

Carroll Independent School District

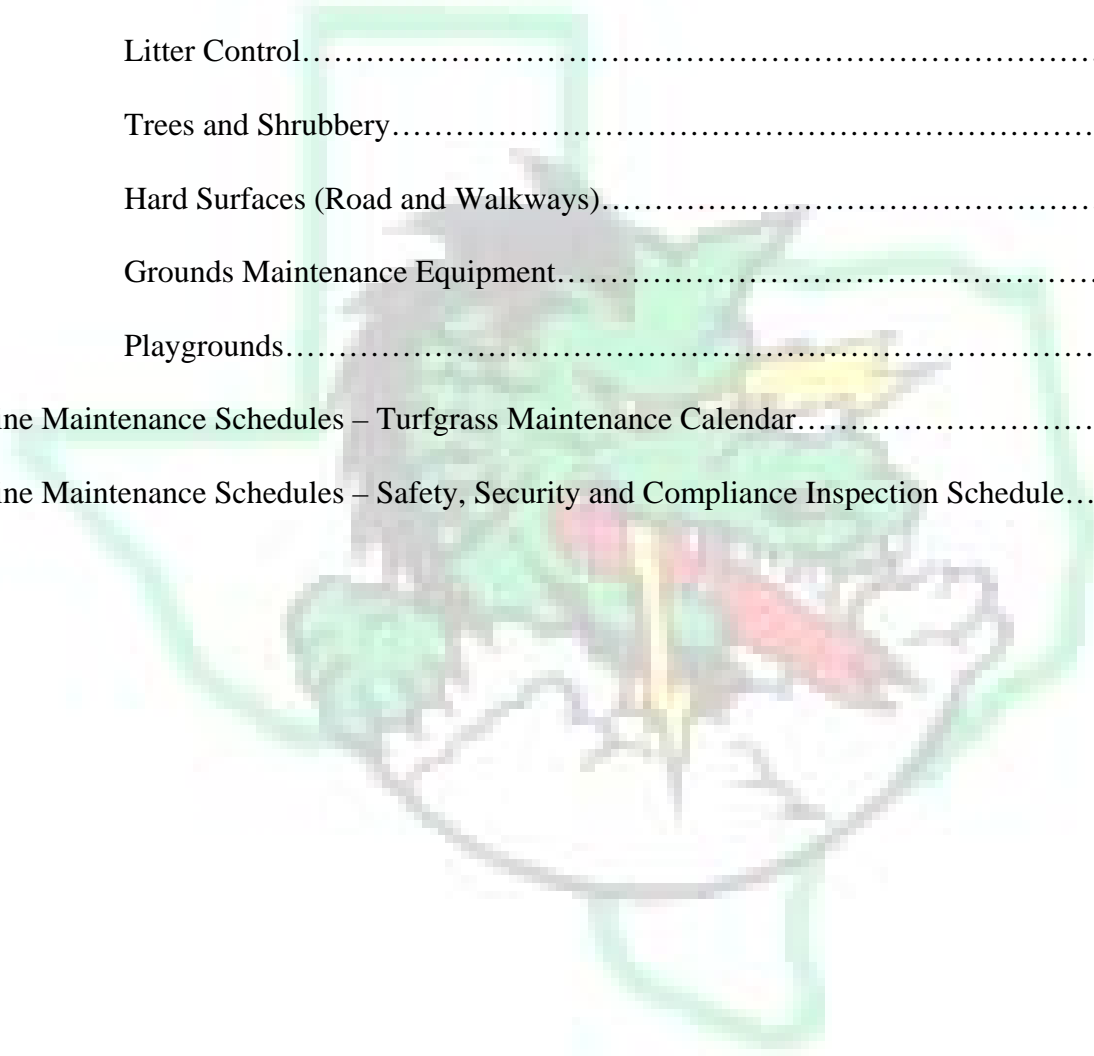
Preventive Maintenance Plan

January 12, 2009

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MISSION STATEMENT:

The mission of the Maintenance Department is to provide the students, teachers, administration, and staff with a comfortable, clean, well-maintained learning and working environment.

The Maintenance Department, located at 3051 Dove Road, is a multisectional organization which provides facilities maintenance and repair for the school district under the supervision of the Director of Maintenance. The department consists of four sections:

Administrative

The primary task of the Administrative section is to provide the necessary procedures to operate the maintenance office. This section is responsible for the operation of the work order system and the district-wide computerized energy management system. Other duties include, but are not limited to, such items as tool control (inventory), payroll, key control, and mandated record keeping.

Maintenance

The primary task of the Maintenance section is to repair and maintain existing district owned facilities and systems. Additionally, the department also provides basic interior construction such as cabinets, shelving, minor renovations, and retrofits.

The maintenance crew includes mechanical, electrical, carpentry, heating/air conditioning, painting and plumbing expertise. The crews visit each school several times each year. During their visits, the crews satisfy the majority of the maintenance needs that are either preventive maintenance or have not been of sufficient priority to receive immediate attention, but, are needed to upgrade facilities and provide appropriate spaces for the educational program.

Grounds

The primary task of the Grounds section is to provide maintenance to all grounds which are owned by the school district. The District maintains over 372 acres which includes elementary playgrounds, parking lots, and competition playing fields. This section also provides maintenance for all automatic and manual irrigation systems throughout the district and is responsible for the maintenance of all small engines and tractor repairs.

Custodial

The primary task of the Custodial section is to provide clean, safe buildings in which students may learn and staff may deliver instruction.

CARROLL INDEPENDENT SCHOOL DISTRICT

MAINTENANCE DEPARTMENT EMPLOYEES10

Trades: Plumbing, Carpentry, Electrical, Welding, Upholstery, Furniture Repair, Cabinetry, Energy Management, Painter, HVAC Repair, Dispatcher, Fence Repair, Evaporative Cooler /Roof Technician

GROUNDS DEPARTMENT EMPLOYEES.....15

Trades: Groundskeepers, Heavy Equipment Operator, Small Engine Mechanic, Pesticide Applicator, Irrigation Mechanic

CUSTODIAL DEPARTMENT EMPLOYEES63

Trades: Custodians and Lead Custodians

Total Permanent Buildings.....15

Total Portable Buildings.....8

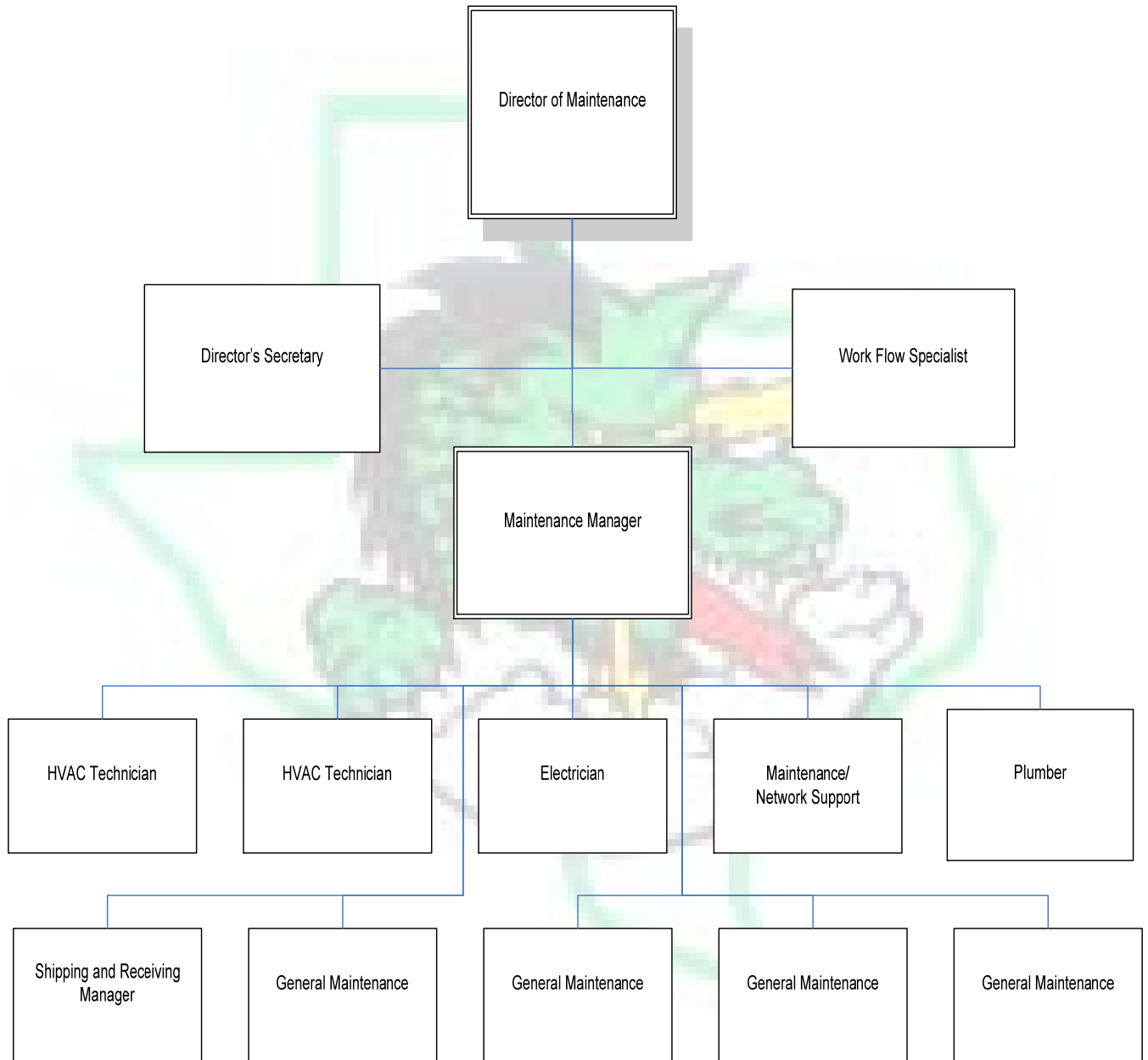
Total Sq. Ft. Buildings1,362,602

Total Classrooms742
(August 2008)

