

Maintenance Menu of Services– Contents Page 1

Category	Shop
Air Compressors	HVAC
Air Conditioning	HVAC
Air filters and ventilation	Preventative Maintenance
Asphalt Surfaces (Pavement Maintenance)	Grounds
Athletic Field Preparation	Grounds
Auditorium- Stage Safety (fire) Curtains	Metal Works
Auditorium Seating	Metal Works
Auditorium- Stage Rigging	Metal Works
Auditorium Stage Rigging Inspection	Preventative Maintenance
Backflow Preventer	Plumbing
Bathroom Partition	Metal Works
Bleachers	Metal Works
Boiler Inspection and Annual Maintenance	Preventative Maintenance
Boilers (Heating Systems)	HVAC
Cabinet	Structural
Carpet	Structural
Ceiling	Structural
Classroom Partition	Metal Works
Clocks- Battery	Electrical
Clocks- Bell Schedule	Electrical
Clocks- Master Clock System	Electrical
Concrete Surfaces (Pavement Maintenance)	Grounds
Condenser Coil Cleaning	Preventative Maintenance

Category	Shop
Cooling Systems	HVAC
Corner Guards	Metal Works
Countertops	Structural
Covebase (Flooring)	Structural
Domestic Water Heater	Plumbing
Door Hardware	Structural
Door Magnets- Fire Alarm	Electrical
Doors	Structural
Doors - Access Control	Structural
Doors - Roof Hatch Doors	Metal Works
Drain Cleaning	Plumbing
Duct Work (Air Distribution)	Metal Works
Elevator	Electrical
Emergency Generators	Electrical
Engine Repair- Small and Large	Grounds
Exhaust Fan	Preventative Maintenance
Exhaust Systems	HVAC
Faucets	Plumbing
Fence Maintenance	Grounds
Field Use	Grounds
Fire Alarm- Door Magnets	Electrical
Fire Alarm- Panel	Electrical
Fire Drill Training	Electrical

Maintenance Menu of Services– Contents Page 2

Category	Shop
Fire Extinguisher	Preventative Maintenance
Fire Extinguisher Cabinet	Preventative Maintenance
Fire Suppression (i.e. Sprinklers)	Electrical
Flag Pole	Metal Works
Floods	Plumbing
Flooring	Structural
Flue Pipes (i.e. exhaust pipes)	Metal Works
Garage Door	Metal Works
Gardens	Grounds
Gas Lines	Plumbing
Gas Smell	Plumbing
Glass- Windows and Display Case	Structural
Graffiti Removal	Protective Coatings
Grease Traps	Plumbing
Gym Equipment	Metal Works
Gym Equipment Inspection	Preventative Maintenance
Gym Partition	Metal Works
Handrails- Metal	Metal Works
Handrails- Wood	Structural
Heating Systems	HVAC
Hot Water Tank	Plumbing
Ice Mitigation- Parking Lot	Grounds
Insulation	Protective Coatings

Category	Shop
Irrigation	Grounds
Keys	Structural
Landscape Beds	Grounds
Landscape Maintenance	Grounds
Lawn Fertilization	Grounds
Lighting- Emergency	Electrical
Lighting- Exit Lighting	Electrical
Lighting- Exterior	Electrical
Lighting- Interior	Electrical
Lighting- Stage	Electrical
Lockers	Metal Works
Lockers- Recombination	Structural
Loss of Power to Equipment	Electrical
Loss of Power to Outlet	Electrical
Lunchroom Tables	Metal Works
Lunchroom Tables Inspection	Preventative Maintenance
Masonry Work	Structural
Metal Covers	Metal Works
Metal Grates	Metal Works
Metal Screens	Metal Works
Painting- Exterior and Interior	Protective Coatings
Parking Lot - Sanding	Grounds
Parking Lot - Striping	Protective Coatings

