

# SITES & UTILITIES DEPARTMENT

## ITEMS PRINCIPALS NEED TO KNOW

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*HS=High Schools; MS=Middle Schools; ES=Elementary Schools*

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**GENERAL GROUNDS MAINTENANCE (ALL – HS, MS, ES)**

- Chain Link **Fence and Gate** repairs are performed by Maintenance Request (MR) by either Contractors or Sites & Utilities (S&U) personnel.
- Lawn **Irrigation** Repairs are performed upon Maintenance Request (MR) by S&U personnel.
- Asphalt **Parking Lot Repairs and Restriping** is performed on an as needed basis by Maintenance Request (MR). Major improvements are typically done in the summer to minimize the impact to schools.
- Fence line weed spraying is typically performed annually with a Grass/Weed killer by S&U.
- All District sites that are NOT under a contracted **mowing service** are mowed by Custodians or Sites & Utilities employees. Sites & Utilities mows schools on a route basis. Contracted Grounds Maintenance service is scheduled weekly from May thru September and bi-weekly from October thru April. Mowing, edging, weeding, and pruning of shrubbery are the basic services that are performed per the contract schedules.
- All sites that are not part of the Contracted Mowing service are maintained thru a combination of the school's Custodian and/or S&U personnel.

**Trees Service** – limb pruning and/or complete tree removal is performed by

- Maintenance Request. Palm trees can be removed by S&U but they are NOT trimmed or otherwise maintained.
- Trees must be evaluated by S&U personnel before a decision is made to remove a tree or to determine if it should be removed by either contracted service or S&U personnel.
- General **Traffic & Parking Signs** are provided by Sites & Utilities by Maintenance Request (MR).
- **Parking Lot** maintenance is performed by S&U. This work includes pot hole repair. Restriping and sealing of parking lots is typically performed in the summer months and is performed based upon available funding.

**LAWN EQUIPMENT REPAIR & MAINTENANCE (ALL - HS, MS, ES)**

- Maintenance, Repair and Servicing of all **Large Tractors and Small Mowing** equipment, owned by the District (including Agriculture Department equipment), is performed by the Sites & Utilities Department on a Maintenance Request (MR) basis. Equipment is picked up from your school and returned after service. **Fuel** is provided by the individual Maintenance Unit for those schools that are in the contracted Mowing program and by S&U for those that are NOT in the program.
- Schools NOT in the Mowing Program have been supplied with sufficient lawn equipment to maintain the common areas of their facility. Schools that ARE part of the Contractor based Mowing Program have a leaf blower and pressure washer for their use. This equipment is maintained by the Sites & Utilities Department. All other equipment is maintained and fueled by the individual schools.

**PEST CONTROL (ALL - HS, MS, ES)**

- Pest Control Services are provided by the Sites & Utilities department both on a preventative as well as a Maintenance Request (MR) basis, as necessary.
- S&U can apply insect preventatives to all campus buildings over the summer break period.
- Bees, snakes and other unwanted inhabitants can be removed via Work Order. Only dangerous animals are removed from the school grounds but all animals are removed and repelled from District buildings.

**PLAYGROUNDS / PLAY COURTS (ES)**

- Play Court concrete/asphalt is repaired on a Maintenance Request (MR) basis.
- Play Court Striping is performed as needed or on a Work Order basis, typically every 3 to 4 years.
- Complete Play Court Staining is performed on a Work Order basis, typically every 5 to 6 years.
- Play Ground **Mulch** is replenished by S&U on a Maintenance Request (MR) basis, typically every 3 years in a rotation cycle.
- **Play Ground Equipment** repair is handled by S&U on a Maintenance Request (MR) basis.

**ATHLETIC FIELDS (HS, MS)**

- Athletic Field Painting (striping) is done routinely based on athletic season schedules.
- Aerification, Top Dressing and Seeding of Athletic Fields is performed seasonally based upon field conditions.
- Athletic Field sod repair, fertilizer application and pest control treatments are performed as a contracted service which is bid each year by the Procurement Department. Contact S&U if you believe your fields may need servicing.
- Seeding and/or re-sodding of worn athletic fields is performed at the beginning of June of each year as determined by the S&U department.
- Sites & Utilities personnel mow, edge and weed-eat athletic fields along with painting of Field Goal Posts and Foul Line poles.
- Baseball/Softball infield clay is sprayed with weed killers on an annual basis by S&U.

**ATHLETIC TRACKS (HS)**

- Running track sweeping and painting is done seasonally and on occasion upon request depending on existing conditions.
- Tracks are edged and runways and jump pits are maintained by Sites & Utilities.
- Rubberized tracks are maintained by a contracted service – IF the school executed a maintenance agreement with the manufacturer.

**STORMWATER AND PONDS (ALL - HS, MS, ES)**

- Storm water ponds are on a maintenance schedule and are strictly monitored by SWFWMD. Ponds are only maintained to the water's edge and to the limits based upon an agreed upon schedule between the District and SWFWMD.
- "Dry ponds" are those defined as not holding water 72 hours after a rain event. These areas and other drainage swales are mowed along with other grass areas on campus.
- Treatment plants (at schools with Waste Water facilities) are maintained on a mowing schedule and are typically mowed on a bi-weekly basis.

## ***Sites & Utilities Department***

### ***GYMNASIUM & AUDITORIUM STAGE WOOD FLOORING (ALL - HS, MS, ES)***

- Wood Floors are maintained by the Sites & Utilities Department.
- Wood Stage and Gymnasium Floors are cleaned and refinished based upon Maintenance Request (MR) during the summer months. Many schools schedule their work 8 – 10 months in advance of the work being performed.
- Gym Floors are typically re-stripped on a Work Order basis

### ***GARBAGE PICK-UP (ALL - HS, MS, ES)***

- All Schools are on pre-planned garbage routes and are picked up at a determined frequency based upon location and the number of dumpster cans allocated.
- Garbage is picked up by either City of Tampa/Plant City contractors (if you are in their city limits) OR Sites & Utilities employees in District owned vehicles.
- If your scheduled pick up was inadvertently missed - in lieu of sending a Work Order, send an email or call Sites & Utilities for faster service.
- No yard debris or hazardous waste can be put in any dumpster for collection. However, it can be accumulated on your site and it will be picked up after a Work Order has been submitted to S&U.

### ***RECYCLING (ALL - HS, MS, ES)***

- Recycling is picked up once a week at most schools on a designated day.
- The Recycling Service is provided by Republic Services, Inc. under a vendor contract.
- Issues with the recycling program should be reported to the Sites & Utilities Department, not directly to Republic Services.
- Recyclable items are: all paper products, plastic, glass, steel, aluminum, and foam. This is a “single stream” program and requires no separation of materials.
- Organic waste, juice packs, milk cartons, and items that come in contact with body fluids are not recyclable.
- Old textbooks are not to be recycled unless specific permission is given by the District.

***DRINKING WATER SYSTEMS (ALL - HS, MS, ES)***

- Drinking water is supplied by the City/County in most instances. However, the District does operate and maintain twelve (12) potable water wells utilizing the services of licensed water plant operators. These wells are in service in those areas where water utility services are not available.
- Under certain circumstances when potable (drinkable) water service is interrupted to any school, the District will issue a Precautionary Boil Water Notice (PBWN) where S&U directs the school NOT to drink the tap water in accordance with Health Department requirements. Further directions are provided and bottled drinking water is always delivered under those circumstances. Most PBWN periods have a duration of 48-72 hours.