

## **FACILITIES**

### **Goals**

The Board of Fire Commissioners recognizes the importance that the physical plant plays in providing services in the District. The District shall develop an aggressive program to maintain and/or upgrade the buildings and grounds of the District. Facilities represent a long-term investment of the District. The functional utility of such facilities can be increased with a regular maintenance program monitored by District members.

The Board further recognizes the importance of planning in order to provide the anticipated facility needs of the future. The Board shall maintain a regular review of industrial and housing development and related service needs within the Fire District.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

## **FACILITIES**

### **Master Plan**

In order to efficiently manage the District's present and future facilities needs, a facilities master plan shall be developed. Such plan shall cover a ten-year period, be reviewed annually and include at least the following:

1. A cost analysis of financial ability of the district to implement its facilities program;
2. Existing and projected residential and commercial properties;
3. An inventory of the district's undeveloped property and developed facilities, including an analysis of the number of residential and commercial properties served by each facility and whether the facility is over- or under-taxed.
4. An analysis of the appropriateness of the facilities to meet the service needs of the area served.
5. Recommendations as to the sale or other disposition of district property not needed in the future; and
6. Recommendations as to the acquisition, construction or modification of new sites or facilities and how such shall better meet the service needs of the district.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

## **FACILITIES**

### **Site Acquisition**

The District shall attempt to acquire building sites substantially in advance of the actual construction of facilities in order to minimize delay in construction projects and to realize financial savings to the District. The Board shall periodically review the inventory of land in light of growth trends in the District and make such transactions as it determines shall best meet the future needs of the District.

In acquiring a new site, the Board shall always first attempt to reach settlement with the owner through negotiations. Eminent domain proceedings shall be commenced at the outset of the decision to purchase a particular site to avoid delay in the event of a negotiations breakdown, but the District shall resort to condemnation only when it is obvious that negotiations shall not lead to an amicable settlement.

The Board shall acquire sites or facilities only when it clearly contemplates using the property for District purposes.

Legal Reference:   RCW 8.20           Eminent domain by corporations

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

**FACILITIES****Finance**

The Board shall attempt to add monies to the Reserve Fund regularly in such amounts as are available and appropriate to the District's needs as projected by the facilities master plan. Funds not immediately needed shall be invested in those securities permitted by law which shall provide maximum return to the fund. In addition to those monies, the Board may seek authority from District electors to issue bonds for construction when specific projects are anticipated.

Cross Reference:	Policy 6120	Bonds
Legal Reference:	RCW 52.16.020 RCW 52.16.061	Funds General obligation bonds

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

## **FACILITIES**

### **Construction Design**

After determining that a need for new or improved facilities exists, the Board, with the guidance of its staff, will engage in the following processes:

1. Select an architect or engineer;
2. Review a site evaluation including an assessment of existing facilities, if any, on the site;
3. Develop specifications recognizing fire protection service needs and available financial resources;
4. Review and approve schematic design prepared by architect or engineer;
5. Review and approve construction design including construction estimates;
6. Call for bids; and
7. Review and approve final construction contract.

The Board shall comply with the terms and conditions as specified in the contract between the architect or engineer and the District.

Legal Reference:	RCW 39.35	Energy conservation in design of public buildings
	RCW 39.35B	Life-cycle cost analysis of public facilities

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

## **FACILITIES**

### **Architect and Engineering Services**

When the cost of constructing or improving a fire station or other building for the District is estimated to exceed \$20,000.00, the Board shall invite architects and/or engineers to express interest in performing such necessary planning services for the District. Effort shall be made to inform firms who employ minorities and/or women.

Interested firms will be requested to submit a statement of qualifications and performance data to enable the Board to determine which architectural or engineering firm will best serve the needs of the District. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates and budget control.

The Chief is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The Chief shall recommend one or more firms to the Board for its consideration. The Board and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event the commissioners and the selected firm are unable to negotiate a fair and reasonable fee, the commissioners may select another firm. In the event of an emergency, the Board may waive this selection process and secure such services as needed.