Maintenance Menu of Services– Contents Page 3

Category	Shop
Parking Lot - Sweeping	Grounds
Parking Lot Blocks (Pavement Maintenance)	Grounds
Pest Management	Preventative Maintenance
Pipe Leaks (Domestic Water)	Plumbing
Planters	Grounds
Plaster	Protective Coatings
Playground Equipment	Grounds
Playground Equipment Inspection	Preventative Maintenance
Playground Striping	Protective Coatings
Pool	Plumbing
Pool Boiler	Plumbing
Power Issues	Electrical
Power Issues - Smoking or Sparking	Electrical
Power Issues- Dangerous Condition	Electrical
Rain Gutter Systems	Metal Works
Roll Up Door System	Metal Works
Roofing	Protective Coatings
Sewer Smell	Plumbing
Signage	Protective Coatings
Signage- Posts	Grounds
Sinks (Fixtures)	Plumbing
Snow Removal	Grounds
Storm Drain Leaks	Plumbing

Category	Shop
Storm Water Management	Grounds
Temperature Controls	HVAC
Tennis Court Maintenance	Grounds
Tile (Ceramic and VCT)	Structural
Toilet Fixtures	Plumbing
Trash Removal	Grounds
Tripped Breaker	Electrical
Turf Management (Synthetic and Natural)	Grounds
Univent Covers	Metal Works
Wall Mounted Fixtures (i.e. Paper Towel Dispensers)	Structural
Wall Tiling	Structural
Walls	Structural
Weed Control	Grounds
Window Coverings- Blinds	Metal Works
Window Coverings- Shades	Metal Works
Windows- Metal	Metal Works
Windows- Wood	Structural
Wood Flooring	Structural
Woodshop Dust Collectors	Metal Works
Woodwork	Structural

Electrical

<u>Category</u>	<u>Maintenance Scope</u>
Clocks- Battery	MOW (Maintenance and Operations Warehouse) function
Clocks- Bell Schedule	Change and maintain bell schedules as determined and supplied by the school personnel.
Elevator	All maintenance, repairs, and city and county required tests and inspections.
Emergency and Exit Lighting	Repair and/or replace as needed.
Emergency Generators	All maintenance, repairs, and city and county required tests and inspections.
Fire Alarm- Door Magnets	Repair and/or replacement only of required door magnets (such as code required hallway magnets) tied into the fire alarm systems. Non- required door magnets may be removed upon continuous damage.
Fire Alarm Panel	Repair and upkeep of the fire alarm panels and log book. Includes all required tests and inspections through a third party contractor.
Fire Alarm Panel- Trouble	Repair and upkeep of the fire alarm panels and log book. Includes all required tests and inspections through a third party contractor
Fire Drill Training	Training on how to properly conduct and document fire drills.
Fire Suppression	Repair and upkeep of the fire suppression systems and log book. Includes all required tests and inspections through a third party contractor.
Lighting- Exterior	Repair and/or replace as needed.
Lighting- Interior	Repair and/or replace lamps and ballasts with the exception of standard T8 2'x4' fixtures which are maintained by the Operations Team.
Lighting- Stage	Replacement of standard lamps by Operations Team.
Loss of Power to Equipment	Troubleshoot and repair existing non- working building equipment.
Loss of Power to Outlet	Troubleshoot and repair existing non-working outlets.
Master Clock System	Repair and replace as needed
Power issue- Dangerous Condition- Smoking or sparking.	After Operations mitigates the hazard, electrical will repair and correct circuitry.
Tripped Breaker	Troubleshoot and repair existing circuitry

