



Maintenance & Operations Services

Work Orders and Projects

WORK ORDER

- 2 Requestors per site/service area
- Register and Enter Work Order Request
- Examples: Repair broken window; leaky faucet
- Site responsible for funding: NO
- Time Frame: Within 15 days

MORE INFORMATION - Page 1

PRF Project Request Form

- Fill out PRF following the instructions on M&O Webpage
- Examples: Add/remove room wall; remodel room/office
- Site responsible for funding: YES
- Time Frame: Depends on project – may vary from a couple of weeks to several months.

MORE INFORMATION - Page 2 - 3

Maintenance Work Orders that qualify as work orders are submitted through School Dude – Maintenance Direct link found on the M&O Web Page.

Regular / Routine Work Order

Work order requests are processed in the order in which they were received, staffing availability and prioritized by need. Be specific, but brief in the Request Description. Do not duplicate work orders. Select Craft carefully. The status of your work orders are always available online for you to check.

Please do not stop a maintenance worker and make a non-emergency request to be done without an assigned work order.

Room Temperature

- Why is my room so hot/cold? Per Board Policy, the District's temperature set-point is 74 degrees. If the equipment is not properly working, please ask your custodian to submit a Work Order.
- Does it help cool down the room to open the doors/windows? No, in fact, this is counter-productive.
- Most units have a manual over ride function available.

Student Drop-off Changes

- Can I make changes to improve my student drop-off? A request must be made through Safety and Security and M&O due to CDE & ADA design requirements. These projects may require a DSA review.

EMERGENCY WORK ORDERS

Emergencies are defined as an event or situation that threatens the safety of students or the staff/public, disrupts the instructional process, and if not addressed will cause further damage to people or to the building.

If the work being requested needs immediate attention or is of an Emergency nature, please follow up the work order with a phone call to the M&O Office **with** the Work Order Number.

When in doubt of an emergency situation status, call M&O Services between 7:00 am - 4:30 pm.

Please plan ahead; any last minute Non-Emergency Work Orders may not be processed in your desired time.

Emergency work orders. Follow the same procedure as a regular work order with one additional step.

- Call or email the Maintenance Office with the emergency work order number, so that M&O Staff can assist you faster.

The following would be an emergency request:

- Flooding / Fire / Earthquake damage
- Unsecured buildings/ gates
- Broken water main
- Gas leaks
- Accidents
- Sewer stoppages
- Hazards to life or limb

During heavy rains or other flood issues, have site custodian check every room and report the severity.

Recycling Programs

- Does the District have a recycling program? Yes, all trash is taken to an off-site facility where the recyclables are sorted out.
- Can my school operate its own recycling program? Yes, however, you are responsible for its operation in compliance with District fundraising and sanitation standards.

Common Work Orders that should be submitted as Project Requests:

- Adding electrical outlets or data drops
- Adding air conditioning to a space
- Installing Security Camera system
- Adding: Gates, Fencing, and outdoor lighting
- Changing existing permanent items such as carpet or built in's.

HOW IS A PROJECT REQUEST FORM (PRF) DIFFERENT FROM A WORK ORDER?

- Work Orders address the maintenance of existing facilities components, while PRFs are used to propose building modifications beyond the day-to-day custodial or maintenance work.
- Repair Requests are submitted to M&O via a Work Order.
- Completed PRFs are submitted to M&O via email as attachments.

Example:

Paint the exterior of the school with accent colors to create a more welcoming entrance. – PRF Required vs.
Re-paint the faded paint in the staff lounge – Work Order Required.

LEGAL COMPLIANCE—ALL changes to site must go through M&O to ensure compliance with:

- Asbestos & Lead Abatement
- Labor Code
- Board Policy
- Purchase Orders
- Collective Bargaining
- Cabinet Review
- State Architect Plan Review
- ADA
- Public Contract Code & Bid Limits
- License & Insurance
- Cal OSHA
- City Ordinances
- DSA approval

This process is
IMPORTANT!

PROJECT REQUEST FORM

1. Determine if you have sufficient funds for your project. Refer to the costs of Common Projects on page 3. (Contact Fiscal or Business Services if you have questions regarding appropriate funding accounts)
2. Once you have determined funding a PRF must be completed. Appropriate diagrams and photos must be submitted with the PRF. Please fill out the form, submit all attachments and, scan once signed via email. Please note the anticipated project timeframes for Common Projects on page 3.
3. If the PRF is approved, M&O staff will schedule a walk-through with the principal or site administrator, if needed, to review the project objectives and details.
4. M&O staff will coordinate with the appropriate contractor and/or service area and provide a quote for approval.
5. Upon PRF approval the M&O will create the Purchase Requisition, and once the PO is received M&O will coordinate and supervise the work.

Fillable
PDF
Form

RIALTO UNIFIED SCHOOL DISTRICT
30250 State Avenue - Pacific, CA 92025
Office: (909) 222-1822 - FAX: (909) 874-2104

PROJECT REQUEST FORM

SITE / SCHOOL SITE: _____ DATE OF REQUEST: _____
SITE ADMINISTRATOR / PROJECT AGENT: _____ CONTACT PHONE NO.: _____

SECTION I: PROJECT DETAILS (To be completed by site/school)

PROJECT TITLE / NAME: _____
REASON FOR REQUEST: PROJECT OR IMPROVEMENT: _____

ATTACHMENTS: SITE MAP/PLAN PHOTO ARCHITECTURAL DRAWING DETAILED DESCRIPTION/DESCRIPTION OTHER: _____
HOW TO BE REVIEWED (SEE PAGE 3): _____