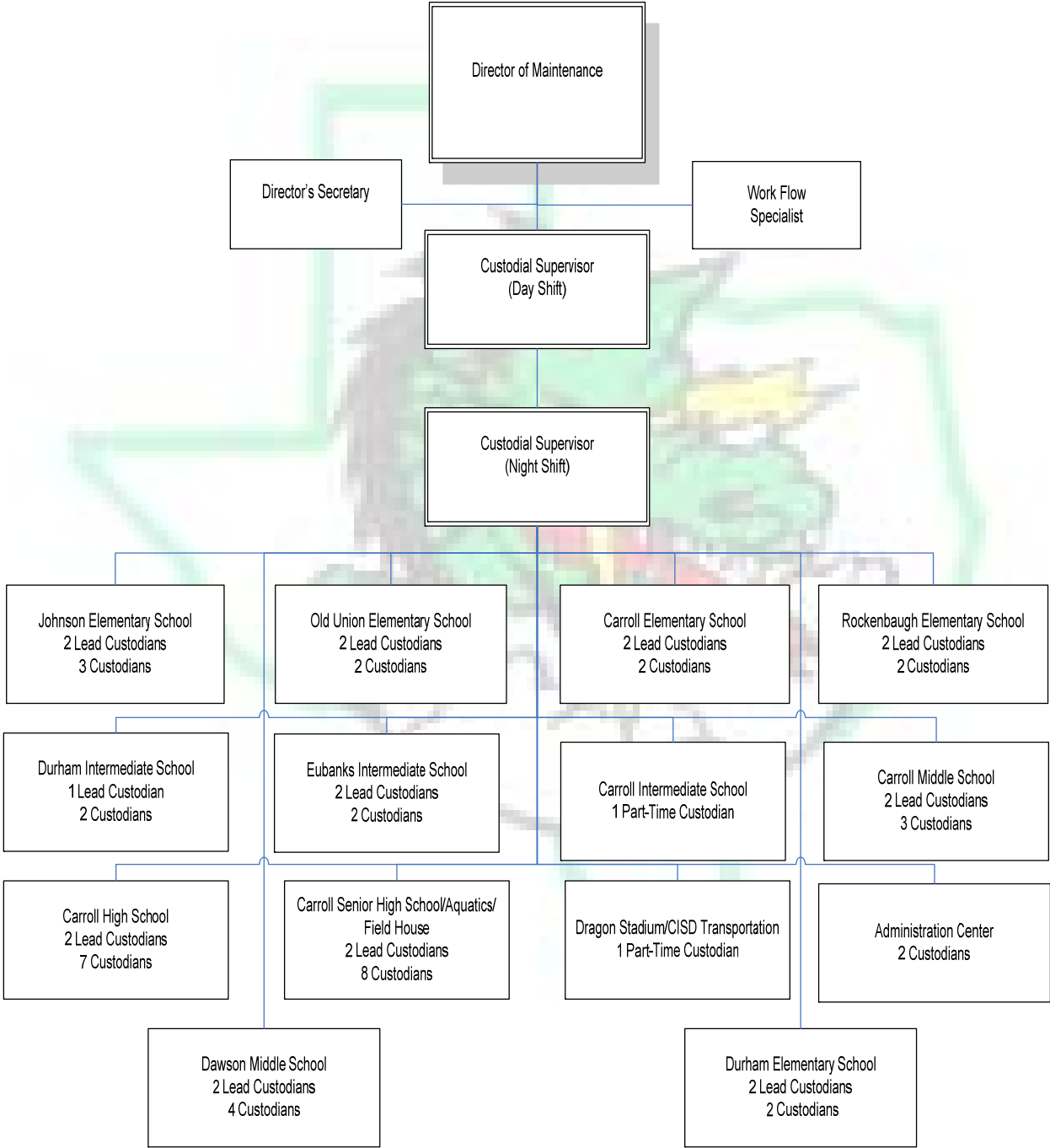
Total Acres in the
District.....372.417

Total Number of Students7,825
(November 14, 2008)

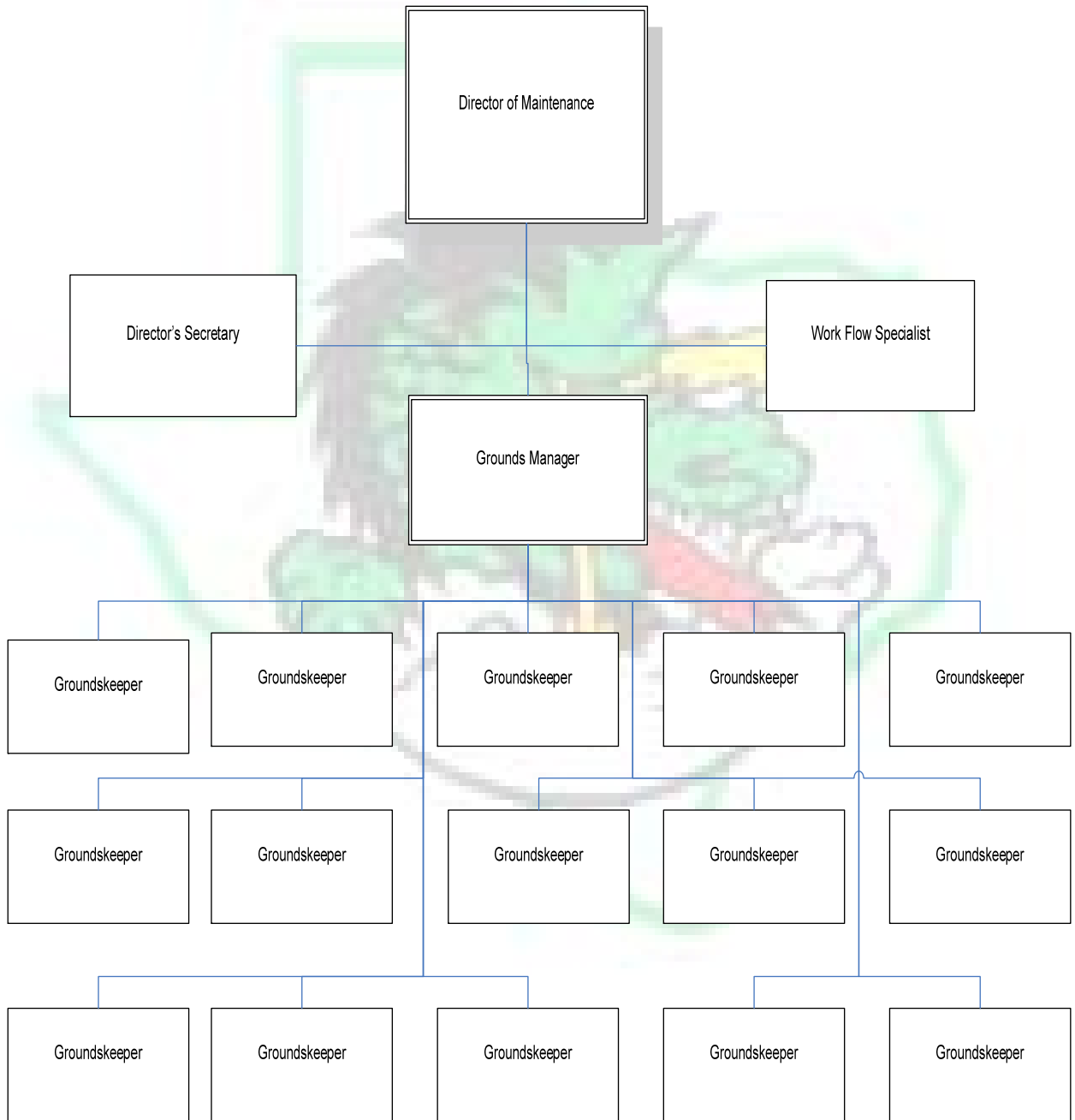
Maintenance Department Organizational Chart



Custodial Department Organization Chart



Grounds Department Organizational Chart



Carroll Independent School District
Facilities Maintenance Department

Director of Maintenance

Primary Responsibility



Supervise all activities performed by the Facilities Maintenance, Grounds & Custodial Departments

The Director of Maintenance reports to the Assistant Superintendent of Administrative Services and is responsible for the maintenance of equipment, buildings, and grounds of the Carroll Independent School District.

This person supervises the office personnel, Custodial Supervisors and Grounds Manager, and the Maintenance Lead.

