



Preventive Maintenance Programs (PM)

Current staffing levels limit the number of PM programs this department can engage in at any given time and still keep abreast of work order and emergency responsibilities. Unlike many other school districts, the site custodial staffing does not report directly to the Maintenance Department for the purpose of facility care. Thus, besides being our “eyes and ears” at the campus level, the custodians report deficiencies via emergency call or work order. In addition, as dictated by their respective job descriptions, site personnel are required to carry out many of the small PM tasks that would normally fall under the purview of maintenance staff.

The following are typical PM tasks undertaken by the site Gardener, Custodian, Lead Custodian, and Plant Operations Supervisors

Site Gardener/Custodian/Lead Custodian/Plant Operations Supervisor

- Routine cleaning of carpets and flooring
- Routine clearing of storm drains, swales and receptors
- Routine clearing of roof gutters and downspouts
- Routine clearing of grease traps
- Routine lubrication and minor repair of facility components
- Routine lubrication and minor repair of shop and grounds equipment
- Routine upkeep on vegetation overgrowth
- Bi-annual cleaning/clearing of rooms containing electric and data equipment

The following are established PM programs undertaken on a regular basis by this department

Carpenter Shop

- Instruct site staff in roof gutter/storm drain cleaning
- Routine lubrication and minor repair of shop equipment

Administration Custodians

- Routine cleaning of carpets and flooring
- Routine clearing of storm drains, swales and receptors
- Routine clearing of roof gutters and downspouts
- Routine lubrication and minor repair of facility components

Electrical Shop

- Monthly emergency generator PM performed by Bay City Electric at ELH and MOH. This task is contracted out because we are not trained, equipped, or certified to work on diesel motors, alternator and transfer switches.
- Annual check on all emergency lighting UPS components by Computer Protection Tech (CPT). On their recommendations we have batteries replaced and have repairs done to any unit that has any issues
- Every other year we have Chula Vista Electric clean, inspect and test our 5kv and 12kv equipment. (This PM should be done once a year but is quite expensive because SDG&E charges for service disconnect.)
- Every other year football stadium lights are serviced on an as need basis.

HVAC Shop

- Routine filter/belt change and lube of districts 5,000 HVAC units
- Routine line pressure checks of districts 5,000 HVAC units

Gardener Shop

- Routine Maintenance on all gardening equipment
- Routine upkeep on vegetation overgrowth
- Routine clearing of storm drains, swales and receptors
- Routine clearing of roof gutters and downspouts
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Locksmith Shop

No routine PM programs due to workload

Maintenance Shop

- Routine PM on all shop and gardening equipment

Painters

- Immediate cleanup of graffiti

Plumbers

- Hydro-Water Jet - Area Storm Drains, Sanitary Sewer Systems
- Chemical Treat – Urinal Fixtures, Grease Traps
- Check Sanitary Sewer Systems {Proper Operation}
- Visual Inspection - Waste Piping (Traps, PO Plugs, Piping}
- Periodic Individual Inspection of Gas Piping {Leaks, Corrosion, Stabilization} Immediately Fixing Hazards
- Visual Inspection – All Water service Fixtures {Sinks, Faucets, Water Heaters, Toilets, Flush Valves, etc.}
- Visual Inspection – Irrigation Systems {Back-Flows, Sprinkler Lines, Valves, and Heads}
- Periodic Individual Inspection of Water Piping {All, Immediately Fixing Hazards}
- Periodic Asphalt/Concrete Inspection – Removing and Replacing, Immediately Fixing Hazards
- Periodic Fencing Inspection - Removing and Replacing, Immediately Fixing Hazards
- Periodic Inspection of all plumbing and heavy equipment machinery