Cross Reference: Policy 4210

Fiscal Management

Legal Reference: RCW 39.80

Contracts for architectural and engineering services

RCW 52.14.110

Purchases and public works

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

## **FACILITIES**

### **Selection of Architects or Engineers**

When architectural and engineering services are required by the District, the following procedures shall be in effect:

1. Announcement for professional services will be sent to professional and community publications as well as to publications specifically oriented toward minority- and women-owned firms. The announcement shall specify:
  - A. The general nature and scope of the project(s)
  - B. The District representative to contact for further details
  - C. The deadline for submission of letter of interest.
2. Each interested architect and/or engineer shall be advised to submit a resume which includes as a minimum:
  - A. Description of professional staff and respective roles for each
  - B. List of projects completed during the past two years and the name of a contact person
  - C. Status of current contract
  - D. Description of typical site supervision
  - E. References -- bank, bonding company, three clients
  - F. Exhibits of cost estimates for two most recent projects.
3. Applicants shall be screened by selected staff to identify firms to be interviewed.
4. Applicants shall be interviewed by the commissioners.
5. The commissioners shall enter into negotiations with the firm(s) to establish a professional services fee which is fair and reasonable. If the board is unable to negotiate a satisfactory contract, the commissioners, after giving public notice, will select another firm.
6. The Board shall enter into a written contract with the firm.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

**FACILITIES****Facility Specifications**

Facilities shall be designed to accommodate the service needs of the District. The experience and judgment of staff shall be used in developing such specifications. The Chief shall involve staff in determining the requirements for providing effective and efficient services.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_



## **FACILITIES**

### **Facility Specifications**

Specifications are written after consultation with appropriate staff and consultants. The content of a set of specifications would include all or part of the following items:

1. A statement of the philosophy as it pertains to the specific construction project.
2. Community Characteristics
  - A. The plan of organization and projected service requirements over next five-year period.
  - B. The construction plan for the facility (new plant, addition, remodel).
  - C. Special services to be provided:
    - (1) Basic life support
    - (2) Hazardous materials
    - (3) Fire suppression
    - (4) Meeting and training needs
    - (5) Storage of apparatus
    - (6) Maintenance of apparatus and equipment
  - D. Multiple use of spaces.
  - E. Community use (e.g., election polls)
3. Site characteristics
  - A. Site considerations necessary for this project (size and location)
  - B. Recommended building orientation; service drives; parking requirements for staff and public; sidewalk and other approaches; outside lighting; control
  - C. Water supply
  - D. Septic system
4. Requirements of the physical plant
  - A. Service functions and spaces required. A statement of purposes is to precede the description of each area
    - (1) Number of spaces required by function.
    - (2) The relationships of these spaces.
  - B. The support service spaces required (services performed).

C. Relationships of spaces required:

- (1) Inter-relationship between service areas.
- (2) Relationship between service and support spaces.
- (3) Relationship of spaces to site.

D. Environmental factors should be described in terms of relationships of spaces to site.

5. Additional information or comments as necessary to further interpret the services to be rendered.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

**FACILITIES****Construction Phase**

All construction shall be done as close as possible to the provisions and time tables of the facilities master plan. Each new construction or renovation project shall have a Board-approved budget plan which shall set forth an itemized cost listing of labor, materials, etc.

The Chief shall review these budgets and report periodically to the Board the progress of the project and his/her assessment of whether the project is proceeding within the budget. All change orders to any project contract shall become binding upon the district only upon Board approval.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

**FACILITIES****Project Supervision**

The Chief shall oversee the progress of all construction projects. Of primary importance is that the project proceeds as planned with regard to expenditures and timetables.

For complex projects involving substantial capital outlay, the Board may hire an outside person to supervise the project. Any such person hired in this capacity shall be paid from funds set aside for this purpose.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

**FACILITIES****Project Supervision**

The supervision shall include but not be limited to:

1. Meeting SEPA requirements;
2. Working with the architect in the preparation of bid specifications and administering the bid procedures;
3. Recommending methods of construction;
4. Seeking approval from planning commission, building inspectors, health department, department of labor and industries.
5. Supervising work to assure compliance with budget, specifications and plans;
6. Inspecting all work and recommending that work cease or proceed as needed;
7. Working with public authorities to assure proper compliance with licensing, safety, fire and health regulations; and
8. Assisting the staff member responsible for facilities operation and maintenance to become knowledgeable of the new or renovated facility.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

**FACILITIES****Contractor Assurances**

No contract shall be let to any contractor who is not licensed or registered as required by the laws of this state. A contractor shall not be awarded a contract unless a statement is submitted and sworn to which states that the contractor is in compliance with the state laws relating to prevailing wage and residence requirements for public works and with state and federal laws relating to nondiscrimination in hiring. Such a statement may be a provision or clause in the contract.