Grounds

<u>Category</u>	<u>Maintenance Scope</u>
Athletic Field Preparation- High School and Middle School	Painting of all lines for DPS High School Varsity and Middle School Athletics, as well as Colorado High school Sports and Activities (CHSSA) or league sanctioned sports, touching up the paint periodically throughout the season, chalking lines for baseball/softball, drying out the infields in the event of rain, pitching mound/home plate construction, warning track maintenance and the complete management of the All City Athletic Complex and DPS-hosted events. Support DPS Athletic Department events at All City Stadium with the preparation of athletic fields, track and field equipment set up, and management of All City Stadium.
Equipment repair	Small and large engine repair – including most gas operated equipment used by Facility Management, Snow removal equipment repair, preventive maintenance on all Grounds Department equipment
Fence Maintenance	Repair damaged fencing, repair /replace damaged gates, hinges, latches, mitigate safety hazards, install bollard poles, windscreen installation/removal/maintenance, install sign posts.
Field Use	Monitor field use.
Gardens	Assist and oversight of the construction of gardens, ongoing collaboration with all of the garden groups.
Irrigation Management	Coordinate system startup/shutdown and irrigation schedules and maintain systems throughout the district.
Landscape Maintenance	Assist Operations Department with maintenance of landscaped areas by providing mulch, removal and replacement of plantings, and guidance of site-based maintenance.
Parking Lot	Sanding and ice mitigation Sweeping
Pavement Maintenance	Repair/replace damaged concrete surfaces, asphalt surfaces, retaining walls, parking block/wheel stop replacement, stairs/steps, mitigate safety hazards

Grounds– Continued

<u>Category</u>	<u>Maintenance Scope</u>
Planter/Landscape beds	Repair damaged raised planter/landscape beds
Playground Maintenance	Repair/replace damaged playground play structures, Manage the EWF (Engineered Wood Fiber) and other fall material (poured in place rubber/resilient safety tiles) in compliance with regulatory agencies, mitigate safety hazards, coordinate repairs of poured in place rubber safety surfacing and resilient safety tiles, repair/replace damaged site furnishings (benches, trash cans, bike racks, etc.), provide guidance on apparatus removal/replacement. ECE (Early Childhood Education) playground regulatory compliance
Playground Equipment Inspections	Perform annual Playground equipment/play surface inspections. All inspections are done per regulatory agencies. Adjust/replace fasteners as needed to ensure equipment safety. Identify and report potential safety items.
Signage Posts	Installation of posts for signage related to safety.
Snow Removal	Snow removal of DPS parking lots and public sidewalks surrounding DPS sites, followed by playground removal.
Storm Water Management	In conjunction with the Plumbing Department.
Synthetic Running Track Maintenance	Clean and inspect synthetic track surfaces and coordinate repairs as required. Clean perimeter drains separating synthetic tracks and turf.
Tennis Court Maintenance	Refresh crusher fines running tracks around play fields.
Trash	Removal of trash or large items that are not covered under a contract for solid waste removal.
Turf Management- Natural Turf	Aeration, fertilization, topdressing (soil amendments), seeding, overseeding and sodding, mowing, weed abatement, and monitor use of irrigated turf grass (landscape, athletic and playfields) throughout the district.
Turf Management- Synthetic Turf	Grooming/sweeping of synthetic turf fields. Monitor rubber/sand infill depths and condition of turf fibers and seams. Coordinate G-Max compaction testing and repairs as required. Clean drains around turf.

HVAC

<u>Category</u>	<u>Maintenance Scope</u>
Air Compressors (part of control system)	Building control air compressors, Transportation air compressors and air dryers.
Air Conditioning and Cooling systems	
	Chillers, piping, circulating pumps, and controls
	Cooling towers, water treatment, pumps, and piping
	Split system Direct Expansion (DX) air conditioning units
	Roof top units (RTU)
	Air handlers, coils, controls
	Roof top evaporative coolers
	Portable evaporative coolers
Boilers	Perform annual maintenance on steam and hot water boilers used for heating.
Controls	Controlling heating, air conditioners, and cooling/exhaust systems.
Exhaust Systems	Restroom exhaust fans, building transfer fans, relief fans, and fume hoods.
Heating Systems	Boilers
	Roof top gas fired units
	Uninvents, radiators, coils in air handling units.