DO THE PROJECT INCLUDE CHANGING UTILITIES, WIRING, BIDDING, OR WALK? YES NO
DOES THE PROJECT REQUIRE THE SERVICES OF A REGISTERED PROFESSIONAL ENGINEER? YES NO
DOES THE PROJECT REQUIRE THE SERVICES OF A REGISTERED ARCHITECT? YES NO
DOES THE PROJECT REQUIRE THE SERVICES OF A REGISTERED CONTRACTOR? YES NO

REASON FOR PROJECT: NEW ACCOMMODATION CORRECTION TO SAFETY DEFICIENCY SITE IMPROVEMENT OTHER (SPECIFY): _____
 CHANGE IN OFFICE TYPE CHANGE IN OFFICE USE RECONFIGURE EXISTING OFFICE NO IMPACT ON OFFICE

REQUIRE ANY SCHEDULING CONCERNS? _____
ORDERED COMPLETION DATE: _____ WORK ORDER NUMBER: _____ REQUESTION NUMBER: _____

SECTION II: PROJECT SCOPE APPROVAL (To be completed before an estimate is obtained)
SITE / SERVICE AREA AGENT: _____ PROJECT AGENT: _____
SIGNATURE: _____ TITLE: _____ DATE: _____

DISTRICT / SUPPORT PROVIDER

SIGNATURE: _____ PROJECT AGENT: _____
TITLE: _____ DATE: _____

SERVICE AREA AGENT

SIGNATURE: _____ PROJECT AGENT: _____
TITLE: _____ DATE: _____

M&O AGENT

SIGNATURE: _____ PROJECT AGENT: _____
TITLE: _____ DATE: _____

FACILITIES & PLANNING (if needed)

SIGNATURE: _____ PROJECT AGENT: _____
TITLE: _____ DATE: _____

SECTION III: ESTIMATE DETAILS (To be completed by M&O)

ESTIMATE NUMBER: _____ M&O SUPERVISOR / FOREMAN: _____
SCHOOL OR SERVICE AREA (CONTRACTOR): _____
NOTES: _____

SECTION IV: NOTICE TO PROCEED WITH PROJECT

FUNDING SOURCE(S) FOR PROJECT	NEW FUNDS AVAILABLE NEXT FISCAL YEAR
	YES <input type="checkbox"/> NO <input type="checkbox"/>
	NEW FUNDS AVAILABLE NEXT FISCAL YEAR
	YES <input type="checkbox"/> NO <input type="checkbox"/>
FUNDING ACCOUNT(S)	NEW FUNDS AVAILABLE NEXT FISCAL YEAR
	YES <input type="checkbox"/> NO <input type="checkbox"/>
	BUDGET LINE

SECTION V: CONDITIONS
CONDITIONS OF APPROVAL OR RESOLUTION FOR DENIAL: _____

COMMON PROJECTS	ESTIMATED COST *Depending on existing conditions	PROJECT REQUIREMENTS	ESTIMATED TIME
Shade Structure	\$50,000 TO \$200,000 <i>(Will require DSA and meeting with Facilities)</i>	No Fabric structures. (These do not meet LCAP goals due to deterioration)	12 – 24 months
Library Makeover	\$30K--\$120K furniture/equip. \$10K-\$30K lighting / electrical	PLUS costs of Carpet, Paint	7 - 12 months
Admin. Office Reconfiguration	\$13,000 furniture/equip. \$10,000—\$30,000 lighting / electrical / data	PLUS costs of Carpet, Paint	7 - 12 months
Add One Wall (incl. cubicle half wall)	\$15,000—\$150,000	Only if air conditioning & fire code or DSA allows for it.	4 months
Demolish One Wall	\$13,000—150,000	Only allowed if non-structural.	3 months
Accent Wall Color / Paint	Cost based on size of area. Color Choice – District Standard	Allowed in common areas only.	2 - 4 months
Carpeting	\$10,000 per room to \$35,000 for larger spaces		2 – 4 months
Fencing	\$100 per linear foot (black 1" mesh chain link) \$150 per linear foot (wrought iron)	Site map to indicate location; aligned w/ Safety & Security Report.	2 - 4 months

DISTRICT STANDARDS

As stewards of taxpayers' dollars, it is critical that we operate efficiently. By having standard materials such as paint colors and carpet. For example, this will allow the District to purchase in bulk or stock certain products, and respond quickly to repair and replacement needs while keeping costs low.

A school sites or service areas can deviate from District Standards, contingent upon the following:

- 1) The school or service area will pay for the project/item installation cost.
- 2) The project/item must be submitted through the Project Request process.
- 3) If/when the item needs to be replaced, the school's discretionary fund will be used to cover the cost.

MAINTENANCE & OPERATIONS SERVICES PLAN AND DEFERRED MAINTENANCE

Maintenance & Operations Services in conjunction with Facilities and Business Services have developed plans to address the needs of Sites and Service Areas such as Painting, Flooring, Asphalt, Upgrading Phone/Intercom System, etc. that are programmed to be completed in the upcoming fiscal years and may not need to have a Project Request Form be submitted.

LEADERSHIP TEAM

Matt Carter
Agent: Maintenance & Operations

Shawn Cuttress
Maintenance Supervisor

Todd Tapia
Maintenance Foreman

Doug Way
Maintenance Supervisor

Emilio Fernandez
Maintenance Foreman

Brian Montez
Grounds Supervisor

Randall Lee
Grounds Lead

Chris Cisneros
Custodial Supervisor

Louis Carrillo
Custodial Lead

Israel Urista
Custodial Lead

SUPPORT TEAM

Norma Zaragoza
Secretary III

Clara Romero
Clerk Typist III

Lil Miramontes
Account Clerk III

625 W. Rialto Ave., Rialto, CA 92376 (909) 820-7863 fax (909) 874-9104