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May 21, 2008, 2008

To: Board Members
From: Rodger Smith, Director of Personnel/Facilities
Through: Janet Bernard, Interim Superintendent
Subject: Facilities Report for May

Torrey Hills Windows

A check was received by the District for the approved settlement with Tower Glass. The lawsuit against Challenger Sheet Metal has been initiated to recover the costs of repairs for construction defects at Torrey Hills School.

Preliminary Planning for a New District Office Facility

Due to the exceptionally busy schedules of District Office personnel, staff has been unsuccessful in identifying meeting dates and times for this project. It is likely that this activity will be conducted in the latter part of June.

Update on Facilities for the Employee Childcare and Preschool Program

A report on this item is included as a separate agenda item for this meeting.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action Required.

May 21, 2008

To: Board Members
From: Rodger Smith, Director of Personnel/Facilities
Through: Janet Bernard, Interim Superintendent
Subject: Update, Employee Childcare Facility Report

In response to concerns that were recently raised regarding the condition of the District's Employee Childcare Center, Randy Wheaton, Director of Maintenance and Operations, requested inspections of the facility by a representative of the District's risk manager as well as an inspector certified by the Department of the State Architect (DSA). Dennis Sulzer, Loss Control Supervisor for the Risk Management JPA for San Diego County Schools, and Michael Brock, Vice-President of Consulting and Inspection Services conducted the inspections. The inspection reports from both individuals follow this narrative.

Based upon the findings in the reports produced by Mr. Sulzer and Mr. Brock, it does not appear that any conditions currently exist in the Employee Childcare facility that represent uncorrectable hazardous or dangerous conditions that warrant either immediate relocation or closure of the program. Both reports site conditions that require attention, but the conditions are correctable and are not significant in terms of cost for repair. In fact, many of the conditions that were recommended for attention have already been addressed.

In addition to the inspections mentioned above, research was conducted regarding the possibility of relocating the Employee Childcare program to an alternate facility. Due to the relatively short time frame involved in the potential need to relocate the program, the use of new DSA approved relocatable facilities was investigated. Through this investigation, it was determined that purchasing new relocatable buildings that would meet the needs of the program would involve a cost of approximately \$216,000. Due to the fact that there are play area requirements that must be met for both the childcare and pre-school programs, and, depending upon the location of the facilities, the need to extend utilities to the new facilities, additional costs of approximately \$200,000 would be likely. It is possible that these relocatable facilities could be available for program use within six months.

Issues that would need to be addressed relative to the purchase and installation of relocatable facilities for the childcare program include identifying a location for the new facilities as well as identifying a funding source for the expenses involved. It is likely that addressing the deficiencies in the current facilities for the childcare program would involve significantly lower costs than acquiring new relocatable facilities.

District Staff is prepared to answer any questions the Board might have about the above information.

Additional direction regarding the childcare facilities is requested to facilitate planning for the 2008-2009 school year.

FISCAL IMPACT: To be determined based on Board direction. New facility needs may be funded by special reserves for capital outlay.

RECOMMENDED: For information only. No action required.



Risk Management JPA Fringe Benefits Consortium



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SAN DIEGO COUNTY AND IMPERIAL COUNTY SCHOOLS

May 12, 2008

Randy Wheaton
Maintenance and Operations Director
Del Mar Union School District
225 Ninth Street
Del Mar, CA 92014

RE: SITE INSPECTION

Dear Randy,

On May 7, 2008, we met to conduct a general safety survey of the District Preschool and inspect the playground equipment at the Preschool and Winston School. Also present were Charlene Komosinski and Yvonne Roath.

Attached are my comments and recommendations resulting from the inspections. Relative to playgrounds, all references to guidelines, specifications, etc., relate to the *Public Playground Safety Handbook (2008)*, published by the U.S. Consumer Product Safety Commission (CPSC). This handbook presents the information as *guidelines*; however, the State of California has adopted the guidelines as law under Health and Safety Code § 115725, et. seq. Also incorporated are American Society for Testing and Materials (ASTM) standards, accessibility guidelines under the Americans with Disabilities Act (ADA) and JPA recommended practices.

If you have questions or need any other assistance, please contact me at (858) 569-5392 or dsulzer@sdcoe.net.

Sincerely,

Dennis J. Sulzer, CPSI
Loss Control Supervisor

Cc: Dena Whittington

Preschool

Overall housekeeping was good and common hazards were generally well-controlled. The amount of paper was limited; this not only decreases the fire load in the building, it also helps prevent indoor air quality (IAQ) complaints as excessive paper harbors dust. The children's furniture was vinyl rather than upholstered which also helps prevent IAQ issues as upholstered items tend to attract and retain dust. Nevertheless, several safety discrepancies were noted and are listed below, along with the playground recommendations. Note: Several of the items listed were corrected on the spot.

