

**Policy**

<u>  X  </u>	<b>Monitored</b>
<u>  X  </u>	<b>Mandated</b>
<u>  X  </u>	<b>Other Reasons</b>

**OPERATION AND MAINTENANCE OF PLANT**

The Board of Education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The Chief School Administrator shall ensure the development and enforcement of detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the Board, and provided to all staff annually at the beginning of each school year and when revisions are formulated.

The district shall ensure barrier free access for all students, staff and visitors to school facilities.

Work Order System

The school district shall have an automated work order system by July 1, 2010 for prioritizing, performing and recording all maintenance and repair request for all district buildings and grounds.

- A. The Chief School Administrator or designee shall establish in the standard operating procedures for business functions the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carry out the district strategic plan, the need for the work requested, and other factors the district deems appropriate.
- B. The work order system shall include the following information for a request for work before work begins, except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of building occupants:
  - 1. The name of the person making the request;
  - 2. The date of the request;
  - 3. The appropriate approval(s) as established by Standard Operating Procedure (SOP);
  - 4. The date of approval(s);
  - 5. The location of work requested;
  - 6. The priority level (for example, urgent, high, average, low);
  - 7. The scheduled date(s) of service;
  - 8. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
  - 9. A description of the work requested;
  - 10. A projection of the materials and supplies needed for the work;
  - 11. The estimated hours needed to complete task;
  - 12. The name of the work order assigner; and
  - 13. The name of the employee(s) working on the order.
- C. The work order system shall include the following close-out information for each request for work:
  - 1. The actual hours worked by date for each assigned staff member;

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2. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
  3. The aggregate cost of labor by regular, over-time and total;
  4. The actual materials and supplies needed to complete the work order;
  5. Actual cost of materials and supplies; and
  6. The name of the employee responsible for attesting that the job was completed satisfactorily.
- D. Except where prohibited by collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
- E. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of the collective bargaining agreement for maintenance workers and/or custodians.
- F. The Business Administrator/Board Secretary in consultation with the supervisor responsible for this work shall conduct an analysis of the information in the work order system no later than February 1 of the pre-budget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Safe Drinking Water

The Board of Education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq., N.J.A.C. 6A:26-6, and N.J.A.C. 7:10 et seq.). In accordance with law and Board policy 3516 Safety, the Board shall test all drinking water outlets, make the results publically available and notify parents/guardians and the New Jersey Department of Education

The Board of Education directs the Chief School Administrator to ensure the development of lead sampling plan with sample collection is consistent with the district's Quality Assurance Project Plan (QAPP) and to ensure that QAPP is signed by the laboratory certified to sample the district's water, the individual responsible for conducting the sampling and is presented to the Board for signature.

Within 24-hours after the Board has reviewed and verified the final laboratory results of the sampling, the Board shall ensure that test results are publicly available at the school facility and on the Board's website. If any laboratory results exceed the permissible lead action level, the Board shall provide written notification to the parents/guardians of all students attending that facility as well as to the Department of Education. The notice must include measures taken to curtail immediately the use of any drinking water outlet where lead levels exceed the permissible action level, measures taken to ensure that alternate drinking water is available to all students and staff, and information regarding the health effects of lead.

Within six years of the adoption of this policy, and within each six-year period thereafter, the Board must test all drinking water outlets; sampling shall be prioritized in facilities previously identified with excessive lead results or identified as high risk in the sampling plan.

Annually, the Board must submit to the Department of Education, a statement of assurance that lead testing was completed in accordance with existing Department of Education regulations and that where required, alternate drinking water is available to students and staff.

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Integrated Pest Management (IPM)

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, each local school board of a school district, the Chief Administrator of a public school, each board of trustees of a charter school, and each Principal or Chief Administrator of a non-public school as appropriate, shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. West Orange School District shall develop and maintain an IPM plan as part of the school's policy.

Integrated Pest Management Procedures in Schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how West Orange Public Schools will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For public schools, the Chief School Administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school. For charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Chief School Administrator or Principal.

IPM Coordinator

The Chief School Administrator shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

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Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Chief School Administrator or designee is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the school IPM policy.

Indoor Air Quality

The West Orange Board of Education will ensure that the air quality for school students, faculty, and staff in school buildings meets the standards established by the law.

The Board shall designate the Director of Buildings and Grounds as the individual responsible to monitor compliance with state standards.

