FSRR/FSR Guidelines Handbook

This document was created for FSRRs and FSRs but may be shared with their assigned sites.

CCSD Team: James Jackson, Stephen Szumilo, Rudy Pope, Cynthia Atterberry
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1. Basic Duties and Responsibilities

**FSR – Facility Service Representative**

Single point of contact for all facility needs, they assist site administrators to recognize and identify facility needs and maintain the facility for its intended purpose, initiates Capital work for site, site liaison for above standard work requests (Advisory Checklist – site funded). Investigating work order in question re: Warranty, Environmental Services, bond work, head end room, misunderstood work orders (wants vs. needs), or as assigned by Dispatch/FSRR. FSR must not call a technician/dispatch about work without a work order number. FSR is also responsible to add all site visits daily to the Maximo Work Order System and add a Facility Service Representative Quarterly Agenda Worksheet every 3 months for each of their sites noting work order numbers of concern by the site. (pg. 19)

**FSRR – Facility Service Regional Representative**

Facility Service Regional Representatives are personnel that lead the FSRs for a particular region, if unable to contact FSR – FSRR is second point of contact to FSR, completes Capital paperwork for site, liaison for administrative area sites, processes all Maximo work orders, verifies correct completion of work order fields (checkboxes, priorities, room numbers, etc.). Attends morning briefings with Coordinators, Craft Supervisors, Construction Supervisors, FSRs, and pertinent dispatchers for each region. FSRR has the ability to change priorities on work orders or to cancel work order if submitted without pertinent information. The site must be notified in such case. FSRR is responsible to check that each FSR under his/her assignment is visiting each of their sites once monthly and is responsible to track work orders noted as concerns from their FSRs and discuss monthly with their respective Coordinator.

2. Expectations

The Facility Service Representative and Facility Service Region Representative positions were created to assist CCSD school and administrative/region sites with their operational facility needs. Their job is to manage facility needs as requested by the site managers in order to allow them (site managers) to focus more on the instructional needs of site.

a. It is expected that the FSR/FSRR visit each of their assigned sites at least once every month.

b. The FSRs will formally schedule a meeting once per quarter (3 months) with the site Principal and assigned Academic Manager. At this meeting the FSR will complete a Facility Service Representative Quarterly Agenda Worksheet and attach the copy in Maximo with their site visit work order. The FSR will acquire at this visit the top 5-10 Maintenance work orders that the site deems priority concerns and turn them into their FSRR. The FSRR will discuss these with their respective Coordinators for completion dates.
   (i) The FSR should print out work order lists (WAPPR, APPR) to review with site during visits.
   (ii) The FSR should cancel work orders no longer needed in Maximo.
   (iii) The FSR should print out pending items from WRENCH to discuss with site.

c. It is expected that the FSR/FSRR respond to all emails and phone messages within 24 hours. If a site cannot reach their FSR/FSRR and needs immediate assistance (emergency situations), they should call the Maintenance office Dispatch Unit and
copy their FSRR/FSR on all email responses. The FSRR should copy the originator, their Academic Manager, and their Coordinator on all email responses.

d. It is expected that the FSR/FSRR assist the sites when necessary with emergency work (including assistance with work order creation).

e. The FSR shall make themselves available to the site for any reasonable requests for reports from Maximo regarding their school (or Region/Performance Zone for FSRRs).

f. The FSR/FSRR shall check with their sites that all vandalism work orders are entered in Maximo and have been check marked for “vandalism”.

g. The FSR/FSRRs will discuss any work orders requiring internal or external inspections and ensure re-inspection dates are in Maximo. They shall ensure the “external inspections” box has been checked. FSRRs will be responsible for scanning these documents against the corresponding work order in Maximo.

h. They shall record site visits daily in Maximo, and they shall sign-in and out of the Facility log book whenever they visit a site. (This will be reviewed for compliance.)

i. They will communicate all capital work requirements needed at a site to Engineering Services for capital planning

j. They will assist in overseeing the site’s needs during rehab work with the project manager.