Room 1

- A string of lights was setting directly on top of decorative tissue paper. Remove the lights.
- An extension cord was being used to supply electrical power to the refrigerator. Extension cords are for *temporary* use only, and should not be used for major appliances. Upgrade the electrical installation as needed to eliminate the use of extension cords.
- Unauthorized products, e.g., disinfectants and cleaners, were found. Only those products provided by the district and for which a material safety data sheet (MSDS) is on file, are to be used.
- There were unlabeled secondary containers of various cleaning products. All secondary containers are to be labeled with the identity of the contents, a brief hazard statement and the name of the responsible party.
- The fan for the HVAC system was in the "auto" position. In order to provide a continuous supply of fresh air, the fan should be set to the "on" position whenever the room is occupied. This is required by 8CCR5142.

Room 2

- Relocate the portable fire extinguisher that was obstructed by the storage "cubbies." Extinguishers should be readily accessible and free from obstructions. Extinguishers weighing less than 40 pounds are to be mounted so the top of the unit is no more than 5 feet from the floor.
- There was unsecured, miscellaneous storage on upper shelves. Install strapping or use an equivalent means to prevent items from falling onto students or staff in the event of an earthquake.
- Unauthorized products, e.g., disinfectants and cleaners, were found. Only those products provided by the district and for which a material safety data sheet (MSDS) is on file, are to be used.

Room 3

- Remove the items that are suspended from the ceiling.
- Replace the stained ceiling tiles.
- Unauthorized products, e.g., disinfectants and cleaners, were found. Only those products provided by the district and for which a material safety data sheet (MSDS) is on file, are to be used.

- There were unlabeled secondary containers of various cleaning products. All secondary containers are to be labeled with the identity of the contents, a brief hazard statement and the name of the responsible party.
- The fan for the HVAC system was in the “auto” position. In order to provide a continuous supply of fresh air, the fan should be set to the “on” position whenever the room is occupied. This is required by 8CCR5142.

Play Areas—General

- The perimeter fencing is deteriorating and should be replaced. However, given that the property has been sold and the condition of the fence is not an imminent safety hazard, this is considered a low priority.

Infant Play Area

- Before reinstalling the swings, install protective surfacing material which provides a use zone that extends to the front and rear of the structure a minimum of twice the vertical distance from the top of the occupant’s sitting surface to the pivot point of the swing.
- If interlocking tiles or mats are used as the surfacing material, obtain documentation from the manufacturer of the critical height of the material when tested in accordance with ASTM Standard F1292, *Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment*. Also request documentation that the material complies with ASTM Standard F1951, *Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment*.

Preschool Play Area

- Composite structure: There is a gap between the platform and the chute of the blue slide that creates an entanglement hazard. Install silicon or similar material to fill the gap.
- Composite structure: Tighten the 2 steering wheel play components to eliminate the pinch points.

Winston School

- Remove the wooden composite structure due to the following:
 - Horizontal ladder is > 84 inches above the surfacing material.
 - The “track ride” component is broken (this appears to have been an add-on and not originally part of the structure).
 - The type of wood preservative is not known. Based on the reported age of the equipment (30 years), it is likely that preservatives such as chromated copper arsenate, tributyl tin oxide, creosote or pentachlorophenol were used. Due to potential health hazards to children, these preservatives are no longer used on playground equipment.
- Remove the metal “monkey bars” because there are climbing bars in the interior of the climber onto which a child may fall from a height of greater than 18 inches.

May 5, 2008

To: Mr. Randy Wheaton
Director, Maintenance and Operations
Del Mar Union School District
225 9th St.
Del Mar, CA 92014

Re: Report for the Employee Child Care Center

Dear Mr. Wheaton,

We, at Consulting & Inspection Services greatly appreciate the opportunity to be of service to you and the Del Mar Union School District

Consulting & Inspection Services was founded exclusively to provide project inspection, project management, quality assurance, and owner representation services to Southern California School Districts.

We were asked to review the conditions of your existing Child Care Facility last Friday, May 2, 2008. I walked the entire facility and found the buildings to be in reasonably good condition for their age. The building appears to never have been modernized throughout the years. I also reviewed the lead and asbestos management plans and found the paperwork to be in order with no immediate concerns or abatement needed at this time. If a major modernization took place I would recommend additional testing to be done.

I also was asked what should be done in the near future for repairs and came up with several items. Please see pictures for a better understanding on what is needed

Boys Restroom.

