILDHOOD CENTER	
FONVILLE MS	
FONWOOD EARLY CHILDHOOD CTR	
FOREST BROOK MS	NES
GARCIA ES	
GARDEN OAKS MONTESSORI	
HS AHEAD ACADEMY	
HARPER DAEP	
HENRY MS	NES
HERRERA ES	
HIGHLAND HTS ES	NES
HILLIARD ES	NES
HOUSTON MATH SCIENCE AND TECHNOLOGY CENTER	NES-A
JANOWSKI ES	
KASHMERE GARDENS ES	NES
KASHMERE HS	NES
KENNEDY ES	NES-A
KEY MS	NES
LYONS ES	

North Division

Gianni Ledezma, Director 1

Ramiro Arredondo, Coordinator 2, General Maintenance

Ruben Diosdado, Coordinator 2, HVAC

Michael Barrera, Coordinator 2, Custodial

School Name	NES
MARSHALL ES	NES
MCGOWEN ES	NES
MORENO ES	
NORTH FOREST HS	NES
NORTH HOUSTON EARLY COLLEGE HS	
NORTHLINE ES	NES-A
OAK FOREST ES	
OSBORNE ES	NES-A
RODERICK R PAIGE ES	NES
SCARBOROUGH ES	
SCARBOROUGH HS	NES-A
SHADYDALE ES	NES
SINCLAIR ES	
SMITH ES	NES-A
SOAR CTR	
STEVENS ES	
WAINWRIGHT ES	NES-A
WALTRIP HS	
WASHINGTON B T HS	NES-A
WESLEY ES	
WILLIAMS MS	NES-A

South Division

Darcy Davis, Director 1

Gerald Verdun , Coordinator 2, General Maintenance

Juan Beltran, Coordinator 2, HVAC

Edward Canales, Coordinator 2, Custodial

School Name	NES
ALCOTT ES	NES-A
ALMEDA ES	
ATTUCKS MS	
BASTIAN ES	
BAYLOR COLLEGE OF MEDICINE ACADEMY AT RYAN	
BELLFORT EARLY CHILDHOOD CENTER	
BLACKSHEAR ES	NES-A
BONNER ES	NES-A
BROOKLINE ES	NES-A
CHAVEZ HS	
CODWELL ES	
CORNELIUS ES	
CRESPO ES	
CULLEN MS	NES-A
DAVILA ES	
DE ZAVALA ES	NES-A
DEADY MS	
DEANDA ES	
ENERGY INSTITUTE HS	
FONDREN ES	
FOSTER ES	
FROST ES	
GARDEN VILLAS ES	
GOLFCREST ES	
GREGG ES	NES-A
GRISSOM ES	
HARRIS J R ES	NES-A
HARTMAN MS	NES-A
HARTSFIELD ES	NES-A
HINES-CALDWELL ES	
HOBBY ES	NES-A
JONES FUTURES ACADEMY	
KELSO ES	

South Division

Darcy Davis, Director 1
 Gerald Verdun, Coordinator 2, General Maintenance
 Juan Beltran, Coordinator 2, HVAC
 Edward Canales, Coordinator 2, Custodial

School Name	NES
KING EARLY CHILDHOOD CTR	
LAW ES	
LAWSON MS	NES-A
LEWIS ES	NES-A
LOCKHART ES	NES-A
MADING ES	
MADISON HS	NES-A
MILBY HS	
MITCHELL ES	
MONTGOMERY ES	
MOUNT CARMEL ACADEMY	
ORTIZ MS	
PARK PLACE ES	
PATTERSON ES	
PECK ES	
PETERSEN ES	
R D S P D	
REAGAN K-8 EDUCATIONAL CTR	NES-A
REYNOLDS ES	
RUCKER ES	NES-A
SANCHEZ ES	
SEGUIN ES	NES-A
SOUTH EARLY COLLEGE HS	
SOUTHMAYD ES	
STERLING HS	NES-A
STEVENSON MS	
THOMAS MS	
THOMPSON ES	NES-A
WHIDBY ES	NES-A
WINDSOR VILLAGE ES	
WOODSON SCHOOL	
WORTHING HS	NES-A
YATES HS	NES-A
YOUNG ES	NES-A

West Division

April Smith, Director 1

Arties Franklin, Coordinator 2, General Maintenance

Ronald Richardson , Coordinator 2, HVAC

Marlon Murcia, Coordinator 2, Custodial

School Name	NES
ANDERSON ES	
ASHFORD ES	NES-A
ASKEW ES	
BELL ES	
BELLAIRE HS	
BENAVIDEZ ES	NES-A
BONHAM ES	NES-A
BRAEBURN ES	
BRIARGROVE ES	
BRIARMEADOW CHARTER	
BUSH ES	
CONDIT ES	
CUNNINGHAM ES	
ELROD ES	
EMERSON ES	
ENERGIZED FOR EXCELLENCE ACADEMY ECC	
ENERGIZED FOR EXCELLENCE ACADEMY ES	
ENERGIZED FOR EXCELLENCE ACADEMY INC MS	
ENERGIZED FOR STEM ACADEMY HS	
ENERGIZED FOR STEM ACADEMY MS	
FOERSTER ES	
FONDREN MS	NES-A
GROSS ES	
HALPIN EARLY CHILDHOOD CTR	
HARRIS CO J J A E P	
HEROD ES	
HORN ES	
KOLTER ES	
LAS AMERICAS MS	NES-A
LIBERTY HS	
LONG ACADEMY	NES-A
LONGFELLOW ES	
LOVETT ES	