k. The FSR/FSRRs shall assist sites in performing site-funded work. In addition, they will oversee the project as CCSD’s Project Manager when necessary.

l. The FSR/FSRRs shall maintain mileage records and turn in Mileage Reimbursement at end of each month.

m. The FSR/FSRRs shall QA/QC two (2) work orders monthly.

n. The FSRs should schedule seasonal review meetings with their sites to discuss seasonal work that needs to take place for their sites (it is recommended that one be held in the fall and another in the spring).

o. The FSRs shall not allow any P3 work orders to remain in WAPPR status for more than 15 days or P4 work orders for more than 30 days. (This will be reviewed for compliance.)

3. Explanation of Priority System

PRIORITY 1 – LIFE AND SAFETY ISSUE FOR STUDENTS AND STAFF (URGENT)

FSR should always be notified

Life, health and safety issues such as entire site with no A/C, Fire, Flood, No A/C to a Special Needs or EC Classroom, profane graffiti on front of building, or immediate danger to students or staff.

PRIORITY 2 – WILL CAUSE A SERIOUS CONDITION TO BUILDING OR STUDENTS WITHIN 24 HOURS

FSR should always be notified

Will cause a serious condition to building or students within 24 hours such as ten (10) rooms with no A/C, kindergarten/daycare room with no A/C, multi-purpose room with no heating or cooling, kitchen with no A/C, water dripping from a ceiling, toilet backups, or profane graffiti on back or sides of school.
PRIORITY 3 – CORRECTIVE WORK NEEDED (REPAIR)
Includes corrective work on existing facility assets such as one room or office with no A/C nine (9) or less rooms, copy machine repair, broken door handles, hall lights, etc. or gang signs anywhere on a building, lewd/vulgar or offensive language, art, racial words inside a stairwell, quad area, trash cans, electrical boxes, etc.

PRIORITY 4 – PREVENTATIVE MAINTENANCE/ROUTINE
Preventive work or annual repair on existing assets to maintain a level of good working order such as repair of musical instruments, water treatment to chiller units, filter changes, etc.

4. All Sites Information
A. Define Maintenance vs. Bond Work
Maintenance does repairs on items that already exist within a site. This can include lifecycle work, replacement install on a new item that is being replaced due to BER (beyond economical repair). This work is done by entering a work order through the CCSD work order system.

Bond funds may be available for brand new installs of items that previously never existed at the site before. These items include new walls, cabinets, data lines, occupancy changes, program changes, etc. This work begins with you (FSR) and your site’s needs.

B. Site Maintained/Contracted/Funded Projects
The M&O Director shall secure approval or denial for the initial Maximo/SuiteReq work order prior to any follow up from the FSR. Then guidelines are as follows:

i. Site Funded/District Install – Grant funded, Donations, Site Budget. Sites can fund work that is district installed, but the district requires reimbursement after completion of work if all prior conditions are met. (Refer to Advisory Checklist) Conditions include FSR involvement in current standards. Funds can be issued from school budgets by check or transfer through a CCF-358 to CCSD Maintenance. In house work over $25,000 requires an attestation report to be completed by multiple administrators. ($100,000 or more requires a super attestation report)

ii. Site Funded/Site Contracted – under $25,000. Sites can fund work but work is performed by licensed contractor, approved by district. This approval requires all contractors must have a Nevada State Contractors License and $1,000,000 Liability Insurance Binder as required by Advisory Checklist and Clark County School District Policy and Procedures. (This category includes donated services and contracts such as Eagle Scouts, volunteer painting, etc.)

iii. Denied projects shall never commence.

iv. Site will be responsible for all maintenance costs to maintain the item if it is above standard. FSR will provide estimates for the site and administration with Advisory Checklist (see page 15.) FSR will also provide guidance through entire project.

v. Volunteer projects must go through FSR and Risk Management and additionally submit a completed volunteer form (see page 23.) See section 9. Note: Each adult individual volunteering their services must sign the volunteer form. A single signature for a group is not allowed. Additionally any volunteer under 18 years of age must include a parent signature.
C. Beyond Economical Repair (BER)
   i. Clark County School District Purchasing Department mandates beyond economical repair status. Percentages can change on a yearly basis; refer to the Clark County School District website for updates.
      http://ccsd.net/directory/purchasing/BERequip_replace.php/index.php