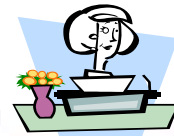
Responsibilities include:

- Interviewing, hiring and training new employees
- Assigning and directing work responsibilities
- Rewarding and disciplining employees
- Addressing complaints and resolving issues
- Evaluation of on-going and completed projects
- Informational reports
- Managing the budget
- Helping develop long range plans
- Assisting in the management of new construction
- Managing District pest control
- Abating asbestos

Carroll Independent School District
Facilities Maintenance Department

Administrative Section

Primary Tasks



To provide necessary administrative procedures and operate the facilities maintenance office

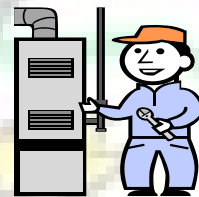
This section provides all secretarial and clerical duties to the department.

- Corresponding both in a written and digital format
- Keeping administrative records, to include payroll, employee records, materials, and supplies.
- Provide data entry for requisitions using the district-wide computer network.
- Monitor uniform rental contract and billing
- Reconcile monthly budget report for accuracy and make necessary adjustments
- Prepare documentation for supervisory personnel
- Provide dispatching of employees to sites requiring maintenance activities
- Maintain equipment inventory as necessary
- Process all department invoices
- Maintain facility records such as permits and blueprints
- Maintain district key records
- Maintain district fire extinguisher records
- File and maintain construction records and cost sheets

Carroll Independent School District
Facilities Maintenance Department

Maintenance Section

Primary Tasks



Provide timely and proper maintenance for all district owned facilities.

The following trades are represented in this department as follows:

- Plumbing
- Upholstery
- Cabinet Maker
- Air Conditioning (HVAC)
- Electrical
- Carpentry
- Welding
- Painting
- Roofing
- Preventative Maintenance Crew

The Maintenance Department provides physical structural repairs to approximately 1,362,602 square feet of building space at 15 locations. Additionally, the District has increased the square footage by approximately 12,800 with the addition of 8 portables.

Carroll Independent School District
Facilities Maintenance Department

Grounds Maintenance Section

Primary Tasks



Provide maintenance to all grounds which are owned by the school district including playgrounds, parking lots, and playing fields

The grounds department employs 16 personnel and maintains over 372 acres.

Specific tasks are as follows:

- Mow all areas on a scheduled basis
- Maintain parking lots
- Pest control
- Provide excavation as necessary
- Maintain sports fields
- Maintains all automatic and manual irrigation systems
- Responsible for maintaining for all small engines and tractor repairs

Prepare playing fields for football, soccer, baseball and softball games.

Carroll Independent School District
Facilities Maintenance Department

Custodial Section

Primary Tasks



Provide clean buildings for students and staff

The custodial services section currently employs 61 personnel including one supervisor. Each campus is assigned a lead custodian. Custodians are assigned to individual campuses or buildings and are tasked by the principal or building supervisor, however; they report to the custodian supervisor.

- Each custodian is responsible for cleaning and maintaining an average of 23,094 (1,362,602 total square feet of buildings in District) square feet of building space.
- One custodian is responsible for maintaining and repairing buffing machines, vacuums, and shampoo machines.
- Section is responsible for operating the district laundry. The laundry cleans athletic uniforms, towels, mops, and rags.

SIGNIFICANT INFORMATION

The number of work orders for the year **2004 - 2005** were 3,498 with a 95% completion rate.

The number of work orders for the year **2005 - 2006** were 3,267 with a 97% completion rate.

The number of work orders for the year **2006 - 2007** were 3,647 with a 90% completion rate.

The number of work orders for the year **2007 - 2008** were 3,360 with a 90% completion rate.

The total operating and salary costs for the maintenance, grounds, and custodial for the year:

2004-2005 was: \$6,580,391
2005-2006 was: \$6,952,680
2006-2007 was: \$7,136,391
2007-2008 was: \$7,817,096

The total utility cost for the year:

2004-2005 was: \$3,623,709
2005-2006 was: \$4,065,510
2006-2007 was: \$3,764,409
2007-2008 was: \$4,318,849

In 2004 – 2005 these departments were reduced by a total of 60 employees. Maintenance reduced 28 positions, Grounds reduced 7 positions, and the Custodial department was reduced by 25 positions.

The department has continued to operate as effectively and efficiently as possible while seeking to exceed our customer's expectations.



**SCHOOL FACILITY SYSTEM MAINTENANCE
CATEGORIES/COMPONENTS**

System	Maintenance		
	Routine/Preventive	Required	Capital/Long-Range Planning
Structural Foundation	Routine inspection for cracks, deterioration, infiltration.	Localized repair of cracks and spelling with cement caulk, grout or epoxy sealant, waterproofing, parging.	Repair large scale cracks or settling, major repairs/ replacement.
Superstructure	Visual inspection	Repair damaged fireproofing, rust removal and repainting.	Major structural repair, fire protection upgrade.
Exterior Closures – Walls	Visual inspection, cleaning	Localized repairs, pointing, water- proofing, painting, replacement of individual steel lintels.	System-wide repairs, pointing, or replacement of lintels, resurfacing.
Exterior Closures – Windows & Glazed Walls	Visual and physical inspections, cleaning.	Repairs/localized replacements of frames, sash, caulk, balancing, localized reglazing; individual unit replacement, etc.	Major repairs/replacements of system in building or section, install storm throughout.
Exterior Closures- Doors & Frames	Inspect hardware, lubricate closers and hardware.	Repair/replace individual hardware, doors, frames; repair glazing , recaulking, leveling adjustments, general operations.	Complete exterior door replacement to bring up to Code.

Exterior Closures- Roofs	Debris removal, inspections, check for water stains, ponding, or leaks. Routine inspections. Clear storm water removal systems - roof drains, gutters.	Seasonal programmed inspection, localized repairs of roofing/flashing materials.	System replacement on building or section.
Interior Construction- Partitions Interior Construction- Interior Doors	Cleaning, visual inspections for chipping, cracks, flaking, etc. Inspect hardware, lubricate closures and hardware.	Prepare and paint walls, patch plaster or drywall, lubricate moveable partitions. Repair/replace hardware, leveling adjustments, general operations.	Demolition of interior walls for renovations, expansions, etc., install new system. Complete system replacement.
Interior Construction- Stair Construction	Visual inspections, cleaning, maintain clear egress.	Check and replace individual treads, repair railings and floorboards	Replace treads, pour new step pans, replace nosings, replace or add railings.
Interior Construction- Stair Finishes	Cleaning.	Localized repair, repainting.	Replacement of vinyl treads.
Interior Construction – Wall Finishes	Cleaning.	Repainting, localized repair/ replacement of ceramic tile sections; vinyl base/trim, etc.	Replacement of interior finishes (except painting).
Interior Construction – Floor Finishes	Cleaning and waxing.	Localized repair/replacement of floor tiles; Localized repair/replacement, refinishing of gym floors.	Replace floor finish in building or wing (VCT, carpet, etc), including hazmat abatement.
Interior Construction – Ceiling Finishes	Wash/dust/vacuum.	Paint, patch plaster and textured finish; Localized	Remove/replace/install new ceiling suspension system, and

		repair or replacement of individual ceiling tiles.	tiles throughout building/section.
Vertical Movement – Elevators, Lifts	Cleaning.	Inspect/adjust/repair motor, door operation, relays, flooring, lights. Contract maintenance.	Replace elevator system - controls, lift rails.
Heating systems – Boiler (Electric, Gas, Oil)	Inspect system.	Repair piping or insulation. Repair or replace boiler components including thermostats, valves, seals, burner, etc. Perform annual/seasonal cleaning, draining, service/inspection.	Replace boiler and associated piping systems.
Cooling Systems	Inspect system. Clean or vacuum return air grills.	Chemical water treatment, clean supply/return ductwork, coils, repair/replace thermostats, valves, fans and motors, etc. Replace filters. Perform annual service/inspection.	Replace cooling tower and/or chiller, roof top unit, install new unit ventilators/window A/Cs for entire building (or section). Replace or install supply/return ductwork.
Heating/Cooling Systems	Inspect system. Clean or vacuum return air grills.	Clean supply/return ductwork, repair/replace thermostats, valves, fans and motors, etc. Replace filters. Perform annual service/inspection.	Replace roof top unit, heat exchanger, air handler. Replace or install supply/return ductwork.
Exhaust Ventilation – Toilet Exhaust Fans, Kitchen Exhaust Fans/Hoods, Lab Exhaust	Inspect systems. Vacuum/clean exhaust grills/louvers.	Replace grills, louvers, fan covers, Service system – motors, belts, blades,	Replace kitchen hoods/ductwork; replace bank of exhaust fans/ductwork.

		lubrication, etc. Annual certification of hoods.	
Control System – Pneumatic or Electronic	Inspect system.	Annual service/inspection. Repair or replace components, piping, controllers, wiring.	Replace/install entire system.
Building Electrical Service	Inspect system. Replace fuses or reset breakers. Maintain access.	Replace defective breakers in high or low voltage side of transformer. Annual testing. Run new ground.	Replace building service to transformer. Replace main transformer (High Voltage).
Branch Panels	Inspect. Maintain access.	Replace individual breakers or panels. Wire devices from panel or panel to point of service.	Rewire entire branch panel system back to low voltage side of transformer.
Interior Lighting	Clean diffusers/lenses, replace bulbs, battery packs.	Localized repair or replacement of switches, fixtures, lenses, etc.	Replace/upgrade fixtures throughout.
Exterior Lighting	Check lights, change bulbs, replace cracked lenses.	Replace fixtures, day/night individual sensors, damaged light pole, etc.	Add day/night capability to entire network of lights; replace/install new exterior lighting system.
Power & Outlets	Visual inspections, new plates or covers for power switches or outlets.	New convenience use power outlets, new miscellaneous power outlets, repair or replacement of interior parts	New installation or replacement of all switches or outlets in a building or building section for health or safety needs or code