1. Remove and replacement of existing sink and faucet.
2. Patch existing concrete to correct level and patch existing tile or epoxy coat the entire floor
3. Patch and paint all existing walls
4. Remove all other non restroom debris

Girls Restroom:

1. Reinstall sinks and faucets to proper heights
2. Replace existing ceiling tiles
3. Patch and paint all existing walls
4. Remove all other non restroom debris

General Classrooms:

1. Replace existing ceiling tiles where damaged or missing.
2. Staple up and secure all existing tiles
3. Clean existing carpet. VCT looks good
4. Repaint all existing exterior window sills and door jambs where paint is missing.

The next list would be items to be corrected if modernization money was available. These are mainly ADA upgrades

1. At all existing exterior door openings, install a retrofit threshold
2. The entrance to each of the classrooms would need to be modified. The school is built on a slope and this would be very costly to complete. Switch back ramps and possibly encroachment on other property nearby would be needed.
3. Replace all drinking fountains
4. The playground surface would not to be able to be a surface that a wheelchair would be able to ride on.
5. The restrooms would need to be reconfigured to accommodate wheelchairs. The entrance doors would have to be modified and also the arrangement of the toilets and sinks.

The above comments are just my professional opinion of what I feel should be done now and in the future. The ADA upgrades would be costly in the future due to the fact of the buildings being on a sloped site.

Please feel free to contact me at (760) 613-0246 if any additional information is needed or requested

Sincerely,



Michael J. Brock
Vice President
Consulting & Inspection Services

May 21, 2008

To: Board Members
From: Rodger Smith, Director of Personnel/Facilities
Through: Janet Bernard, Interim Superintendent
Subject: 2nd Reading and Approval, New Board Policy 3511, Storm Water Management

Development of this policy is required as an element in the Del Mar Union School District's storm water management plan. The policy is based upon a model that was provided by the San Diego County Office of Education and is in compliance with all regulatory requirements related to storm water management. Revisions for this 2nd Reading and approval are noted in *bold italics*.

FISCAL IMPACT: The fiscal impact of this policy is unknown at this time.

RECOMMENDED: The Interim Superintendent recommends approval of the new Board Policy 3511, Storm Water Management

DEL MAR UNION SCHOOL DISTRICT
BUSINESS AND NONINSTRUCTIONAL OPERATIONS

BOARD POLICY 3511: STORM WATER MANAGEMENT

The Governing Board recognizes the importance of minimizing the district's use of natural resources, providing a high-quality environment that promotes health and productivity, and effectively managing the district's fiscal resources. To that end, the Superintendent or designee will implement a Storm Water Management Program that includes strategies for effective and sustainable resource practices, reducing water consumption and promoting conservation principles.

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures, which may help the district reach its storm water management goals.

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its storm water management goals.

The Superintendent or designee shall periodically report to the Board on the district's progress in meeting its conservation and management goals.

Storm Water Management

The Board desires to ensure that, to the maximum extent practicable, the district reduce the discharge of pollutants into the water system in order to minimize the threat to water quality from storm water runoff. When the district has been designated by the State Water Resources Control Board or a regional water quality control board, the Superintendent or designee shall ensure that the district complies with applicable General Permit requirements.

The Superintendent or designee shall develop a storm water management plan and shall submit the plan and a resolution authorizing the implementation of the plan to the Board for approval. The district's plan shall describe best management practices, measurable goals, and timetables for implementation in the following areas:

1. Public education and outreach on storm water impacts
2. Public participation, such as participation in adoption and implementation of the plan
3. Illicit discharge detection and elimination, such as maps and programs to detect and eliminate illicit non-storm water discharges

4. Construction site storm water runoff control, such as reviewing construction plans, inspecting sites, and tracking construction site runoff, as well as erosion and sediment controls
5. Post-construction storm water management, such as developing design standards for preventing runoff and verifying proper maintenance and operation of control procedures
6. Pollution prevention and good housekeeping, such as evaluating disposal, material storage and equipment-cleaning procedures and spill prevention.

The Superintendent or designee shall ~~regularly~~ report *annually* to the Board on the status of the district's implementation efforts.

Legal Reference:

WATER CODE

13383.5 Storm water discharge monitoring requirements

CODE OF REGULATIONS. TITLE 23

2200 Discharge permit fees

UNITED STATES CODE. TITLE 33

1342 National pollutant discharge elimination system

CODE OF FEDERAL REGULATIONS. TITLE 40

122.1-122.64 National pollutant discharge elimination system

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES

0706.90 Water Conservation Advisory, 90-09

WEB SITES

CSBA: <http://www.csba.org>

California State Water Resources Control Board: <http://www.swrcb.ca.gov>

Department of General Resources, Green California, Sustainable Schools:

<http://www.green.ca.gov/GreenBuildingsSchoolsBoard>