D. Project Approval Form (PAF) Sample under Forms section

E. Capital Authorization Form (CAF) P&D-F601 Sample under Forms section
   i. CAF indicates funding is needed through the capital program. This is not a maintenance repair but references new work is needed. New work can be defined as rehabilitation, modernization, or any facility enhancements.
   ii. After verification of costs and scope of work, this form is completed by the Facility Services Regional Representative (FSRR) with the help of the site Facility Service Representative (FSR) and other entities including Area Superintendents. This form is forwarded to Director of Planning and Design, Director of Finance; Bond Fund Management.
   iii. If project is over $99,000, Associate Superintendent of Facilities and the Chief Financial Officer must also approve.

F. Internal (Safety Reports)/External Inspections
   i. Internal inspections include entities within the school district such as Safety Equipment, Risk Management, and Building Code Inspectors. These school district departments should not be entering work orders for sites. Notices should be given to the sites for review with FSR. FSR receives electronically from Work Management daily. FSR will assist in decision of items that should be identified as work orders or items that can be completed by school staff.
   ii. External inspections include Fire Departments, Southern Nevada Health District, FM Global and OSHA. Sites should enter work order immediately. FSR/Sites are to attach report and check that inspection is pending in CMMS.

G. Vandalism
   i. Non-School Hours. Work orders regarding vandalism should always have vandalism box checked in Maximo work order system. When a FSR sees any work orders that do not have the vandalism box checked, it is their responsibility to check that box. The site is required to call school police on all vandalism that occurs during non-school hours. Sites should also contact FSR and FSR should require their sites to log the event number into Maximo work order (long description area).
   ii. School Hours. Work orders regarding vandalism should always have vandalism box checked in Maximo work order system. When a FSR sees any work orders that do not have the vandalism box checked, it is their responsibility to check that box. Sites should also contact FSR and FSR will use their discretion as to whether CCSD School Police should be involved. If so, the FSR should require their sites to log the event number into Maximo work order (long description area).
   iii. Investigation. In the case where a parent is paying restitution, checks must be turned into CCSD Maintenance department to reimburse general fund monies already spent.
H. Education Specifications by Facility Type

i. The space Education Specification is posted on the www.maintenance.ccsd.net website under Technology>Helpful Links.

I. Key Issues

Grand Master and duplicates key requests are now entered in Maximo/SuiteReq. Grand Master Key Requests are approved by Associate Superintendent of Operations as each site is limited to 12. Key guidelines are as follows:

i. Lost or stolen keys must be reported to School Police immediately and site FSR. Lost or stolen keys do not constitute a rekey of the school. FSR will explain process to site and ask School Police to increase patrol until issue is resolved. FSR will explain to site that there is a waiting period to find lost keys and that site is responsible for all costs due to any re-keying of doors. FSR will assist in getting costs from the Maintenance Hardware/Lock Shop and checks must be payable in advance to the CCSD Maintenance Department or site must submit a CCF-358 Expense Adjustment Form for a fund transfer. Once funds are received the order for additional keys or locks will be placed.

ii. Test Material/Confidential File Rooms – designated by site can request to have locks changed in new Administration’s request.

iii. Re-Key of sites is never to be done by outside contractors. All site re-keys are to be done in-house so schools remain accessible at all times.

5. School Site Section

A. Standard equipment vs. Non-Standard equipment

i. Purchasing posts standard and non-standard equipment for school sites annually. Links for standard items are posted on the www.maintenance.ccsd.net website under Technology>Helpful Links. Standard items are usually installed by Special Projects and financed under Bond Funds.