Legal Reference:	RCW 39.06.010	Contracts with unregistered or unlicensed
	contractors prohibited	
	RCW 39.12	Prevailing wages on public works
	RCW 49.60.180	Unfair practices of employment defined
	Title 7, Section 504, Civil Rights Act of 1964; Rehabilitation Act of 1973	

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

**FACILITIES****Contractor Surety Bonds and Insurance**

Each contractor's bid must be accompanied by a certified or cashier's check or bid bond in the amount of at least five percent of the total bid amount, excluding taxes. Bid deposits pursuant to this policy may be based upon the architect's estimated cost of construction. Any bid which is not successful shall entitle the bidder to a refund of its security or bond. The successful bidder shall have his bond or security retained until such a time as it is determined that the bidder shall complete the contract. All bids received shall specify whether the District or the contractor shall carry fire, liability, or other insurance during construction.

The successful bidder is required to make, execute and deliver to the Board a good and sufficient performance bond with two or more sureties or a surety company which shall state that the contractor shall execute and faithfully perform the provisions of the contract and shall pay all subcontractors and material-men as required by law.

Legal Reference: RCW 39.08.010

Bond required -- Conditions--Retention of  
contract amount in lieu of bond

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

## **FACILITIES**

### **Maintenance of Records**

The maintenance of adequate records is vitally important to the future facilities program within the District and to the resolution of any disputes that may arise regarding a construction project.

The Chief shall keep reports, documents and plans related to an existing or proposed project. The records shall include copies of all correspondence relating to the project. The Chief shall require from the architect, engineer, contractor or other parties at least the following, as they become available:

1. Inspection and progress reports;
2. Results from tests of material quality and composition, etc.;
3. Drawings of buildings and sites;
4. Conveyance records, title search, bond issuance records and any licenses and legal documents issued or executed pursuant to the project;
5. Guarantees and warranties; and
6. Other papers relevant to the project, such as the record of board resolutions.

Legal Reference:	RCW 39.04.020	Plans and specifications --Estimates--
		Publications --Emergencies
	RCW 39.04.040	Work to be executed according to plans--
		Supplemental plans
	RCW 39.04.070	Account and record of cost
	RCW 39.04.080	Certified copy to be filed -- Engineers'
		certificate
	RCW 39.04.100	Records open to public inspection--
		certified copies

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_



## **FACILITIES**

### **Acceptance of Completed Project**

Final payment under contract shall be subject to the following:

1. Written final acceptance by the Board;
2. The architect's letter of inspection indicating that the work has been completed; and
3. Certification by the Chief that no liens have been filed on the project, or if liens have been filed, a certified list of the liens and their respective order of priority.

Pursuant to statute, final payment shall not be made until the District has received from the State Department of Revenue, State Department of Employment Security, and State Department of Labor and Industries certification that all taxes due, or to become due by the project's contractor, have been paid in full. The Chief shall notify each department listed that the work is completed and officially accepted so that a determination of tax liabilities of the contractor may be made.

The contract shall provide that a percentage of the project cost shall be retained by the District as required by law to insure that the project shall remain free and clear of any material-men, subcontractor or tax liens.

Legal Reference: RCW 60.28

Lien for labor, materials, taxes on public works

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

## **FACILITIES**

### **State Environmental Policy Act Compliance**

POLICIES AND AUTHORITY. The District adopts by reference the policies of the State Environmental Policy Act as expressed in RCW 43.21C.010 and RCW 43.21C.020.

ADOPTION BY REFERENCE. The District adopts by reference the following sections or subsections of Chapter 197-11 of the Washington Administrative Code.

#### **WAC 197-11-040: Definitions**

- 050: Lead Agency
- 055: Timing of the SEPA process
- 060: Content of environmental review
- 070: Limitations on actions during SEPA process
- 080: Incomplete or unavailable information
- 090: Supporting documents
- 100: Information required of applicants
- 300: Purpose of this part
- 305: Categorical exemptions
- 310: Threshold determination required
- 315: Environmental checklist
- 330: Threshold determination process
- 335: Additional information
- 340: Determination of nonsignificance (DNS)
- 350: Mitigated DNS
- 360: Determination of significance (DS)/initiation  
of scoping
- 390: Effect of threshold determination
- 400: Purpose of EIS
- 402: General requirements
- 405: EIS types
- 406: EIS timing
- 408: Scoping
- 410: Expanded scoping (Optional)
- 420: EIS preparation
- 425: Style and size
- 430: Format
- 435: Cover letter or memo
- 440: EIS contents
- 442: Contents of EIS on nonproject proposals
- 443: EIS contents when prior nonproject EIS

-444: Elements of the environment  
-448: Relationship to EIS to other considerations  
-450: Cost-benefit analysis  
-455: Issuance of DEIS  
-460: Issuance of FEIS  
-500: Purpose of this part  
-502: Inviting comment  
-504: Availability and cost of environmental documents  
-508: SEPA register  
-535: Public hearings and meetings  
-545: Effect of no comment  
-550: Specificity of comments  
-560: FEIS response to comments  
-570: Consulted agency costs to assist lead agency  
-600: When to use existing environmental documents  
-610: Use of NEPA documents  
-620: Supplemental environmental impact statement - procedures  
-625: Addenda - procedures  
-630: Adoption - procedures  
-635: Incorporation by reference - procedures  
-640: Combining documents  
-650: Purpose of this part  
-655: Implementation  
-660: Substantive authority and mitigation  
-680: Appeals  
-700: Definitions  
-702: Act  
-704: Action  
-706: Addendum  
-708: Adoption  
-710: Affected tribe  
-712: Affecting  
-714: Agency  
-716: Applicant  
-718: Built environment  
-720: Categorical exemption  
-722: Consolidated appeal  
-724: Consulted agency  
-726: Cost-benefit analysis  
-728: County/city  
-730: Decision-maker  
-732: Department

- 734: Determination of non-significance (DNS)
- 736: Determination of significance (DS)
- 738: EIS
- 740: Environment
- 742: Environmental checklist
- 744: Environmental document
- 746: Environmental review
- 748: Environmentally sensitive area
- 750: Expanded scoping
- 752: Impacts
- 754: Incorporation by reference
- 756: Lands covered by water
- 758: Lead agency
- 760: License
- 762: Local agency
- 764: Major action
- 766: Mitigated DNS
- 768: Mitigation
- 770: Natural environment
- 772: NEPA
- 774: Non-project
- 776: Phased review
- 778: Preparation
- 780: Private project
- 782: Probable
- 784: Proposal
- 786: Reasonable alternative
- 788: Responsible official
- 790: SEPA
- 792: Scope
- 793: Scoping
- 794: Significant
- 796: State agency
- 797: Threshold determination
- 799: Underlying governmental action
- 800: Categorical exemptions
- 880: Emergencies
- 890: Petitioning DOE to change exemptions
- 900: Purpose of this part
- 902: Agency SEPA policies
- 916: Application to ongoing actions
- 918: Lack of agency procedures

- 920: Agencies with environmental expertise
- 922: Lead agency rules
- 924: Determining the lead agency
- 926: Lead agency for governmental proposals
- 928: Lead agency for public and private proposals
- 930: Lead agency for private projects with one agency with jurisdiction
- 932: Lead agency for private projects requiring licenses from more than one agency, when one of the agencies is a county/city
- 934: Lead agency for private projects requiring licenses from a local agency, not a county/city, and one or more state agencies
- 936: Lead agency for private projects requiring licenses from more than one state agency
- 938: Lead agencies for specific proposals
- 940: Transfer of lead agency status to a state agency
- 942: Agreements on lead agency status
- 944: Agreements on division of lead agency duties
- 946: DOE resolution of lead agency disputes
- 948: Assumption of lead agency status
- 960: Environmental checklist
- 965: Adoption notice
- 970: Determination of non-significance (DNS)
- 980: Determination of significance and scoping notice (DS)
- 985: Notice of assumption of lead agency status
- 990: Notice of action

ADDITIONAL DEFINITIONS. In addition to those definitions contained within WAC 197-11-700 to 197-11-799, the following terms shall have the following meanings, unless the context indicates otherwise:

1. **District.** District means Fire Protection District No. 5, Yakima County, State of Washington.
2. **SEPA Rules.** SEPA Rules means WAC Chapter 197-11, adopted by the Council on Environmental Policy.

SUBSTANTIVE AUTHORITY. The policies and goals set forth herein are supplementary to those in the existing authorization of the District. The District establishes the following criteria as the basis for exercising authority relative to environmental issues. The District shall use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate plans, functions, programs, and resources to the end that the state and its citizens may:

1. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations;

2. Assure for all people of Washington safe, healthful, productive, and aesthetically and culturally pleasing surroundings;
3. Attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences.
4. Preserve important historic, cultural, and natural aspects of our national heritage;
5. Maintain, whenever possible, an environment which supports diversity and variety of individual choice;
6. Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and
7. Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources.

The District recognizes that each person has a fundamental and inalienable right to a healthful environment and that each person has a responsibility to contribute to the preservation and enhancement of the environment.

#### ENVIRONMENTALLY SENSITIVE AREAS

In its actions, the District shall respect "environmentally sensitive areas" and their modified exemption criteria which have been adopted and displayed by local governments pursuant to WAC 197-11-908.

Actions which shall be located wholly or partially within an environmentally sensitive area are to be treated no differently than other actions under these guidelines. A threshold determination shall be made for all such actions, and an EIS shall not be automatically required for a proposal merely because it is proposed for location in an environmentally sensitive area.

#### USE OF EXEMPTIONS

To determine whether or not a proposal is exempt, the District shall ascertain the total scope of the proposal and the governmental licenses required. If a proposal includes a series of actions, physically or functionally related to each other, some of which are exempt and some which are not, the proposal is not exempt and the district must complete a threshold determination.

If a proposal includes both exempt and nonexempt actions, exempt actions may be authorized with respect to the proposal prior to compliance with the procedural requirements of these guidelines subject to the following limitations:

1. No nonexempt action shall be authorized;
2. No action shall be authorized which shall irrevocably commit the District to approve or authorize an action;

3. The District may withhold approval of an exempt action which would lead to modification of the physical environment, when such modifications would serve no purpose if later approval of an action is not secured; and
4. The District may withhold approval of exempt actions which would lead to substantial financial expenditures by a private applicant which would serve no purpose if later approval of an action is not secured.

#### LEAD AGENCY DETERMINATION AND RESPONSIBILITIES

The District is lead agency for the proposals it initiates and is responsible for compliance with SEPA regulations.

#### ENVIRONMENTAL CHECKLIST

Except as provided in WAC 197-11-315, the District must complete an environmental checklist (WAC 197-11-960) for any proposal that meets the definition of action (WAC 197-11-799), and is not categorically exempted in WAC 197-11-800 and 880. This checklist shall be the basis for the threshold determination.

For all proposals for which the District is the lead agency, the responsible official of the District shall make the threshold determination pursuant to the criteria and procedures of WAC 197-11-300 through -360.

#### PREPARATION OF EIS

The draft and final EIS shall be prepared either by the Chief or his/her designee or a consultant retained by the District.

In the event that an EIS is to be prepared by a consultant, the responsible official shall assure that the EIS is prepared in a responsible manner and with appropriate methodology. The responsible official shall direct the areas of research and examination to be undertaken, as well as the organization of the resulting document.

No matter who participates in the preparation of an EIS, it must be approved by the responsible official prior to distribution.

#### PUBLIC NOTICE

The District will establish a mailing list for those interested citizens who wish to be informed regarding documents the district issues that require public notice. If deemed appropriate by the

responsible official, the District will place appropriate notice in the paper of general circulation which serves the area.

#### DESIGNATION OF OFFICIAL TO PERFORM CONSULTED AGENCY RESPONSIBILITIES FOR THE DISTRICT

The Chief or his/her designee shall be responsible for the preparation of the written comments for the District in response to a consultation request prior to a threshold determination, participation in pre-draft consultation or reviewing a draft of EIS.

