

Policy Type: Executive Responsibility 9 – Facilities

Board Review Date: April 9, 2024

The superintendent shall ensure that the district is in compliance with federal, state, and local facilities requirements and that district facilities are safe, clean, inviting and conducive to teaching and learning.

Therefore, the superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
<p>1. Ensure that the district is in compliance with local, state and federal regulations and requirements, and board policy, and maintains essential property, building, maintenance and facility records.</p>	<p>WSD is a member of MRSC, which manages the Small Works Rosters for many Public Agencies, State Contracts and Interlocal Agreements are used when applicable. Maintenance and Facilities records are kept in accordance with Board Policy 6955, which defines which records are to be kept and at what location. The district’s physical plants and grounds are maintained in accordance to Board Policy 6800 Safety, Operations and Maintenance of School property, by way of an annual continuous program of repair, maintenance and reconditioning.</p> <p>In preparation for the upcoming Clean Buildings Performance Standard, the Maintenance Team meets monthly to review energy usage across the District along with completing coaching calls for participation in Strategic Energy Management (SEM). The team is also mindful of energy efficiency when completing infrastructure improvement projects.</p>		X		
<p>2. Provide for the development and annual review of a district Long Range Facilities Plan (LRFP) to assure that a prioritized list of improvement projects is identified and funding sources planned. Maintain a continual six-year plan for developing and managing the Capital Facilities Plan (CFP).</p>	<p>The Superintendent with the Business and Operations Director reviews our Long Range Facilities Plan (LRFP) annually to reflect additional enhancement projects, deferred maintenance needs and infrastructure asset lifespan evaluations within our Facility Department planning efforts. The Washougal School District Capital Facilities Plan covering years 2022-2027 has been formally adopted with the Clark and Skamania City and County Governing Boards.</p>		X		

<p>3. Ensure the planning and completion of regular preventive maintenance.</p>	<p>In addition to meeting board policies around compliance with local, state and federal regulations and requirements each district property is assessed with preventative maintenance, inspections and permits schedules that are documented throughout each school year.</p> <p>Facilities (grounds and maintenance) accomplish preventative maintenance and inspections through intentional scheduling and record keeping that is supported through our help desk process (FMX system). This has been an effective way to monitor progress and completion of necessary repairs, reconditioning or remodeling and long-term planning. Monitoring through FMX also allows us to track our expenditures (staff labor and materials) required equipment repairs. This data is used in the Long Range Facilities Plan to evaluate replacement cycles and useful life of our equipment and infrastructures.</p> <p>Budget recommendations shall be made each year to meet these needs.</p>		<p>X</p>		
<p>4. Ensure that the district is staffed with competent and knowledgeable facilities, maintenance, and grounds staff and that staff participates in regular training to stay current.</p>	<p>Employees are screened through the hiring process to ensure their skills meet the requirements of the position. A proficiency test is given. Staff training consists of mentoring with both in-house staff and contractors. External training is encouraged and supported by Professional Development funds, applying for scholarship applications, and receiving incentives to participate. Current employees are evaluated annually. Maintenance, Grounds, and Warehouse staff are evaluated by our Facilities Supervisor.</p> <p>The Facilities Supervisor represents Washougal School District on the Washington Association of Maintenance and Operation Administrators (WAMOA) as the Region 3 Representative supporting facility professionals across the State of Washington.</p>		<p>X</p>		