Asbestos Hazard Emergency Response Act (AHERA)

In order to minimize exposure of students, faculty and staff to pesticides, the West Orange Board of Education directs the development and implementation of Asbestos Hazard Emergency Response Act (AHERA) procedures for each school in the district to control pests in accordance with law.

The Superintendent shall designate Director of Buildings and Grounds as the AHERA Coordinator/Designated Person, who is responsible for the implementation of the School Integrated Pest Management policy.

Education/Training

The AHERA Coordinator/Designated Person and other school staff involved with asbestos containing material (ACM) will be trained in appropriate components of AHERA as it pertains to the school environment. Information about this policy and the AHERA plan shall be made available to the school community.

Recordkeeping

Records of AHERA reports shall be maintained in a central file and a file at each school to meet the requirements of the state regulatory agency. Records shall also include, but are not limited to six (6) month periodic surveillance, three (3) year periodic surveillance and school Operation and Maintenance (O&M) work and related reports.

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Lead In Paint

The West Orange Board of Education will ensure that the lead in paint for school students, faculty and staff in school buildings meets the standards established by the law.

The Board shall designate the Director of Buildings and Grounds as the individual responsible to monitor compliance with state standards.

Hazard Communication Standard

The West Orange Board of Education will ensure that the Hazard Communication Standard previously known as Right to Know (RTK) for school students, faculty and staff in school buildings meets the standards established by the law.

The Board shall designate the Director of Buildings and Grounds as the individual responsible to monitor compliance with state standards.

Mold

The West Orange Board of Education will ensure that mold for school students, faculty and staff in school buildings meets the standards established by the Board of Education. There is no mold law in the State of New Jersey.

When mold is suspected in a school building the following actions will be taken.

1. Investigate reported area of suspected mold
2. Determine source of the water infiltration
3. Eliminate the water source
4. Remove and dispose of any suspected mold material
5. Replace suspected mold material with new material
6. Use infrared photographing (if required)
7. Conducted Indoor Air Quality air testing with an environmental firm (if required)

Safe Drinking Water

The Board of Education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq.), State Department of Environmental Protection regulations (N.J.A.C. 7:10) and State Department of Education regulations (N.J.A.C. 6A:26-6) for planning and construction standards for school facilities.

The Board shall conduct lead sampling and analysis, in all drinking water outlets to which a student or staff member has or may have access. This includes testing in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017:

- A. Sampling shall be conducted in accordance with a lead sampling plan, which shall include:
  1. A plumbing survey for each facility that identifies how water enters and flows through each facility, the types of plumbing materials used in the facility, such as the service line, piping, solder, fixtures, drinking water outlets where students or staff have or may have access, and point of use treatment, such as drinking water filters;
  2. The names and responsibilities of all individuals involved in sampling; and
  3. The following sampling procedures:

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- a. Samples shall be taken after water has sat, undisturbed in the school pipes for at least eight hours but no more than 48 hours before the sample is taken;
  - b. At least eight hours prior to sampling, signs shall be posted to indicate that water shall not be used and access to the buildings subject to the sampling shall be restricted to all but authorized staff members;
  - c. Existing aerators, screens, and filters shall not be replaced or removed prior to or during sampling; and
  - d. All samples shall be collected in pre-cleaned high-density polyethylene (HDPE) 250 milliliter (mL) wide-mouth single-use rigid sample containers that are properly labeled.
- B. Analysis of samples shall be conducted as follows:
1. Analysis shall be conducted by a certified laboratory to analyze for lead in drinking water;
  2. The laboratory shall use an approved analytical method pursuant to the Federal Safe Drinking Water Act (40 CFR 141.23(k)(1)); and
  3. Sample analysis shall be conducted in accordance with a Quality Assurance Project Plan (QAPP), which shall be signed by the Board of Education, the certified laboratory, and the individual responsible for conducting sampling. The QAPP shall include the identification of analytical methods, chain of custody procedures, data validation and reporting processes, detection limits, reporting to three significant figures, field blanks, and quality control measures required by the certified method.

Results of the Water Testing

Within 24 hours after the Board has reviewed and verified the final laboratory results, the Board shall:

- A. Make the test results of all water samples publicly available at the school facility and on the district website; and
- B. If any results exceed the permissible lead action level, provide written notification to the parents/guardians of all students attending the facility, as well as to the State Department of Education. This notification shall include:
  1. A description of the measures taken by the Board to immediately end use of each drinking water outlet where water quality exceeds the permissible lead action level; and
  2. A description of the measures taken to ensure that alternate drinking water has been made available to all students and staff members, and information regarding the health effects of lead.