B. Temporary Sites for New School Administration

i. Equipment Items at Temporary Sites by School Type (see addendum A)

ii. Host sites should be reminded that a number of CCSD divisions and departments will be at the location and will require access to the identified location in order to prepare the temporary office site. Divisions and departments should be reminded to check in at the main school office. All CCSD employees must wear their CCSD identification badges at all times.

ii. Each temporary office site will need telecommunications line to handle phones, fax, and a data for administrative office staff three (3) people at the elementary level and five (5) people at the middle and high school level. Also phone line equipment must be able to handle an answering machine. Target completion dates of all necessary hook-ups, data drops, room design, and equipment, furniture deliveries, etc. is determined by new school opening dates. Signage requirements will need to be determined for each site to direct traffic to the temporary office.

C. Aged Schools

i. Assessments of school sites are determined by Facilities Superintendent. Assessments are input in VFA Capital Planning database. Facilities Division departments such as
Planning and Design, Inspection Services, Maintenance and Risk Management have key input to these assessments.

ii. Re-hab work determined from assessments are funded and completed by Bond Funds and GST money.

iii. ZONE crews are in place to better accommodate the added needs of older sites known as Zone sites

**D. Installing shopping cart items**

i. New installations of school ordered shopping cart items are usually installed by Special Projects but the site FSR must be informed of all purchase to procure a funding source for the installation of equipment.
### Elementary School Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>Teacher desks w/ chairs</td>
<td>2</td>
</tr>
<tr>
<td>Rectangular table</td>
<td>4</td>
</tr>
<tr>
<td>Small rectangular table</td>
<td>1</td>
</tr>
<tr>
<td>Stackable padded chair</td>
<td>18</td>
</tr>
<tr>
<td>Padded chairs w/casters</td>
<td>4</td>
</tr>
<tr>
<td>Secretarial workstation/teacher desk</td>
<td>2</td>
</tr>
<tr>
<td>Four-drawer file cabinet</td>
<td>5</td>
</tr>
<tr>
<td>Three-shelf bookcase</td>
<td>5</td>
</tr>
<tr>
<td>Large steel wardrobe</td>
<td>1</td>
</tr>
<tr>
<td>Phones</td>
<td>8</td>
</tr>
<tr>
<td>Equipment</td>
<td>Quantity</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Desktop Computer</td>
<td>4</td>
</tr>
<tr>
<td>Desktop printer</td>
<td>4</td>
</tr>
<tr>
<td>Large capacity printer</td>
<td>1</td>
</tr>
<tr>
<td>Fax/phone machine</td>
<td>1</td>
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</table>
### Clark County School District

**Instruction Unit 799-5475 Middle/High School Layout**

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<th>High School Items</th>
<th>Quantity</th>
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</thead>
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<td>2</td>
</tr>
<tr>
<td>Four-drawer file cabinet</td>
<td>5</td>
</tr>
<tr>
<td>Three-shelf bookcase</td>
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<td>1</td>
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<tr>
<td>Phones</td>
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<tr>
<td>Desktop printer</td>
<td>5</td>
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<tr>
<td>Large capacity printer</td>
<td>1</td>
</tr>
<tr>
<td>Fax/phone machine</td>
<td>1</td>
</tr>
</tbody>
</table>
6. Administrative Site Section

A. The CCSD maintains Administrative sites secondary to school sites. CCSD provides a conducive learning environment first for students and adult comfort is considered second.
B. Each Administrative site is assigned a Facility Service Representative that may have Administrative sites in addition to school sites.
C. Site funded project procedures remain the same as 3B above although, the site can only submit a CCF-358 Expense Adjustment Form for a fund transfer once the FSR has provided all costs of the project.

7. Procedural Changes

A. Within Maintenance Department – all changes made to the current procedures located on Maintenance.ccsd.net website must be submitted through the change management process. ISO document MTC-P034.
B. Procedural changes outside the Maintenance Department must go through Maintenance Directors and discussed at monthly all call meetings.
C. Chain of Command
   i. FSRs report to a FSRR.
   ii. FSRRs report to a Coordinator.
   iii. Coordinators report to a Director.
   iv. All contact at the region/area level should be with the FSRR.
   v. Ombudsmen can contact a FSR but should always include the FSRR in all contacts.