		(wall switches, wall outlets, exclusive of covers).	upgrades.
Domestic Cold Water Distribution-Piping/Materials	Check for leaks; repair insulation.	Inspect/repair/replace/service valves, seals, joints, water softener, filters, booster, pumps, etc.	Replace entire piping system, water softener system, or new water supply.
Domestic Hot Water Supply – Water Heater, Tank Storage, or Converters	Inspect for leaks; adjust thermostats.	Drain/flush tanks, heater, repair thermostats, gauges, valves, controls, etc. Repair insulation.	Replace hot water piping, replace storage tank, water heater.
Plumbing Fixtures	Clean/sanitize sinks, toilets, faucets and handles, lavatories, urinals. Unclog fixture drains.	Repair/replace seals, valves, fixtures and piping, water fountains/coolers, lab and cooking gas piping/fixtures/controls, etc. Repair or localized replacement of toilet accessories and partitions.	Replace or install new fixtures throughout a building (or section).
Sanitary Piping – Materials and Equipment	Visual inspection; unclog drains.	Chemical treatment of disposal fields, repair/local replacement of sanitary piping, inspect and service sewage ejection or other pumps, clean grease traps, pump septic tanks.	New disposal fields, replace or install new sanitary piping throughout building (or section). New/replace tie-in to public sewer system.
ADA Upgrades	Visual inspection or cleaning of these components, which may be also included under other systems such as "Site Improvements," "Floors,"	Replacement or repair of non-skid stair or other required non-skid surfaces, or handles, railings, lifts, elevators, ramps, equipment or	Any new installation or new feature necessary to provide appropriate, required ADA accessibility for any location.

	"Lifts," etc.	features, etc.	
Miscellaneous Building Codes	Visual inspection or cleaning of these components, which may be also be included under other systems such as Emergency Power, Security Systems, etc...	Localized repair/replacement of features necessary for pupil, employee or visitor health & safety, etc.	Any new installation or new feature necessary to meet code requirements.
Exit Signs	Visual inspections, bulb and/or battery replacement.	Repairs due to breakage/ vandalism or replacement.	Replace/install exit signs or power packs, or installation of retrofit kits to convert all signs to LED in a building or building section.
Fire Sprinkler System – Wet or Dry	Inspect system. Check that nothing is blocking sprinkler heads or hanging from piping.	Conduct annual service and inspection. Test flow and tamper switches, replace broken sprinkler heads, repair or replace valves, fire dept connection, gauges, etc.	Install sprinkler systems. Any upgrades to meet Code requirements, including new supply.
Standpipe & Hose Systems – Wet or Dry	Inspect system – check for hose in cabinet.	Exercise zone valves. Repair or replace defective valves, hoses, etc.	Install/replace standpipe system.
Site Improvements Parking, Driveways, Walkways, Directional Signage, Landscaping, Bicycle Racks, Site Signage, Irrigation Systems or Other Site Improvements	Visual inspections, lawn or garden care, including maintenance care of trees, shrubs or any other plantings; repair, replacement or painting of any non-security or other nonsafety-related fencing/gates, coating or recoating,	Repair, replace or paint of any security or safety-related fencing/gates, repair or replacement of uneven or cracked walkways, driveways and/or parking areas.	New walkways, driveways, curbs and/or parking areas or extensive improvements to same; replacement of an entire driveway, including any associated parking areas, curbs, walkways, due to end of useful life of those

	painting or repainting of any impervious parking, driveway or walkway area		surfaces; new or replaced security or safety-related fencing due to end of useful life of those items.
Athletic Facilities and Playgrounds.	Visual inspection, cleaning, lawn/artificial lawn maintenance and care.	Replacement or repair of localized equipment required. Inspection and repair of playground equipment.	New equipment or systems or repaired equipment or systems as may be required to meet safety guidelines, or other required health/safety and/or ADA upgrades.



Routine Maintenance Schedules

HVAC

HVAC Systems – Absorber 60 Ton Maintenance Checklist

Frequency	Task #	Task Description
Monthly	1	Check chemical and chemical feed pumps
Semi-Annual	2	Check proper operation of absorber (cooling and heating)
Semi-Annual	3	Purge non-condensable gases
Semi-Annual	4	Proper water flow
Semi-Annual	5	Clean and service gas orifices
Semi-Annual	6	Check all electrical connections and safety controls
Semi-Annual	7	Check water pumps for proper operation
Semi-Annual	8	Clean equipment room
Monthly and Semi-Annual	9	Complete maintenance report/record and submit to Director of Maintenance
Approved by:		<div style="text-align: right; margin-bottom: 10px;">_____ Employee</div> <div style="text-align: right; margin-bottom: 10px;">_____ Foreman</div> <div style="text-align: right; margin-bottom: 10px;">_____ Director</div> <div style="text-align: right;">_____ Completion Date</div>

HVAC Systems – Air Handlers 3 – 25 Tons with Heat Pump

Frequency	Task #	Task Description
Monthly	1	Inspect motor for excess noise and heat
Monthly	2	Remove and install new filters
Semi-Annual	3	Check V-Belts for wear, proper tension and alignment (adjust as needed)
Semi-Annual	4	Remove and install new V-Belt
Annual	5	Check operation of air handlers prior to maintenance
Annual	6	Inspect fan for bent blades or imbalanced blades
Annual	7	Lubricate shaft bearing and motor (as required)
Annual	8	Inspect piping and valve for leaks; Tighten connections as necessary
Annual	9	Check condensation lines
Annual	10	Remove and install access panel with no bolts or screws (per panel)
Annual	11	Remove and install access panel, bolted or screwed (per panel)
Annual	12	Check operation of thermostat or climate control
Annual	13	Visually inspect coil
Annual	14	Clean coil and fan using detergent sprayer and hose (if necessary)
Annual	15	Check for corrosion

Annual	16	Clean, prime and paint areas of corrosion
Annual	17	Check operation of condenser after maintenance
Annual	18	Check operation of electric heat strips (safety controls)
Annual	19	Check operation of defrost system
Annual	20	Clean area around unit
Annual	21	Check operation of air handler after maintenance
Annual	22	Complete maintenance report/record and submit to Director of Maintenance
		<p>_____ Employee</p> <p>_____ Foreman</p> <p>_____ Director</p> <p>_____ Completion Date</p>

Approved by:

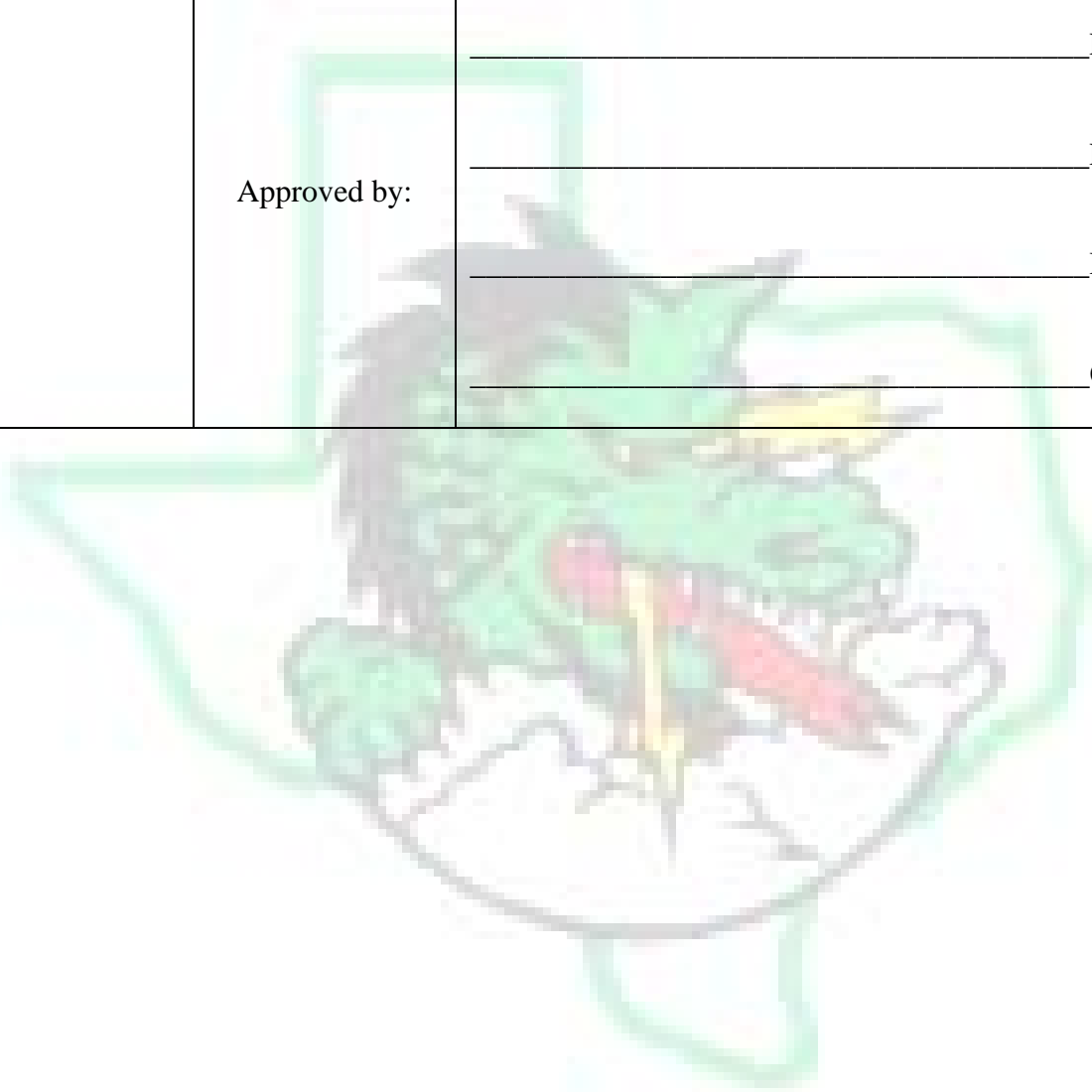
HVAC Systems – Chillers over 100 Tons

Frequency	Task #	Task Description
Monthly	1	Check chiller operation
Monthly	2	Check crankcase oil level
Monthly	3	Clean mechanical room
Quarterly	4	Inspect motors for noise, vibration and heat
Quarterly	5	Clean and lubricate water circulation pump; check for leaks
Annual	6	Check piping and valves for leaks; tighten and repair (water)
Annual	7	Check piping and valves for leaks, tighten and repair (refrigerant)
Annual	8	Recharge compressor (as required)
Annual	9	Clean, prime and paint (as required)
Annual	10	Check operation of safety controls and temperature controls
Annual	11	Check all electrical components (relays, line starters)
Annual	12	Complete maintenance report/record and submit to Director of Maintenance
	Approved by:	<div style="text-align: right;"> _____ Employee _____ Foreman _____ Director _____ Completion Date </div>

HVAC Systems – Cooling Towers over 100 Tons

Frequency	Task #	Task Description
Monthly	1	Inspect motors for excessive noise and overheating
Monthly	2	Inspect fan for bent blades or imbalanced blades
Monthly	3	Check belt for wear, proper tension and alignment change or adjust best as required
Monthly	4	Check operation of chemical feeders
Monthly	5	Clean distribution fans and balance water flow
Monthly	6	Clean area around unit
Quarterly	7	Lubricate shaft bearings and motor
Quarterly	8	Check gear box oil
Quarterly	9	Clean and lubricate water pump
Annual	10	Change gear box oil
Annual	11	Check floats; adjust if necessary
Annual	12	Complete maintenance report/record and submit to Director of Maintenance

Approved by:	_____	Employee
	_____	Foreman
	_____	Director
	_____	Completion Date



HVAC Systems – Direct Exchange Roof Top Units 3-25 Tons

Frequency	Task #	Task Description
Monthly	1	Check operation of roof top units prior to maintenance
Monthly	2	Remove and replace filters
Semi-Annual	3	Check V-Belts for wear, proper tension and alignment (adjust as needed)
Semi-Annual	4	Remove and install new V-Belt
Annual	5	Inspect motor for excess noise and heat
Annual	6	Inspect fan for bent blades or imbalanced blades
Annual	7	Lubricate shaft bearing and motor (as required)
Annual	8	Inspect piping and valve for leaks; Tighten connections as needed
Annual	9	Check condensation lines
Annual	10	Remove and install access panel with no bolts or screws (per panel)
Annual	11	Remove and install access panel; bolted or screwed (per panel)
Annual	12	Check operation of thermostat or climate control
Annual	13	Visually inspect coil
Annual	14	Clean coil and fan using detergent sprayer and hose (if necessary)
Annual	15	Check for corrosion

Annual	16	Clean, prime and paint areas of corrosion
Annual	17	Check operation of condenser after maintenance
Annual	18	Check operation of reversing valve
Annual	19	Check safety and defrost controls
Annual	20	Clean area around unit
Annual	21	Check operation of air handler after maintenance
Annual	22	Complete maintenance report/record and submit to Director of Maintenance
		<p>_____ Employee</p> <p>_____ Foreman</p> <p>_____ Director</p> <p>_____ Completion Date</p>

Approved by:



Routine Maintenance Schedules

Custodial Services

General Cleaning

Area/Item/Task	Recognized Guidelines/Best Practice	Standard	Measure
Clean furniture	Sanitation, Integrated Pest Management (IPM)	Clean and disinfect at least once annually.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean doors	Safety, Sanitation	Clean glass daily. Clean knobs and grips daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean tables and seating	Sanitation	Disinfect weekly. If used for dining, disinfect after each seating.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Dust	Internal Air Quality (IAQ), Sanitation	Dust tops of bulletin boards, file cabinets, bookshelves and chalk trays weekly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean light fixtures	IAQ, Sanitation	Project cleaned annually.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Remove graffiti	Safety and Security	Removed within 24 hours of report.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

Water fountains	Sanitation	Clean and sanitize daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean vents	IAQ	Clean monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean windows inside	School Environment	Clean quarterly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean windows outside	School Environment	Clean annually.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean blinds	IAQ	Clean monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean horizontal surfaces	Cleanliness	Clean dust, wet wipe weekly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Mops and buckets	Sanitation, IAQ, IPM	Dried in ventilated area.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Sinks and counters	IAQ, IPM	Kept dry and cleaned daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

Areas under appliances and vending machines	Sanitation, IAQ, IPM	Cleaned monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Out of date paper charts and notices	IPM	Removed as times expires.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
		<p style="text-align: center;">Approved by:</p>	<p style="text-align: right;">_____ Employee</p> <p style="text-align: right;">_____ Foreman</p> <p style="text-align: right;">_____ Director</p> <p style="text-align: right;">_____ Completion Date</p>

Classrooms/Hallways

Area/Item/Task	Recognized Guidelines/Best Practice	Standard	Measure
Carpet care	IAQ, Use vacuum with HEPA filter, deep clean annually.	Floors kept clean and dry.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Spot clean carpet	IAQ, Budget	Floors kept clean and dry.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Entry mats	IAQ, Budget	Sufficient in number and size to minimize tracked in dirt and water. Replaced when worn.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean VCT floors	Sanitation. School environment.	Floors kept clean and dry. Mopped weekly or as needed.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Refinish VCT floors	Maintain a protective barrier.	Clean twice annually.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean concrete floors (where applicable)	Safety.	Sweep or dust mop nightly or as necessary to remove dirt and dust.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Refinish hardwood gym floors.	Safety.	Refinished annually. Complete makeover every seven years.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

Empty pencil sharpeners	Sanitation, IAQ	Emptied to prevent overflow.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean chalkboards/ whiteboards	IAQ	Clean daily or as requested.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean chalkboard trays	IAQ	Clean daily or as requested.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Desks, lockers, cubbies.	IAQ, IPM	Empty and clean twice annually.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
		Approved by:	_____ Employee _____ Foreman _____ Director _____ Completion Date