Ongoing Water Testing

Notwithstanding the results of any prior testing, the Board shall continue to test drinking water outlets as required by law and shall:

- A. Test all drinking water outlets within six years following the initial testing and every six years thereafter. Sampling shall be prioritized, such that buildings and facilities that previously had outlets with results above the action level or identified in the plumbing profile as high risk for lead shall be sampled first in accordance with the sampling plan; and
- B. Sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet.

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- C. The Board shall annually submit to the State Department of Education a statement of assurance that lead testing was completed, that notifications were provided where required, and that alternate drinking water continues to be made available to all students and staff.

Date: October 16, 2017

**QSAC Monitored:**

DPR: Governance – 1  
SOA: Governance – 1

**Mandated:**

N.J.S.A. 13:1F-22(b) requires the adoption of a school integrated pest management policy consistent with the model policy developed pursuant to N.J.S.A. 13:1F-22 (a).

N.J.A.C. 6A:23A-6.9 (“accountability regulations”) requires school districts with three or more district buildings to have an automated work order system in place for prioritizing, performing and recording all maintenance and repair requests for all buildings and grounds.

N.J.A.C. 6A:26-12.2(a)1, 2 require board adoption of written policies and procedures addressing safe and sanitary operation and maintenance of school facilities and grounds according to the provisions established in that chapter; safe storage and use of potentially hazardous material on school property; prevention of accidents, panic and fire; compliance with community right-to-know requirements and provision for and maintenance of suitable and safe equipment.

**Other Reasons:**

N.J.S.A. 13:1F-22(a) requires the commissioner of the department of environmental protection in consultation with the commissioner of education, the New Jersey School Boards Association and the New Jersey Cooperative Extension of Rutgers to develop a model school integrated pest management policy that is based upon recommended integrated pest management plans for schools disseminated by the United States Environmental Protection Agency and that conforms to the rules adopted by the department pursuant to the "Pesticide Control Act of 1971," P.L. 1971, c. 176 (C.13:1F-1 et seq.).

**Legal References:**

N.J.S.A. 13:1F-19  
through -33  
N.J.S.A. 18A:17-49  
through -52  
N.J.S.A. 18A:18A-1 et seq.  
N.J.S.A. 18A:18A-37  
N.J.S.A. 18A:22-8  
N.J.S.A. 34:5A-1 et seq.  
N.J.S.A. 34:6A-25 et seq.  
  
N.J.S.A. 58:12A-1 et seq.  
N.J.A.C. 5:23-1 et seq.  
N.J.A.C. 6A:23A-6.9  
  
N.J.A.C. 6A:26-12.1 et seq.  
See particularly:

“School Integrated Pest Management Act”

Buildings and grounds supervisors to be certified  
Public schools contracts law  
Award of purchases, contracts or agreements  
Contents of budget; format  
Worker and Community Right to Know Act  
New Jersey Public Employees Occupational Safety and Health Act  
Safe Drinking Water Act  
The uniform construction code  
Facilities maintenance and repair schedule and accounting  
Operation and Maintenance of Facilities

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<u>N.J.A.C. 6A:26-12.2(a)1, 2</u>	
<u>N.J.A.C. 6A:26-12.4</u>	Safe drinking water
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 7:10-1 et seq.</u>	Safe Drinking Water Act
<u>N.J.A.C. 7:30-13.1 et seq.</u>	Integrated Pest Management
<u>40 CFR 61.140 to 61.157</u>	National Emission Standards for Asbestos Air Pollutants for Asbestos
<u>N.J.A.C. 12:100-4.2</u>	
<u>and N.J.A.C. 12:100-5.2</u>	Workplace safety & Health
<u>N.J.A.C. 12-100-13 (2007)</u>	NJ Indoor Air Quality Standard
<u>N.J.A.C. 5 :17-1 (2014)</u>	Community Affairs Lead Hazard Evaluation & Abatement Code
<u>N.J.A.C. 12 :100-7</u>	Standard for Hazard Communication
20 <u>U.S.C.A. 4071 et. seq.</u>	<u>Equal Access Act</u>

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**Possible**

<b><u>Cross References:</u></b>	*1410	Local units
	*2240	Research, evaluation and planning
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3516	Safety
	*5141	Health
	6161	Equipment, books and materials
	*7110	Long-range facilities planning
	*9130	Committees

\*Indicates policy is included in the Critical Policy Reference Manual.

**Key Words**

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance