

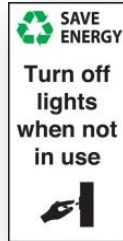


Lemon Grove School District · FMOT Department  
**FACILITIES UPDATE – SAFETY & SECURITY**

## ENERGY CONSERVATION AND SAFETY

### Lighting

- All permanent classrooms have lighting sensors
- Relocatables do not have sensors
- Do not rely on the sensors to control lighting
- Turn lights off at the switch when leaving room
- Report lighting malfunctions to school secretary



### HVAC (*Heating, Ventilation, Air Conditioning*)

- All thermostat parameters are pre-set to district standard:
  - Heat limit = 69 degrees
  - Cooling limit = 74 degrees
- All thermostats are programmed and cannot be operated manually by occupant
- If the unit is running, keep doors closed
- Report HVAC malfunctions to school secretary

### Computer and Media Equipment

- Must be turned off every evening

### Appliances

Refrigerators, coffee pots, microwave ovens, space heaters and other appliances are prohibited from classrooms. Principals may approve items for temporary use on pre-approved curriculum projects.



**Safety**matters

### Water Conservation

- Report leaking classroom faucets and restroom fixtures to school secretary
- Report leaking or stuck irrigation valves to school secretary
- Due to drought conditions, landscape irrigation has been reduced



## SECURITY

All sites are armed and will be activated upon opening of a door or broken glass. Sheriff and district emergency technician are called and dispatched immediately.

- Classrooms and buildings must be vacated Monday – Friday by 6:00 p.m. and weekends (unless pre-arranged with site principal who is assigned as site designee to disarm and arm site)
- Classrooms and buildings must not be entered Monday – Friday prior to 6:00 a.m.
- Site may be charged to cover cost of dispatching district technician for false alarms caused by negligence of site staff
- If you've been given an access code, do not share it



## INJURY, ILLNESS, PREVENTION PROGRAM

- CalOSHA, the division of Occupational Safety and Health Administration requires all employees to have an IIPP
- The IIPP should help the district to reduce work-related injuries and develop a culture of safety
- Major components of the IIP
  - Communicating safety information to all employees
  - Identifying, reporting and correcting hazards
  - The investigation of all accidents
  - Training of employees when first hired, job assignment changes and on-going safety training
  - Recording keeping of related training, hazard identification and corrective action
- Principal and supervisor responsibilities
  - Contact CalOSHA in the event of a serious injury at 619-767-2280 (Name of school district, employee name, type of injury)
  - Train your staff on safety topic at least once per month
  - The district has resources at the SDCOE's Risk Management department to assist with training, inspections, etc.
  - Contact person for Risk Management at SDCOE is Michael Czoberek at 858-292-3769 or [michael.czoberek@sdcoe.net](mailto:michael.czoberek@sdcoe.net)

Facilities · Maintenance · Operations · Transportation  
**FMOT Department Information**



**FMOT Safety & Security Emergencies  
 Before 7:00 a.m. and After 3:30 p.m.**

Order to call

|     |                 |              |
|-----|-----------------|--------------|
| 1st | Felix, Bret     | 619-921-3758 |
| 2nd | Emergency Tech* | 619-843-2749 |
| 3rd | Sigala, Hermen  | 619-921-3755 |
| 4th | Rohrs, Forrest  | 619-931-8675 |
| 4th | Flores, Larry   | 619-966-5781 |

*FMOT Office: 619-825-5625*

\*Emergency technicians that are called out to a site cost the district \$120 per call out.  
 Emergency call-outs caused by negligence of site staff may be billed to site.

**MAINTENANCE WORK ORDERS**

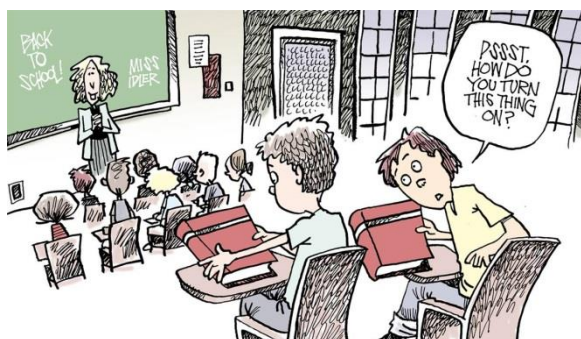
- Word orders are input by school/department secretaries after approval from principal, assistant principal or supervisor
- Work orders are prioritized by safety first

**FACILITY USE**

- “Use of School Facilities Request Form” is available on the district website under Facilities department
- Facility use should be planned in advance to ensure availability

**USE OF LEMON GROVE LIBRARY’S  
 COMMUNITY ROOM**

- Requests go through Elizabeth Vagani, Branch Manager at 619-463-0823 or [Elizabeth.vagani@sdcounty.ca.gov](mailto:Elizabeth.vagani@sdcounty.ca.gov)
- Once confirmed with Library, send calendar invite with details (including setup information if applicable) to Bret Felix and Diane Moses [bfelix@lgsd.k12.ca.us](mailto:bfelix@lgsd.k12.ca.us) & [dmoses@lgsd.k12.ca.us](mailto:dmoses@lgsd.k12.ca.us)
- Library hours open to the public:  
 Mon, Thu 9:30am-6pm • Tue, Wed 9:30am-8pm  
 Fri, Sat 9:30am-5pm • Closed Sundays



**FIELD TRIPS**

- Field trips are secured by school/department secretaries after approval from principal, assistant principal or supervisor
- To ensure bus availability, field trips should be secured well in advance



**COMMUNICATING WITH FMOT**

- E-mail is the preferred means of communication for documentation and follow-up
- E-mails and voicemails will be responded to within 24 hours
- Cell phone texts will generally be responded to quickly
- Sending a follow-up email on requests that were made verbally is recommended
- Inputting a work order on requests that were made verbally is required and input by school/department secretaries



**Maximize achievement for every student**  
**Advance technical skills required for higher education and 21<sup>st</sup> century careers**  
**Prepare students to compete in a global society**