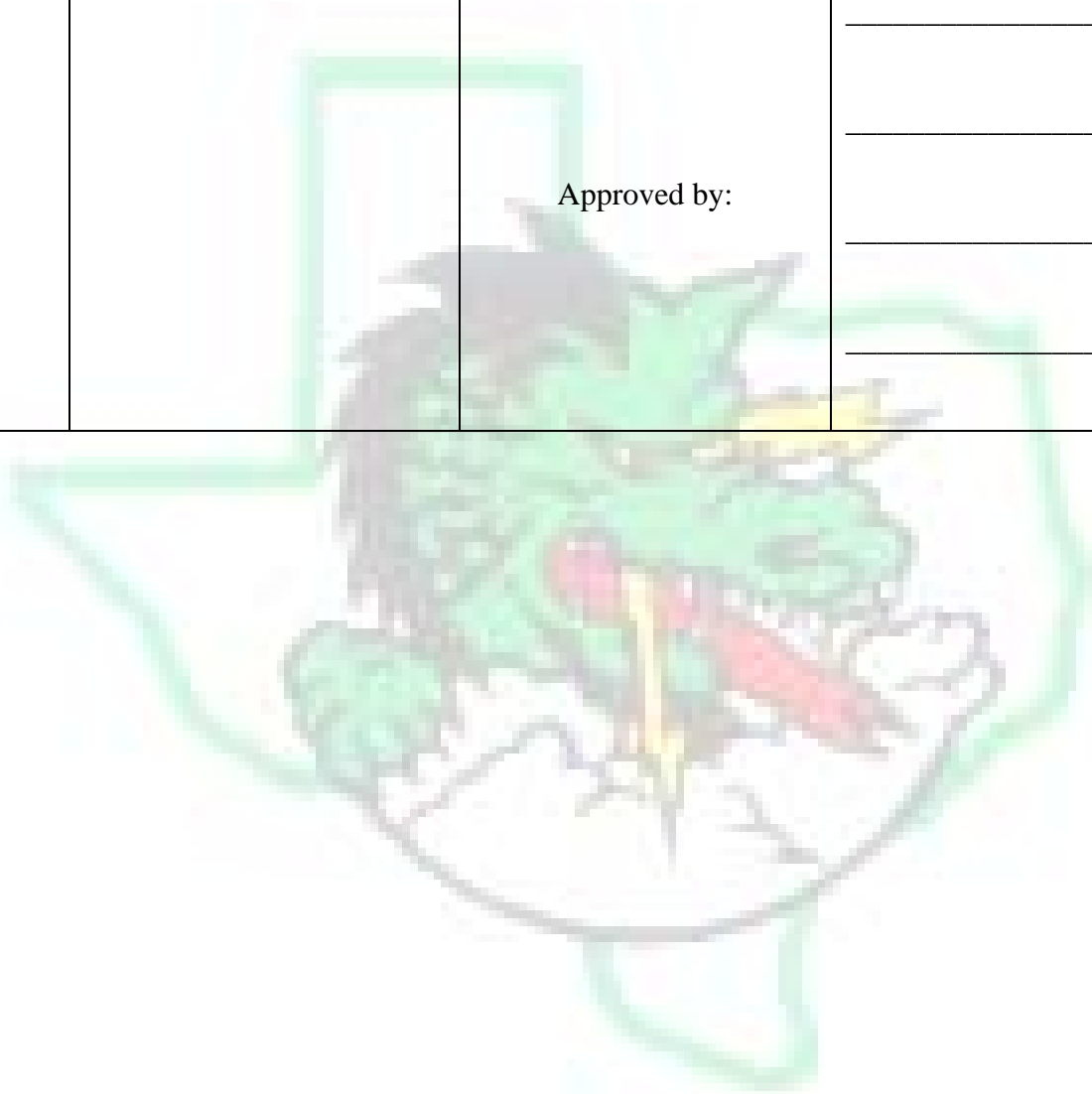
Restrooms			
Area/Item/Task	Recognized Guidelines/Best Practice	Standard	Measure
Partition cleaning	Sanitation, IAQ	Cleaned monthly. Graffiti removed daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fixture cleaning	Sanitation, IAQ	Cleaned and sanitized at least daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Paper products and soap checked and restocked	Re-supplied at least daily.	Adequate supply always in place.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Floor cleaning	Sanitation, IAQ	Sweep and wet mop daily. Disinfect as needed.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean mirrors	Sanitation	Daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Soap dispensers	Sanitation	Checked daily and filled as needed.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Floor drains	Sanitation, IAQ, IPM	Flushed and cleaned monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

Floor drain traps	IPM, Sanitation	Wet traps kept full of water.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Trash removal	Sanitation, IAQ, IPM	Empty trash containers daily and replace liners as needed.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
		<p style="text-align: center;">Approved by:</p>	<p style="text-align: right;">_____ Employee</p> <p style="text-align: right;">_____ Foreman</p> <p style="text-align: right;">_____ Director</p> <p style="text-align: right;">_____ Completion Date</p>

OTHER

Area/Item/Task	Recognized Guidelines/Best Practice	Standard	Measure
Bloodborne Pathogen Training		All custodial personnel are trained in dealing with bodily fluid spills.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Material Safety Data Sheets		MSDS sheets readily available to all custodians.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Custodial staff trained to recognize Asbestos Containing Material		All custodial and maintenance staff are trained.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Storage of cleaning and disinfecting products.	IPM, Safety	Cleaning and disinfecting products stored in secure areas inaccessible to children.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials	Fire safety and inspection	Meet Fire Code.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

		<p>Approved by:</p>	<p>_____ Employee</p> <p>_____ Foreman</p> <p>_____ Director</p> <p>_____ Completion Date</p>
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Routine Maintenance Schedules

Grounds Services

Lawn and Athletic Field Care

Area/Item/Task	Recognized Guidelines/Best Practice	Standard	Measure
Mowing	Follow Turf Management Calendar Campus Plan for mowing schedule.	Once weekly as weather permits.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Aeration	Per calendar	Ground loose enough to support healthy turf growth.	<input type="checkbox"/> Exceeds standard <input checked="" type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Reseeding or resodding	Areas top dressed and reseeded or sodded as necessary.	No more than 1% patches without turf	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Weed control	Per calendar	No more than 1% weeds present in turf	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Employ Integrated Pest Management Plan	Meet Texas Department of Agriculture Guidelines	Pesticide applied only by a licensed operator	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Line athletic fields for game events		Line as necessary	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Hazardous Material Handling	Maintain Material Safety Data Sheets (MSDS) for all Hazardous Materials (HazMats)	MSDS sheets readily available to all staff	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

Fertilize turf	Per Sports Turf Plan Calendar; Fertilize adequately for healthy growth. Have soils tested annually to determine nutrient needs.	Turf fertilized sufficiently to promote healthy growth	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
		<p style="text-align: center;">Approved by:</p>	<p>_____ Employee</p> <p>_____ Foreman</p> <p>_____ Director</p> <p>_____ Completion Date</p>

Irrigation			
Area/Item/Task	Recognized Guidelines/Best Practice	Standard	Measure
Irrigate turf	Depend on natural rainfall except in high use areas	New turf is irrigated to allow it to establish	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
		Approved by:	_____ Employee _____ Foreman _____ Director _____ Completion Date

Litter Control

Litter Control			
Area/Item/Task	Recognized Guidelines/Best Practice	Standard	Measure
Outdoor trash pick up	Service two to three times per week depending on public use	Grounds generally free of loose trash	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Provide outdoor trash containers	IPM; Sanitation; Provide and service outdoor trash containers sufficient to meet demand	Trash containers provided and serviced sufficient to avoid pest and litter problems	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
		Approved by:	<div style="text-align: right; margin-bottom: 10px;">_____ Employee</div> <div style="text-align: right; margin-bottom: 10px;">_____ Foreman</div> <div style="text-align: right; margin-bottom: 10px;">_____ Director</div> <div style="text-align: right;">_____ Completion Date</div>

Trees and Shrubbery

Area/Item/Task	Recognized Guidelines/Best Practice	Standard	Measure
Tree pruning	IPM; Security; Preventive Maintenance, Annual in winter months	All dead and damaged branches removed. No branches touching buildings.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fertilize trees and shrubs	Per guidelines	Plantings fertilized sufficiently to promote healthy growth.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Trim hedges and shrubbery	Security, Risk Management	Hedges trimmed to community standards.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
		Approved by:	<div style="text-align: right; margin-bottom: 10px;">_____ Employee</div> <div style="text-align: right; margin-bottom: 10px;">_____ Foreman</div> <div style="text-align: right; margin-bottom: 10px;">_____ Director</div> <div style="text-align: right;">_____ Completion Date</div>

Hard Surfaces (Road and Walkways)

Area/Item/Task	Recognized Guidelines/Best Practice	Standard	Measure
Surfaces cleaned	Safety, Custodial, Risk Management; Parking lots swept as needed; Weeds and grass removed as necessary.	Hard surfaces should be kept clean and free from dirt, sand, and oil.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Parking lines repainted	Risk Management; Safety	Lines should be clearly visible to drivers.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Asphalt cracks and potholes	Preventive Maintenance; Risk Management; IPM. Fill asphalt cracks to prevent water intrusion.	Filled as needed.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Approved by:			_____ Employee _____ Foreman _____ Director _____ Completion Date

Grounds Maintenance Equipment

Area/Item/Task	Recognized Guidelines/Best Practice	Standard	Measure
Storage of flammable liquids	Store the least quantities practical to less volume of combustible material.	Storage of all flammable liquids limited to that required for current activities.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Service motors	Per manufacturer's recommendations	Electric motors PM performed periodically per manufacturer's specifications.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Machinery	Per manufacturer's recommendations	All machinery guarded to protect operator and other persons in machine area.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Approved by:			<div style="margin-bottom: 10px;">_____ Employee</div> <div style="margin-bottom: 10px;">_____ Foreman</div> <div style="margin-bottom: 10px;">_____ Director</div> <div style="margin-bottom: 10px;">_____ Completion Date</div>

Playgrounds

Area/Item/Task	Recognized Guidelines/Best Practice	Standard	Measure
Playgrounds inspected monthly	Playgrounds inspected monthly	Playgrounds are inspected monthly	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Check for sharp edges, corners, and points	Risk Management, Safety	No sharp edges, corners, or points on equipment	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Wooden parts	Risk Management, Safety	All wooden parts are smooth and free from splinters	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Equipment hazards	Risk Management, Safety	There are no accessible pinch, crush or shear points on equipment	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Openings	Risk Management, Safety	There are no openings that could trap a child's head	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Anchoring devices	Risk Management, Safety	All anchoring devices are below grade level	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Suspended equipment	Risk Management, Safety	Flexible or suspended components are not located in high traffic areas	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

Suspended equipment	Risk Management, Safety	Suspended equipment components contrast with surrounding equipment	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Surfacing materials	Risk Management, Safety	Surfacing materials meet safety standards	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Landing Zone	Risk Management, Safety	Must meet safety standards	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
		Approved by:	_____ Employee _____ Foreman _____ Director _____ Completion Date



Routine Maintenance Schedules

Turfgrass Maintenance Calendar For Carroll ISD Athletic Fields

**Carroll ISD Athletic Fields
Carroll ISD**

JANUARY

Mowing

1. Mow perennial ryegrass at 1.25 inches
2. Mow perennial ryegrass 3 times per week
3. Never take off more than 1/3 leaf blade each time you mow
4. Always keep the mower blades sharpened

Irrigation

1. Irrigate deeply into the soil profile (6 to 8 inches) each time you irrigate
2. Irrigate once per week or on an as-needed basis; maintain solid moisture during freezing weather
3. Maintain adequate distribution uniformity

Aerification

1. Solid tine aerify the perennial ryegrass
2. Do not get too aggressive in the over seeded perennial ryegrass
3. Aerify with moderate soil moisture (not too wet; not too dry)
4. Irrigate after aerification to obtain good soil moisture

Fertilization

1. Do not fertilize with nitrogen, phosphorous, or potassium this month
2. If needed, apply a micronutrient fertilizer with chelated iron, manganese, and copper; read the label carefully
3. Calibrate the sprayer/spreader for proper application
4. Take soil samples in January prior to any type of fertilizer application and at least 4 weeks after the last fertilization.

