
ELECTRONICS DEPARTMENT (MOP-W006)

Sacramento City Unified School District

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This work instruction discusses the process that is used to repair and maintain electronic alarm, communications, security and audio-visual equipment at schools and other district sites for Sacramento City Unified School District. The goal of the department is to identify, assess and document the condition of equipment, as it exists at each particular school site. The objective is to follow the procedures listed for that equipment and make any necessary repairs to maintain the new condition of that equipment in order to maintain the manufacturers designed life expectancy and to return older equipment to fully functional status where possible. The goal is also to log information and comments to help determine long- and short-term decisions for future needs of a particular site. The health and safety of school students and staff are given top priority consideration when performing this process.

2.0 RESPONSIBILITY:

- 2.1 Supervisor, Electronics Department

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director, Facilities Maintenance

4.0 DEFINITIONS:

- 4.1 **Category I Work Orders:** Work Orders generated for repairs that immediately pose health, safety and security hazards.
- 4.2 **Category II Work Orders:** Work Orders generated for repairs that might become critical if not repaired within the time limits set. Items that directly affect teaching. Items that require support from other crafts.
- 4.3 **Category III Work Orders:** Work Orders generated to perform routine maintenance and vandalism repairs that do not pose any immediate or imminent health, safety or security problems to site. These items include, but are not limited to: Preventive Maintenance, Capital Improvements, Parent Participation Projects, Deferred Maintenance, site walk-through and contractor assistance.

5.0 WORK INSTRUCTIONS:

- 5.1 The Electronics Supervisor receives Work Order requests verbally, by telephone, and by email. Routine Work Order requests from school sites are received electronically. Emergency and priority Work Orders are generally telephoned into the office and given to the Electronics Supervisor verbally. Anyone in the District can initiate an electronic Work Order request including parents involved in Parent Participation / Volunteer Projects.
- 5.2 The Supervisor processes the routine Work Orders. The Work Orders are prioritized and the appropriate Electronics Technician is dispatched to the site to perform the work requested per the Work Order.
- 5.3 The Technician performs the repair or maintenance per the Work Order.

ELECTRONICS DEPARTMENT (MOP-W006)

Sacramento City Unified School District

- 5.4 The Technician fills out the Work Order to record the labor and material used on the job. The Technician signs the Work Order. The completed Work Order is turned in to the Supervisor.
- 5.5 The Supervisor reviews the completed Work Order. The labor and materials information from the Work Order is entered into the Supervisor's records via spreadsheet. The Work Order is turned into the Facilities Maintenance Office.
- 5.6 The Supervisor prepares a monthly labor report for department management.
- 5.7 Technicians perform periodic preventive maintenance inspections at school sites to record the condition of equipment at the site.
 - 5.7.1 Thirty days in advance, all preventive maintenance Work Orders for scheduled sites will be collected.
 - 5.7.2 Supervisor or Technicians will offer site administrator or facility supervisor a chance to meet and discuss any outstanding or additional work requests and to assist in prioritizing the schedule.
 - 5.7.3 Current work requests will be reviewed for possible inclusion as part of the preventive maintenance schedule.
 - 5.7.4 Supervisor will draft a preventive maintenance work plan to determine a tentative start date, include regular maintenance that could be completed at that time and evaluate if any special materials or equipment will be needed. Supervisor will review final plan with Technicians.
 - 5.7.5 During the site visit, the Technicians will adhere to all required safety policies and procedures as outlined in the Injury – Illness Prevention Program. Common courtesies will be presented to staff and students at all times.
 - 5.7.6 Each Technician will be responsible to review and understand their prioritized preventive maintenance work schedule.
 - 5.7.7 Technicians will perform all work outlined in the work plan.
 - 5.7.8 Technicians will perform minor repairs observed during the course of the inspection. In addition, Technicians will observe and record any repairs that are needed and that cannot be performed at the current time due to safety or scheduling concerns.
 - 5.7.9 During inspection of the Fire Alarm system(s), Technicians shall use the Electronics Department standard test and inspection report form, perform all checks and tests required, and log all required information onto the form as per NFPA 72 requirements.
 - 5.7.10 Upon completion, Supervisor or Technicians will conduct an exit briefing with the site administrator or facility supervisor. At the briefing, Supervisor or Technicians will provide a status report on all work completed.
 - 5.7.11 Technicians will fill out the Preventive Maintenance Work Order with labor and materials usage and sign the Work Order. The completed work order, the completed Fire Alarm Test Report form, and any additional repair requests will then be turned in to the Supervisor.

ELECTRONICS DEPARTMENT (MOP-W006)

Sacramento City Unified School District

5.7.12 The Supervisor will maintain copies of the completed Work Orders and Fire Alarm Test Reports. The Supervisor will review new repair requests arising from the Preventive Maintenance inspection and will generate the appropriate Work Orders.

5.7.13 Supervisor will forward completed Preventive Maintenance Work Orders to the Facilities Maintenance Office.

6.0 ASSOCIATED DOCUMENTS:

6.1 Electronics Department Fire Alarm System Test and Inspection Report form

6.2 Site Plans

6.3 Electronics Department Preventive Maintenance Task Lists

6.4 Electronics Department Site Survey

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Routine Work Orders	Electronics Office	1999 - current	Dispose as desired	Access limited to Maintenance
PM Work Orders	Electronics Office	2000 to current	Dispose as desired	Access limited to Maintenance

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision:</u>	<u>Description of Revision:</u>
11/19/04	A	Initial release

***** End of Procedure *****