8. Lifecycles on Assets

A. Paint – Maintenance goal is to replace every 10 years, however due to budget constraints it can be much higher. (See Lifecycle Master List on Maintenance website for current dates)
B. Carpet – Maintenance goal is to replace every 10 years, however due to budget constraints it can be much higher. (See Lifecycle Master List on Maintenance website for current dates)

9. Forms

A. Advisory Checklist
B. PAF
C. Principal Concurrence Form
D. CAF
E. FSR Monthly Agenda Worksheet (attach in Maximo to Site Visit entered)
F. Attestation Report
G. Super Attestation Report
H. Volunteer Form
Advisory Checklist
Site Funded

☐ Site to submit request in SuiteReq/Maximo, FSR to log labor hours on project.

☐ FSR sends work order to M&O Director for APPROVAL.

☐ Once approved, FSR meets with site and review requests. At meeting FSR explains process to site and needs plans, verification of contractor’s license ($1M liability bond.) If structural, engineered set of plans are required. FSR to take plans to CCSD Inspection Services for approval and permits. If to be contracted, Modernization Services needs to be contacted as soon as possible.

☐ Does this project involve donated material/labor? If so CCF-273 is required if over $1000.

☐ FSRR/FSR submits Project Approval Form (PAF) to Risk Management first for email approval. Occupancy changes must go to Demographics and Zoning first for email approval. These emails must stay with PAF. PAF is then forwarded to Maintenance Director III.

☐ After approval (all signatures) FSR informs site via email that project is approved.

☐ FSR attaches all documents in Wrench project for contracted or in-house installations. (Donated/volunteer work should be marked complete in Maximo). Contracted or in-house work orders need to be canceled referring Wrench # in long description. Any release forms or documents related to the project need to be scanned as an attachment in Maximo. All FSR labor hours should also be entered into Maximo under this work order.

☐ Once approved and funded, project goes to Special Projects or Modernization Services for scheduling.
## Facility Project Request Approval

### School/Facility: 

### Requester: 

### FSR/FSRR: 

### School Code: 

### Date: 

### Principal Concurrence: 

### Project Description: 

- **Is this an "Exception to Life Cycle"?** 
- **Does this exceed the CCSD Standard for this item?** 
- **Is this BER'ed Equipment?** 
- **Is this a "Non-Standard" item?** If checked, please submit the "Non-Standard Equipment Request Form" to Purchasing 

### Should the site be maintaining this item: 

- **Yes** 
- **No** 

### Will School Site Labor be employed on this request: 

- **Yes** 
- **No** 

### Work Process to be used to complete the construction description outlined above: 

- Donated Labor and Material: If over $1,000 See "CCF-273 Report of Gifts" and follow the instructions 
- Contractor to be employed: Send completed PAF to Construction Management to handle 
- Purchasing to procure the materials (either Maintenance or Special Projects installed) 
- In-House Construction - Special Projects (Once PAF is complete, send to Finance for release of "S" work order creation) 
- Maintenance completion 

### Estimated Cost: 

### Site Maintenance Responsibility Cost: 

### Funding Source identified (use SAP coding): 

- **Cost Center #:** 
- **Internal Order (IO) #:** 

- **Check (payable to CCSD) #:** 

### Person Responsible for Budget: 

### Maintenance Approval: 

### Date: 

### Facilities Division Approval: 

### Date: 

### Attachments: 

- CD: Paul Gerner 
- Purchasing Unit: Randy Shingleton 
- Instruction Unit: Area Associate Superintendent 
- Planning & Design: Construction Management 

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**Print Form**
Principal Concurrence to the Project Approval Request Form

School/Facility: ________________________________ School Code: ________________________________
Requestor: ________________________________ Date: ________________________________
FSR/FSRR: ________________________________ Date: ________________________________

Project Description: (Description of Work)

Estimated Cost: ________________________________ Site Maintenance Responsibility Cost: ________________________________

☐ *Exception to Life Cycle*: I have attached a statement as to why this is an exception to "life cycle" for this item (see project description)

☐ *Exceeds CCSD Standards*: I have attached a brief statement as to why this is an exception to "CCSD Standards" for this item

☐ *BER'ed Equipment*: I have submitted the BER form for the item(s) identified in the description.

☐ *Non-Standard" or "Above Standard" item: I have submitted the "Non-Standard Equipment Request Form" to Purchasing

☐ *External Maintenance or Operational Agreement*: I have attached the agreement (to be fully executed upon approval of PAF)

☐ *Volunteer Labor*: I have attached a "Volunteer Waiver & Release" for each of the volunteers to be used on this project.

Person Responsible for "Clean up" of the project area after volunteers:

Funding Source Identified: ________________________________ Timeframe for Grant Dollars Needed: ________________________________

Person Responsible for Budget: ________________________________ Calendar Days (Until funds expire):

Disclaimer on Public Works: A public school building is classified under Nevada Revised Statues (NRS) as an asset owned by a public body and identified as property of the Clark County School District. Therefore, the work involved on or within any school building is defined as public work pursuant to the provisions outlined under these statutes.

I, ________________________________ agree that all of the above statements and agreements have been secured and I am in agreement with this project (described and outlined above) moving forward through this Project Approval process for full approval. I understand that upon approval I will be administratively responsible for all of the agreements put in place to maintain this project.

Principal (Signature) Approval: ________________________________ Date: ________________________________

Transfer of Ownership (Stewardship) Agreement: I ________________________________ receive ownership of each of the external agreements outlined on this document from the outgoing Principal (whose signature is affixed above).

Principal Receiving this Project: ________________________________ Date: ________________________________

Attachments:
CC: Paul Germer, Purchasing Unit
Rory Lorenzo, Financial Management
Randy Shingleton, Area PERS Coordinator
Area Associate Superintendent
Planning & Design
Construction Management

DOK SPRS-F603.2 11/14/2011
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</tr>
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<td>job for Master Plan</td>
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<th>FOR PROGRAMMING SVCS. ONLY:</th>
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<td>Reference Standard(s) / Code(s):</td>
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<tbody>
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<td>$</td>
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</table>

| Change to Estimate: | $ |
| Change to Budget: | $ |
| Total New Budget: | $ |

Regional Superintendent Approval (Optional): ________________________________ Date: __________

Rory Lorenzo, Director, Special Projects & Renovation Services: Date

Timothy Straley, Director, Planning & Design: Date

Ruby Almson, Director, Facilities Bond Fund Financial Mgmt.: Date

J. Paul Gerner, Associate Superintendent of Facilities: Date

(Required for Projects < $99,000)

G. Scott Waller, Chief Financial Officer: Date

(Required for Projects $100,000 - $999,999)

Fund #: ____________________________

Add to: FY ______ Annual Plan
Facility Service Representative Quarterly Agenda Worksheet

Date________________________ Site Location______________________________

Site Admin you met with: ____________________________________________________________________________________

PRINT | SIGNATURE | TITLE

Academic Mgr you met with: ____________________________________________________________________________________

PRINT | SIGNATURE | TITLE

FSR Signature: ______________________________________________________________________________________________

☐ Print out of Approved and WAPPR work orders. (Oldest to Newest)

☐ Review Work orders with site Administration and Academic Manager. The following Maintenance work orders are noted to be a priority with the site and shall be accomplished before the next quarterly meeting. (Note: These items need to be Maintenance items only, not site funded nor rehab. We cannot agree to work like WHOLE SCHOOL PAINT or CARPET which is prioritized based on lifecycle and district budget.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

☐ Print out of the (Wrench) Capital & Bond fund Projects. (Current projects) Review Projects with site Administration.

☐ Outstanding Concerns with Projects reviewed:

________________________________________________________________________

☐ Offer to walk the site with them for any issues either of you may have.

☐ Let Administration know of any inherent problems that you are aware of at the site.

☐ Help the SuiteReq/Maximo users become more familiar with looking at the site’s status of work orders.

☐ Enter the site visit and scan the agenda Sheet as an attachment.

Created: 2/3/2012
ATTESTATION REPORT
(To be used for Public Work Projects more than $25,000)

Date: ____________________________ Site (Location) # / Region: ____________

Work Order / Bond Fund: ___________

Report Initiator: __________________________ Department: ____________________

Project Cost Estimate (See Attached):

Description of Work:

Cost Estimate Prepared by:  □ Planning & Design □ Facility Service Representative □ SPRS - Special Projects

General Statement Justifying CCSD Performance of Work:
The decision was made to keep this project in-house due to the following reasons: The nature of this work (majority is in classroom) or School District Administrative Offices necessitates that the construction force must be fully responsive to short notice schedule and location changes in support of the educational mission. Such flexibility is incompatible with fixed price contract execution. In addition, all of the materials involved are on a CCSD "bulk purchasing" system resulting in expedited availability and reduced costs. The use of the SPRS "in-house" construction crew will reduce the total cost of labor, due to reduced overhead cost and the difference in labor rates paid.

The above referenced project adheres to the same quality and standards as would be required of a licensed contractor if the above project had been awarded to a licensed contractor.

Maintenance, Area Regional Coordinator - North __________________________ Date ________________

Maintenance, Area Regional Coordinator - South __________________________ Date ________________

Rory Lorenzo, SPRS-Director III __________________________ Date ________________

J. Paul Gerner, Associate Superintendent-Facilities Division __________________________ Date ________________

***ORIGINAL EXECUTED REPORT MUST BE MAINTAINED ON FILE IN SPRS MAIN OFFICE AT ALL TIMES***

Attachment:
Copies to: Rudy Pope
Gary Woolman
Rory Lorenzo
J. Paul Gerner

DOC# SPRS-F600, REV. D 12/23/2010
### Statement to Commence Public Work

*To be used for Public Work Projects greater than $100,000, NRS 338.1385 (6-8)*

<table>
<thead>
<tr>
<th>Date:</th>
<th>Site (Location # / Region):</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

| Work Order / Bond Fund: | |
|-------------------------||
|                         | |

<table>
<thead>
<tr>
<th>Report Initiator:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Project Cost Estimate (See Attachment):

**Description of Work:**

- 

**Cost Estimate Prepared by:**  
  - [ ] P&D - Engineering Services  
  - [ ] SPRS - Requirement Services  
  - [ ] Other Tech

#### General Statement Justifying CCSD Performance of Work:

A determination has been made that the public interest would be served by rejecting any bids received in response to the advertisement of bid, for the project referenced above. The estimate for retaining this project in-house (to be done by Special Projects), is shown in the following description. The referenced project will adhere to the same quality and standards as would be required of a licensed contractor if the project had been awarded to the same licensed contractor. The referenced project will be completed at a lower cost. (see outline below)

<table>
<thead>
<tr>
<th>Trade / Craft #</th>
<th># of People</th>
<th>Est. Hours</th>
<th>$ / Hr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Estimate of Direct Labor Costs: (breakdown attached)

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hre Spent</th>
<th>$ / Hr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Cost Administrative Support (Indirect Labor Costs): (breakdown attached)

<table>
<thead>
<tr>
<th>Trade / Craft #</th>
<th>Quantity</th>
<th>Material</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cost of Materials: (breakdown attached)

---

***ORIGINAL EXECUTED REPORT MUST BE MAINTAINED ON FILE IN SPRS MAIN OFFICE AND A COPY AT SPECIAL PROJECTS AT ALL TIMES***

---

DOC# SPRS-F510, REV. D  
02/28/12  
Page 1 of 2

MTC-M003, REV. D  
20-November-2012  
Page 21 of 25
## Statement to Commence Public Work (page 2)

<table>
<thead>
<tr>
<th>List of Equipment</th>
<th>Est. Hours of Use</th>
<th>$ / Hr</th>
<th>Total</th>
</tr>
</thead>
</table>

Cost of Equipment: (breakdown attached)