Weed/Insect/Disease Management

1. Monitor the site for diseases and apply the appropriate fungicide
2. Watch out for diseases such as Brownpatch
3. Do not apply herbicides this month
4. Insect pressure should be minimal
5. Calibrate the sprayer/spreader and read labels carefully.

**Carroll ISD Athletic Fields
Carroll ISD**

FEBRUARY

Mowing

1. Mow perennial ryegrass at 1.25 inches
2. Mow perennial ryegrass 3 times per week
3. Never take off more than 1/3 leaf blade each time you mow
4. Always keep the mower blades sharpened

Irrigation

1. Irrigate deeply into the soil profile (6 to 8 inches) each time you irrigate
2. Irrigate once per week or on an as-needed basis; maintain solid moisture during freezing weather
3. Maintain adequate distribution uniformity

Aerification

1. Do not aerify (core or solid tine) in February

Fertilization

1. Do not fertilize with nitrogen, phosphorous, or potassium this month
2. If needed, apply a micronutrient fertilizer with chelated iron, manganese, and copper
3. Do not apply fertilizer when the soil surface or turf leaves are wet
4. Calibrate the sprayer/spreader for proper application
5. Read the label on the product carefully

Weed/Insect/Disease Management

1. Monitor the site for diseases and apply the appropriate fungicide
2. Watch out for diseases such as Brownpatch
3. Do not apply herbicides this month
4. Insect pressure should be minimal
5. Calibrate the sprayer/spreader and read labels carefully.

**Carroll ISD Athletic Fields
Carroll ISD**

MARCH

Mowing

1. Mow perennial ryegrass at 1.25 inches
2. Mow perennial ryegrass 3 times per week
3. Never take off more than 1/3 leaf blade each time you mow
4. Always keep the mower blades sharpened

Irrigation

1. Irrigate deeply into the soil profile (6 to 8 inches) each time you irrigate
2. Irrigate once per week or on an as-needed basis; maintain solid moisture during freezing weather
3. Maintain adequate distribution uniformity

Aerification

1. Solid tine aerify the perennial ryegrass
2. Do not get too aggressive in the overseeded perennial ryegrass
3. Aerify with moderate soil moisture (not too wet; not too dry)
4. Irrigate after aerification to obtain good soil moisture

Fertilization

1. Fertilize with a 4:1:1 ratio IBDU slow release nitrogen source at a rate of 1.0 pound of actual nitrogen per 1,000 square feet (i.e., 32-8-8, etc.)
2. Apply 1/2 of the product in one direction; apply the 2nd half of the product perpendicular to the first application direction
3. Irrigate the fertilized site immediately after application
4. Do not apply fertilizer when the soil surface or turf leaves are wet
5. Calibrate the sprayer/spreader for proper application
6. Read the label on the product carefully

Weed/Insect/Disease Management

1. Monitor the site for diseases and apply the appropriate fungicide
2. Watch out for diseases such as Brownpatch
3. Do not apply herbicides this month
4. Insect pressure should be minimal
5. Calibrate the sprayer/spreader and read labels carefully.

**Carroll ISD Athletic Fields
Carroll ISD**

APRIL

Mowing

1. Mow perennial ryegrass at 1.25 inches
2. Mow perennial ryegrass 3 times per week
3. Never take off more than 1/3 leaf blade each time you mow
4. Always keep the mower blades sharpened

Irrigation

1. Irrigate deeply into the soil profile (6 to 8 inches) each time you irrigate
2. Irrigate twice per week or on an as-needed basis; maintain solid moisture during freezing weather; maintain adequate distribution and uniformity

Aerification

1. Solid tine aerify the perennial ryegrass
2. Do not get too aggressive in the overseeded perennial ryegrass
3. Aerify with moderate soil moisture (not too wet; not too dry)

Fertilization

1. Fertilize with a 3:1:2 ratio slow release fertilizer (i.e., 15-5-10 or 20-7-14) at a rate of 1 pound of actual nitrogen per 1,000 square feet
2. Apply ½ of the product in one direction; apply the 2nd half of the product perpendicular to the first application direction
3. Irrigate the fertilized site immediately after application
4. Do not apply fertilizer when the soil surface or turf leaves are wet
5. Calibrate the sprayer/spreader for proper application

Weed/Insect/Disease Management

1. Monitor the site for diseases and apply the appropriate fungicide
2. Apply a fire ant bait such as Top Choice (Fipronil) when ants are active
3. Calibrate the sprayer/spreader and read labels carefully.

Carroll ISD Athletic Fields Carroll ISD

May

Mowing

1. Mow perennial ryegrass at 1.0 inch in height, 3 times per week
2. Never take off more than 1/3 leaf blade each time you mow
3. Always keep the mower blades sharpened

Irrigation

1. Irrigate deeply into the soil profile (6 to 8 inches) each time you irrigate
2. Irrigate twice per week or on an as-needed basis
3. Maintain adequate distribution and uniformity

Aerification

1. Core aerify the site after the baseball season ends
2. Aerify with moderate soil moisture (not too wet; not too dry)
3. Irrigate after aerification to obtain good soil moisture

Fertilization

1. Fertilize with a slow release fertilizer (i.e., Ammonium Sulfate =21-0-0: 24% sulfur) a rate of 1 pound of actual nitrogen per 1,000 square feet
2. Apply ½ of the product in one direction; apply the 2nd half of the product perpendicular to the first application direction
3. Irrigate the fertilized site immediately after application
4. Do not apply fertilizer when the soil surface or turf leaves are wet
5. Calibrate the sprayer/spreader for proper application

Weed/Insect/Disease Management

1. Monitor the site for leaf spot diseases and apply the appropriate fungicide
2. Apply a transition aid such as Revolver (Foramsulfuron) to kill off the perennial ryegrass immediately after the baseball season, as needed
3. Spot treat fire ant mounds on an as-needed basis
4. Calibrate the sprayer/spreader and read labels carefully

Carroll ISD Athletic Fields Carroll ISD

June

Mowing

1. Mow perennial ryegrass at 1.0 inch in height, 3 times per week
2. Never take off more than 1/3 leaf blade each time you mow
3. Always keep the mower blades sharpened

Irrigation

1. Irrigate deeply into the soil profile (6 to 8 inches) each time you irrigate
2. Irrigate twice per week or on an as-needed basis
3. Maintain adequate distribution and uniformity

Aerification

1. Core aerify the baseball field
2. Aerify with moderate soil moisture (not too wet; not too dry)
3. Irrigate after aerification to obtain good soil moisture

Fertilization

1. Fertilize with a quick release fertilizer (i.e., Ammonium Sulfate =21-0-0: 24% sulfur) a rate of 1 pound of actual nitrogen per 1,000 square feet
2. Apply ½ of the product in one direction; apply the 2nd half of the product perpendicular to the first application direction
3. Irrigate the fertilized site immediately after application
4. Do not apply fertilizer when the soil surface or turf leaves are wet
5. Calibrate the sprayer/spreader for proper application

Weed/Insect/Disease Management

1. Monitor the site for leaf spot diseases and apply the appropriate fungicide
2. Spot treat fire ant mounds on an as-needed basis
3. Calibrate the sprayer/spreader and read labels carefully

Carroll ISD Athletic Fields Carroll ISD

July

Mowing

1. Mow common Bermuda grass at 1 1/2 inches in height, 3 times per week
2. Never take off more than 1/3 leaf blade each time you mow
3. Always keep the mower blades sharpened

Irrigation

1. Irrigate deeply into the soil profile (6 to 8 inches) each time you irrigate
2. Irrigate twice per week or on an as-needed basis
3. Maintain adequate distribution and uniformity

Aerification

1. Solid tine aerify the baseball field
2. Aerify with moderate soil moisture (not too wet; not too dry)
3. Irrigate after aerification to obtain good soil moisture

Fertilization

1. Fertilize with a slow release 3:1:0 fertilizer (i.e., 20-7-0 or 15-5-0) at a rate of 1.5 pounds of actual nitrogen per 1,000 square feet
2. Apply 1/2 of the product in one direction; apply the 2nd half of the product perpendicular to the first application direction
3. Irrigate the fertilized site immediately after application
4. Do not apply fertilizer when the soil surface or turf leaves are wet
5. Apply a chelated iron, manganese, and copper fertilizer on an as-needed basis
6. Calibrate the sprayer/spreader for proper application

Weed/Insect/Disease Management

1. Monitor the site for leaf spot diseases and apply the appropriate fungicide
2. Spot treat fire ant mounds on an as-needed basis
3. Calibrate the sprayer/spreader and read labels carefully