Metal Works

<u>Category</u>	<u>Maintenance Scope</u>
Auditorium Seating	Repair components related to seating. Seating replacement dependent on component availability.
Bathroom Partition	Repair of doors, hinges, panels and hardware. <i>See Protective Coatings for more information on painting partitions.</i>
Bleachers	Interior and Exterior- Inspect once a year, maintain and repair exterior and interior bleachers.
Classroom Partition (accordion or panel room dividers)	Repair panels and components.
Duct (air distribution) Work	Repair/Replace interior duct work
Flagpole	Repair pulleys, ropes, and clips. Excluding flag replacement.
Flue (combustion or exhaust) Pipes	Repair and replace
Garage Door and Roll Up Door Systems (including roll up fire doors)	Repair/Replace (Replacement may require funding to be identified)
Gym Equipment	Repair and inspection (once a year) of bleachers basketball boards, hoists, and suspension systems.
Gym Partitions	Repair panels, dividing curtains, and operating components.
Handrails- Interior and Exterior	Repair or replace exterior handrails and components.
Lockers	Repair Doors, hinges, panels and hardware. Combo changes- see Structural Scope
Lunchroom Tables	Repair all lunchroom tables, including portable and built in. Replacement is completed through Furniture, Fixtures and Equipment (FF&E) and may require alternative funding be identified.
Metal Works, General Exterior	Exterior grates, covers, security screens, exterior security pipe covers and other miscellaneous exterior coverings.
Metal Works, General Interior	Interior grates, covers, wall corner guards, select kitchen components, duct work, venting, and HVAC filter bay repairs.
Roof Hatch Doors	Repair or replace currently existing roof hatch doors. New roof hatch installment may require alternative funding be identified.
Rain Gutter Systems	Repair or replacement of exterior gutter systems. Depending on Scope, full replacement may have to be referred to a contractor.

Metal Works– Continued

<u>Category</u>	<u>Maintenance Scope</u>
Stage Rigging (system used to raise, lower or move the stage equipment overhead)	
	Inspect, repair and maintain stage rigging systems
Stage Safety (Fire) Curtain (fireproof curtain that prevents the spread of fire)	
	Maintain and reset curtain
Univent (Unit Ventilator) Covers	Repair or replace dependent on priority and funding
Window Mini Blinds	Repair or replace internal mini blinds (blinds between two windows). Does not maintain or repair traditional mini blinds.
Window Shades	Install, repair or replace district manufactured roller shades. Entire classroom repair or replacement may require alternative funding be identified.
Woodshop Dust Collectors	Inspect, maintain, and repair internal and external components as required.

Plumbing

<u>Category</u>	<u>Maintenance Scope</u>
Backflow preventer	Maintaining and testing the integrity and operation of the device and its functions.
Domestic Water Boiler/Heater and Hot Water Tank	Replace parts and maintain integrity of the system.
Drain Cleaning and Clogs	Clear any stoppage on the sanitary or storm sewer system. To include all fixtures excluding drains in kitchens.
Fixtures/Faucets	The repair and replacement of existing fixtures.
Floods/Flooding	To repair all domestic supply lines. Also to maintain the flow of the sanitary and storm sewer system.
Gas Lines	Repair existing gas lines
Grease Trap Maintenance	To keep the grease trap clean and operable.
Leak – Domestic water or sewer storm drain	Repair domestic water lines and sewer or storm drainpipes and replace necessary sections.
Odor/Sewer or natural gas smells	To determine the source of the odor and direct to correct shop.
Pool	Maintenance of pool and repair of pool equipment.
Pool boilers	Maintained by both the HVAC and Plumbing department.