The official designated in paragraph 1 shall be responsible for compliance by the District with WAC 197-11-400 through -460 wherever the District is a consulted agency, and he/she is authorized to develop operating procedures which shall ensure that responses to consultation requests are prepared in a timely fashion and include data from all appropriate departments of the District.

#### DESIGNATION OF RESPONSIBLE OFFICIAL

For those proposals for which the District is the lead agency, the responsible official shall be the Chief or his/her designee. The responsible official shall make the threshold determination, supervise preparation of any required EIS and perform any other functions assigned to the "lead agency".

#### FEES

No fee shall be collected by the District for performing its duties as a consulted agency.

The District may charge any person for copies of any document prepared pursuant to the requirements of this ordinance and for mailing thereof, in a manner provided by RCW Chapter 42.17.

#### NOTICE/STATUTE OF LIMITATIONS

The District may publish notice of action pursuant to RCW 43.21C-080 for any action to establish a time limit for judicial appeals.

The form of the notice shall be as prescribed by the department of ecology and/or substantially in the form and manner set forth in RCW 43.21C.080. The notice shall be published by the District secretary pursuant to RCW 43.21C.080.



SEVERABILITY

If any provision of these regulations or its application to any person or circumstances is held invalid, the remainder of these regulations or the application of the provision to other persons or circumstances shall not be affected.

EFFECTIVE DATE

These guidelines shall become effective on \_\_\_\_\_.

Legal Reference: RCW 43.21C  
WAC 197-11

State environmental policy  
State Environmental Policy Act rules

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

**FACILITIES****Operation and Maintenance of District Facilities**

Facilities are to be maintained and operated in a safe, healthful condition and to preserve the District's investment. The Chief and designated staff shall inspect plant and facilities on a regular basis. The Chief shall provide for a program to maintain the District physical facility by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

## **FACILITIES**

### **Security**

Security means not only maintenance of buildings but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment.

Access to buildings and grounds outside of regular work hours shall be limited to staff whose work and/or emergency response requires it. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Locks to protect against illegal entry and vandalism shall be installed when appropriate to the individual situation. All incidents of vandalism and theft shall be reported to the chief immediately.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

**FACILITIES****Buildings and Grounds Maintenance**

The District shall provide for a regular-scheduled maintenance program for all facilities and grounds. The operation and care of each facility and its equipment shall be the major responsibility of the staff assigned to it.

The staff member(s) shall seek to maintain as clean and pleasing an environment as possible. Procedures shall be established for the periodic inspection of buildings to insure that each has adequate light, heating and ventilation and that the premises are clean and sanitary and conform to current fire, safety and health codes.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_

## **FACILITIES**

### **Building and Grounds Maintenance**

#### **1. Buildings**

Staff shall make minor repairs which do not require a great amount of time, special skills, or special tools which may not be readily available. Staff may replace reasonable amounts of broken glass where windows are conveniently located and where there is no need for special skills. This also may include:

- A. Routine building repairs (i.e., plaster, paint, floor tiles, etc.);
- B. Repairs to furniture;
- C. Repairs to locks, door closers, hardware, etc.;
- D. Minor repairs to lighting (replacement of bulbs, ballasts, etc.); and

The Chief shall be contacted when it is necessary to engage in repairs of a more technical or specialized nature.

Each year the Chief and/or designated staff shall inspect the facilities and determine the major building maintenance needs. This shall include but is not limited to:

- A. Repainting of a building, or of any area, or of signs;
- B. Repair and/or replacement of roofing, doors, windows;
- C. Repair and/or replacement of heating, ventilating, plumbing, or electrical systems; and
- D. Repair and/or replacement of alarm system.

#### **2. Grounds**

Staff shall be responsible for maintaining grounds. Regular grounds maintenance may include:

- A. Regular cutting and trimming of lawn area;
- B. Applying lawn fertilizer in spring, summer and fall;
- C. Weeding of flowerbeds and planters as needed;
- D. Replacing any damaged shrubs as needed in early spring;
- E. Planting annual and/or perennial plants in early spring.

Adoption Date: September 6, 2005

Chief Signature: \_\_\_\_\_