D. Total ____________________________

Total Cost work to include materials, supplies, labor and equipment (sum of A, B, C, and D):

Grand Total: _________________________

Total cost of rejected Bid (see public bid statement attached):

F. _________________________________

Calculated Savings (difference between E and F):

E. ____________________ - F. __________ = ______________________

Estimated Savings: ____________________

---

Maintenance, Area Regional Coordinator - North

Maintenance, Area Regional Coordinator - South

Rory Lorenzo, BPRS-Director III

J. Paul Gerner, Associate Superintendent-Facilities Division

---

Attachment: __________________________

Copies to: Rudy Atson
Rudy Pope
Randy Shingleton
Gary Woolman
Rory Lorenzo
J. Paul Gerner

---

MTC-M003, REV. D

20-November-2012

Page 22 of 25
I, the undersigned, will be volunteering my services on ______________ at _____________

which is part of the Clark County School District (CCSD) in the State of Nevada. I am not an employee of CCSD and will not receive any form of compensation or benefits for my services, including but not limited to workers’ compensation benefits. I understand that in my volunteer activity there is a risk of injury, illness, death, property damage, and other types of loss.

In consideration of the opportunity to volunteer, I hereby release and forever discharge CCSD, its trustees, officers, agents, and employees, from any and all claims, costs, liabilities, expenses and judgments whatsoever, including attorney fees and court costs, arising out of my volunteering of services.

This release is in effect for the specific activity mentioned above and I understand that any future activity will require a new waiver and release.

Signature: ________________________________________________

Name (Please Print): ________________________________________________

Phone: _________________________________________________________

Address: ________________________________________________________

Signature of parent or guardian is required if a volunteer is under the age of 18.

Activity: _________________________________________________________

CCSD Authorizing Representative: ____________________________________

Date: ____________________________________________________________

MTC-F033, 2/28/12

CCSD Volunteer Waiver & Release Form
10.0 DEFINITIONS:
APPR – Approved
BER – Beyond Economical Repair
CAF – Capital Approval Form
CAN – Cancelled
CMMS – Computer Maintenance Management System
COMP – Completed
EQR – Equipment Repair
FSR – Facility Service Representative
FSRR – Facility Service Region Representative
INPRG – In Progress
MAXIMO – Web-based Enterprise Work Order System
OSHA – Occupational Safety & Health Administration
PAF – Project Approval Forms
PM – Preventative Maintenance
QA/QC – Quality Assurance and Quality Control
WAPPR – Waiting Approval
WMATL – Waiting Material
WO – Work Order
WORKFLOWED – The process of sending information from one department to another in Maximo.
WRENCH – Special Projects Database used for planning

11.0 SUPPORTING DOCUMENT REFERENCES:
MTC-F031, Advisory Checklist
MTC-F032, FSR Monthly Agenda Worksheet
MTC-F033, CCSD Volunteer Waiver & Release

12.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTC-M003</td>
<td>Electronic on Maintenance website and CCSD</td>
<td>Indefinitely</td>
<td>Delete after Update</td>
<td>Electronic back-up</td>
</tr>
<tr>
<td>CCSD FSRR/FSR Guidelines Handbook</td>
<td>website</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13.0 DOCUMENT REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev.</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>28-Feb-12</td>
<td>A</td>
<td>Initial Release of the document</td>
</tr>
<tr>
<td>19-Sep-12</td>
<td>B</td>
<td>Revision/Clarification on page five (5) regarding Priority 1 and Priority 2 definitions.</td>
</tr>
<tr>
<td>8-Nov-12</td>
<td>C</td>
<td>Revisions to PAF, Quarterly Checklist and Responsibilities.</td>
</tr>
<tr>
<td>20-Nov-12</td>
<td>D</td>
<td>Procedure updates to include additions requested from Instruction unit</td>
</tr>
</tbody>
</table>
14.0 PROCESS OUTPUT:
   To establish accountability for FSR and FSRRs duties not necessarily outlined on CCSD job classifications.

15.0 THIS DOCUMENT APPROVED BY:
   Director III, of Maintenance