Preventative Maintenance

<u>Category</u>	<u>Maintenance Scope</u>
Air Filters and Ventilation	Service all air-handling unit (AHU) twice yearly. Lubricate bearings, change air filters, adjust/replace belts on all air handling units (AHU) including: Air handlers, unit ventilators (univents) in classrooms, fan powered boxes in ceilings, cab heaters, vestibule heaters, unit heaters, Maintain database of equipment district wide.
Condenser Coil Cleaning	Perform annual and as needed cleaning on Air Conditioning condensers. To include air cooled chillers and all split systems.
Exhaust Fans	Service all Exhaust fans. Lubricate bearings, inspect/adjust and replace v belts as needed.
Fire Extinguishers	Provide required regulatory agency inspections, certifications, repair for fire extinguishers in district facilities.
	Repair, mount, modify fire extinguisher cabinets and associated equipment.
	Audit/evaluate new facilities for proper equipment type and placement of devices.
	Replace as required.
Gymnasium Equipment Inspection	<i>Operations preforms this inspection.</i>
Lunchroom Tables	<i>Operations preforms this inspection.</i>
Pest Management- Interior, Exterior and Kitchens	Provides pest removal and preventive measures for all areas.
	<i>Responds to insect, bird (excluding pigeons, Hazardous Materials, Environmental Services) issues as needed for exterior of district facilities</i>
	<i>Responds to animal issues as needed excluding domestic dogs and wildlife (including lynx, fox, bobcat, coyotes) which will be handled via local animal control by contacting Denver 311.</i>
	Repairs and modifies entry areas to eliminate and reduce access to site.
	Provide training and education to the staff at facilities as pest situations arise and requested.
Playground Equipment Inspections	Perform annual Playground equipment/play surface inspections. All inspections are done per regulatory agencies.
	Adjust/replace fasteners as needed to ensure equipment safety.
	Identify and report potential safety items.
Stage Rigging Inspections	Perform school stage rigging inspections .

Protective Coatings

<u>Category</u>	<u>Maintenance Scope</u>
Exterior Painting	Includes powder coating, retaining walls, handrails, windows, doors, flashing, vents sheds and modular.
Graffiti Removal	
Interior Surface Painting	Painting interior walls (including accent walls), ceilings, lockers, currently painted concrete floors, stage floors, baseboards, stripes, hallways, stairwells, locker rooms, gyms, elevators, restrooms, and white boards.
Parking or Playground Striping	Includes poles, bollard poles, parking blocks, curbs, crosswalks, driveway gates, striping courts and games such as four square. Excludes striping and painting of Learning Landscapes and maps.
Plaster/Insulation	Repair damaged and maintain existing plaster or insulation.
Roof Repair	Full roof maintenance
Signage	Replacement of existing signage (when deemed needed to be replaced by Protective Coatings) as well as additional code compliance signage and safety signage
	Common examples are: Parking lot and playground, 'reserved', or directional signage.

Structural

<u>Category</u>	<u>Maintenance Scope</u>
Access Control Doors	Hardware to access controlled doors are in scope for Maintenance. All other concerns (including the latch) is managed by Safety.
Cabinet/Countertops.	Repair and replacement of existing damaged countertops or cabinets
Ceiling	Repair and replacement of ceiling surfaces.
Door	Exterior and interior repair and replacement.
Door hardware	Repair or replacement depending on condition of existing door hardware such as hinges, closers, locks and handles.
Flooring	Repair or replacement depending on condition of existing flooring including carpet, concrete, cove base, quarry or ceramic, VCT, or wood.
Glass Replacement	Replacement of chipped, cracked, shattered or missing glass. Includes windows in door and trophy/display cases. <i>Interior glass damage may require funding.</i>
Handrails	Inspection, repair and/or replacement of handrails, both interior and exterior.
Keys	Replacement of keys on a one for one basis. Removal of broken keys from locks.
Lockers	Locker re-combination
Masonry work	Repair and replacement of Masonry (stonework) work throughout the school.
Walls- Exterior	Repair of small and large repairs.
Walls- Interior	Repair damage to walls depending on scope.
	Hanging of code required wall mounted fixtures (i.e. paper towel dispensers).
	Ceramic tile and glaze block repair.
Wood Windows	Repair
Woodwork	Wood furnishings that are fastened or built into the walls.