**Carroll ISD Athletic Fields
Carroll ISD**

August

Mowing

1. Mow common Bermuda grass at 1 1/2 inches in height, 3 times per week
2. Never take off more than 1/3 leaf blade each time you mow
3. Always keep the mower blades sharpened

Irrigation

1. Irrigate deeply into the soil profile (6 to 8 inches) each time you irrigate
2. Irrigate twice per week or on an as-needed basis
3. Maintain adequate distribution and uniformity

Aerification

1. Core aerify the baseball field
2. Aerify with moderate soil moisture (not too wet; not too dry)
3. Irrigate after aerification to obtain good soil moisture
4. Purchase perennial ryegrass seed for overseeding in October

Fertilization

1. Fertilize with a quick release fertilizer (i.e., Ammonium Sulfate = 21-0-0; 24% sulfur) at a rate of 1 pound of actual nitrogen per 1,000 square feet
2. Apply 1/2 of the product in one direction; apply the 2nd half of the product perpendicular to the first application direction
3. Irrigate the fertilized site immediately after application
4. Do not apply fertilizer when the soil surface or turf leaves are wet
5. Calibrate the sprayer/spreader for proper application

Weed/Insect/Disease Management

1. Monitor the site for leaf spot diseases and apply the appropriate fungicide

**Carroll ISD Athletic Fields
Carroll ISD**

September

Mowing

1. Mow common Bermuda grass at 1 1/2 inches in height
2. Mow the common bermuda grass 3 times per week
3. Never take off more than 1/3 leaf blade each time you mow
4. Always keep the mower blades sharpened

Irrigation

1. Irrigate deeply into the soil profile (6 to 8 inches) each time you irrigate
2. Irrigate twice per week or on an as-needed basis
3. Maintain adequate distribution and uniformity

Aerification

1. Core aerify the baseball field
2. Aerify with moderate soil moisture (not too wet; not too dry)
3. Irrigate after aerification to obtain good soil moisture

Fertilization

1. Do not fertilize with nitrogen, phosphorous, or potassium this month
2. If needed, apply a micronutrient fertilizer with chelated iron, manganese and copper
3. Calibrate the sprayer/spreader for proper application
4. Read the label on the product carefully

Weed/Insect/Disease Management

1. Monitor the site for leaf spot diseases and apply the appropriate fungicide
2. Spot treat fire ant mounds on an as-needed basis
3. Calibrate the sprayer/spreader and read labels carefully

**Carroll ISD Athletic Fields
Carroll ISD**

October

Mowing

1. Mow common bermuda grass at 0.75 to 1.0 inch; preparation for overseeding
2. Mow the common bermuda grass 3 times per week
3. Never take off more than 1/3 leaf blade each time you mow
4. Always keep the mower blades sharpened
5. Do not mow overseeded perennial ryegrass until it reaches 1.5 inches
6. Mow perennial ryegrass at 1.25 inches and 3 times per week

Irrigation

1. Irrigate once per week deeply into the soil profile (6 to 8 inches) each time you irrigate—until you overseed
2. After overseeding, irrigate daily (light syringing) to maintain a moist soil surface until germination; continue with light syringing on an as-needed basis to avoid a dry soil surface after germination for a two week period; monitor the site to determine when you can back off on the frequency of irrigation throughout the overseeding process; do not over-water the site
3. Maintain adequate distribution and uniformity

Overseeding

1. Mow the turf at 0.75 inch to prepare for overseeding
2. Overseed when the soil temperature at 4 inches deep is 72 degrees Fahrenheit for 48 to 72 consecutive hours
3. Overseed with perennial ryegrass at a rate of 8 to 10 pounds PLS per 1,000 square feet in the outfield (usually in mid to late October)
4. Overseed with perennial ryegrass at a rate of 10 pounds to 12 pounds PLS per 1,000 square feet in the infield (usually in mid to late October)

Fertilization

1. Fertilize in early October at least two weeks prior to overseeding
2. Fertilize with a 3:1:2 ration slow release fertilizer (i.e., 15-5-10 or 20-7-14) at a rate of 0.8 pounds of actual nitrogen per 1,000 square feet
3. Apply ½ of the product in one direction; apply the 2nd half of the product perpendicular to the first application direction.
4. Irrigate the fertilized site immediately after application
5. Do not fertilize when the soil surface or turf leaves are wet
6. Calibrate the sprayer/spreader for proper application

Weed/Insect/Disease Management

1. Monitor the site for diseases such as Brownpatch and Pythium on the overseeded perennial ryegrass; apply the appropriate fungicide: Daconil (Chorothalonil) for Brownpatch and Subdue (Mefenoxam) for Pythium blight
2. Begin post-emergent grassy weed applications
3. Pay close attention to herbicide labels for seeding issues (i.e., How soon can you overseed after you use the post emergent product?)
4. Insect activity should be minimal, except fire ants
5. Spot treat fire ant mounds on an as-needed basis
6. Calibrate the sprayer/spreader and read labels carefully



**Carroll ISD Athletic Fields
Carroll ISD**

November

Mowing

1. Mow perennial ryegrass at 1.25 inches
2. Mow perennial ryegrass 3 times per week
3. Never take off more than 1/3 leaf blade each time you mow
4. Always keep the mower blades sharpened

Irrigation

1. Irrigate deeply into the soil profile (6 to 8 inches) each time you irrigate
2. Irrigate once per week or on an as-needed basis; maintain solid moisture during freezing weather
3. Maintain adequate distribution uniformity

Aerification

1. Do not aerify (core or solid tine) in November

Fertilization

1. Do not fertilize in the month of November

Weed/Insect/Disease Management

1. Monitor the site for diseases such as Brownpatch and Pythium on the overseeded perennial ryegrass; apply the appropriate fungicide: Daconil (Chorothalonil) for Brownpatch and Subdue (Mefenoxam) for Pythium blight
2. Spot treat fire ant mounds on an as-needed basis
3. Insect activity should be minimal
4. Calibrate the sprayer/spreader and read labels carefully

**Carroll ISD Athletic Fields
Carroll ISD**

December

Mowing

1. Mow perennial ryegrass at 1.25 inches and 3 times per week
2. Never take off more than 1/3 leaf blade each time you mow
3. Always keep the mower blades sharpened

Irrigation

1. Irrigate deeply into the soil profile (6 to 8 inches) each time you irrigate
2. Irrigate once per week or on an as-needed basis; maintain solid moisture during freezing weather; maintain adequate distribution uniformity

Aerification

1. Solid time aerify the perennial ryegrass
2. Do not get too aggressive in the overseeded perennial ryegrass
3. Aerify with moderate soil moisture (not too wet; not too dry)
4. Irrigate after aerification to obtain good soil moisture

Fertilization

1. Fertilize with an 4:1:1 ration IBDU slow release nitrogen source at a rate of 1.0 pound of actual nitrogen per 1,000 square feet (i.e., 32-8-8, etc.)
2. Apply ½ of the product in one direction; apply the 2nd half of the product perpendicular to the first application
3. Irrigate the fertilized site immediately after application
4. Do not apply fertilizer when the soil surface or turf leaves are wet
5. Calibrate the sprayer/spreader for proper application
6. Read the label on the product carefully

Weed/Insect/Disease Management

1. Monitor the site for diseases such as Brownpatch
2. Continue post-emergent broadleaf weed applications
3. Insect activity should be minimal

Routine Maintenance Schedules

Safety, Security and Compliance Inspection Schedule



Safety, Security and Compliance Inspection Schedule

Inspection	Responsible Party	Frequency of Inspection	Initiating Party	Report Due To:	Date of Last Inspection	Date Current Inspection Due
ADA Review	CISD/TDLR	As required	TDLR	State		
Asbestos	CISD	6 month	TASB	TASB		
	State	3 year	State	State		
Boilers	State	Annual	TDLR	State		
Burglar Alarm Systems	CISD	Annual	CISD	Southlake DPS		
Chair Lifts	State	Annual	TDLR	State		
Elevators	State	Annual	TDLR	State		
	CISD	Monthly	State	State		
Emergency Lights	Campus	Monthly	TDLR	State		
	CISD	Annual	State	Fire Marshall		
	Fire Marshall	Annual	COSL	COSL		
Emergency Showers	CISD	Annual	State	State		
Eye Wash Stations	CISD	Annual	State	State		
Safety Plan Drills	Campus	Quarterly	CISD	State		

Exit Lights	CISD	Monthly	CISD	CISD		
Fire Alarm Systems	CISD	Annual	CISD	COSL		
Fire Sprinkler Systems	CISD	Annual	CISD	COSL		
Grease Traps	CISD	Quarterly	CISD	COSL		
Material Safety Data Sheets	CISD	Annual	CISD	State		
Indoor Air Quality Review	CISD	On Demand	CISD	State		
Insurance Inspection	TASB	Bi-Annual	TASB	TASB		
IPM Inspection	CISD	Annual	CISD	EPA		
Playgrounds	CISD	Monthly	CISD	CISD		
Public Address Systems	CISD	Annual	CISD	CISD		
Safety Assessments	CISD	Annual	CISD	CISD		
Security Audits	CISD	Every three years	CISD	State		

Backflow Prevention Devices	CISD	Annual	CISD	COSL		