West Division

April Smith, Director 1

Arties Franklin, Coordinator 2, General Maintenance

Ronald Richardson , Coordinator 2, HVAC

Marlon Murcia, Coordinator 2, Custodial

School Name	NES
MANDARIN IMMERSION MAGNET SCHOOL	
MARK WHITE ES	
MCNAMARA ES	
MEYERLAND MS	
MIDDLE COLLEGE HS AT HCC GULFTON	
MILNE ES	
MISTRAL CENTER FOR EARLY CHILDHOOD	
NEFF ECC	
NEFF ES	
PARKER ES	
PILGRIM ACADEMY	
PIN OAK MS	
PINEY POINT ES	
RAY DAILY ES	
RED ES	
REVERE MS	NES-A
RODRIGUEZ ES	
SCHOOL AT ST GEORGE PLACE	
SHADOWBRIAR ES	
SHARPSTOWN HS	
SHARPSTOWN INTERNATIONAL SCHOOL	
SHEARN ES	
SUGAR GROVE ACADEMY	NES
SUTTON ES	
T H ROGERS SCHOOL	
TANGLEWOOD MS	
TINSLEY ES	
VALLEY WEST ES	
WALNUT BEND ES	
WELCH MS	
WEST BRIAR MS	
WESTBURY HS	
WESTSIDE HS	
WHITE E ES	
WISDOM HS	NES-A

Central Support

Ricardo Hinojosa, Director 1
 Carl Deason , Coordinator 2, Auxiliary Services
 Robert Montenegro, Coordinator 2, HVAC
 Pervy Francis, Coordinator 2, Custodial

Description	List name
AG Barn-Bellaire	AG Barn-Bellaire HS
AG Barn Lamar	AG Barn Lamar -Bldg. C.
AG Barn Madison	AG Barn Madison
AG Barn B.T. Washington	AG Barn B.T. Washington
AG Barn Worthing	AG Barn Worthing
AG Barn Chavez	AG Barn Chavez
AG Barn-Harper Alt	Harper Alternative School
4610 E. Crosstimbers	Terrell Storage Facility
812 W. 28th St	Holden Building
3901 Telephone Rd	Audiovisual Services
8110 Bertwood St	Police Annex Department and Training
1808 Sampson St	Old Dodson ES
8701 Delilah St	Old Kandy Stripe
10719 Seneca St	Old Fonwood
4103 Brisbane St	Old Rhoads
5225 Tavenor Ln	Old Codwell
9220 Jutland Rd	Old Grimes
6401 Alameda-Genoa Rd	Old Mykawa School
Old Dodson ES	Old Dodson ES
McCarty	Warehouse Operations & Maintenance
McCarty-Bldg. 15-Truck Repair	Truck Repair & Distribution
McCarty - Bldg. 27- Trans	Central Bus Repair & Dist.
Butler-Motor Pool	Butler Bus Repair & Dist.
NWTC	Delmar Bus Repair & Dist.
Barnett-Motor Pool Sf	Barnett Bus Repair & Dist.
Food Servs Admin	Food Services Administration
Bauman Bldg.	North Maintenance
Winfree	South Maintenance & Trans.
Constructions Services Admin	Construction Services Admin.
CFS Operations	CFS Operations Administration
HISD Police	HISD Police Department
Ryan PSDC	Wraparound Services

Central Support

Ricardo Hinojosa, Director 1
 Carl Deason, Coordinator 2, Auxiliary Services
 Robert Montenegro, Coordinator 2, HVAC
 Pervy Francis, Coordinator 2, Custodial

Description	List name
East District Office	Schools Office
Hollingsworth Science Ctr	Marcile Hollingsworth Science Center
Teledyne	Instructional Technology
HELC (Training Center)	HELC (Training Center)
Administration Bldg. HMW	Hattie Mae White
S Field Office	Schools Office
Police Annex	Police Annex Department and Training
Lockwood Annex	Lockwood Annex
Butler Stadium	Butler - Athletics
Barnet Stadium	Barnett - Athletics
Delmar Stadium	Delmar Field House
Bellaire Athletic Fields	Gordon Elementary

SPARK Park Schools

2023



Elementary Schools

Almeda	Lyons
Anderson	Mading
Arabic Immersion	Mandarin Immersion
Ashford	McGowen
Askew	Memorial
Baker Montessori	Milne
Belfort ECC	Montgomery
Bell	Moreno
Berry	Osborne
Braeburn	Park Place
Briargrove	Parker
Briscoe	Peterson
Browning	Piney Point
Carrillo	Poe
Condit	Port Houston
Cornelius	Reagan K-8
Daily	Reynolds
Davila	River Oaks
Emerson	Roberts
Field	Robinson
Franklin	Rodriguez, S.
Garden Oaks	School at St. George
Garden Villas	Sinclair
Golfcrest	Stevens
Harris, RP	Sutton
Hartsfield	TH Rogers
Harvard	Tijerina
Helms	Tinsley
Henderson, JP	Travis
Herrera	Twain
Hobby	Walnut Bend
Jefferson	West University
Kashmere Gardens	Wharton K-8
Ketelsen	Whidby
Lockhart	White, E.
Looscan	Wilson

Middle Schools

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

High Schools

Chavez
HAIS
Westbury
Westside

SPARK Contact Information:

HISD SPARK Project Manager: Christy Williams, 713-556-9255

COH SPARK Exec. Director: Kathleen Ownby, 832-393-0911

rev. 7-31-2023 -cw

