



DEPARTMENT 9560

ENVIRONMENTAL HEALTH & SAFETY OFFICE
AND
CENTRAL CUSTODIAL SERVICES OFFICE

SERVICES SUMMARY
AND PROCEDURES GUIDE

**1254 South Florida Ave.
Rockledge, FL 32955**

321-633-3580 EXT. 13012

A DIVISION OF FACILITIES SERVICES (DEPT. 9500)

**Main School Board Office
2700 Judge Fran Jamieson Way
Viera, FL 32940**

321-633-1000

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- F.** Playground Maintenance Procedures
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- H.** Annual Comprehensive Safety Inspections Procedure
- I.** Procedures for Annual & Periodic Test & Inspections of Pre-engineered Life Safety Systems
- J.** Procedures for Hazardous Materials Management
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- N.** Emergency Procedures Reference Guide Book
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EXECUTIVE SUMMARY

The Brevard Public School (BPS) District created the Environmental Health & Safety (EH&S) Department 9560 as a means to help individual BPS school sites (and the District at-large) retain a highly effective pre-kindergarten through post-secondary learning environment, in addition to complying with specific EH&S type Federal, State, and BPS Policy/rule Requirements and Standards.

Due to the inherent support services provided, the Office of Central Custodial Services and the Office of EH&S are intentionally joined together as one department (Team) as a division of District's Facilities Services Sector for synergistic and economic purposes.

MISSION STATEMENT, OBJECTIVE, AND VISION

The Brevard Public School **District's Mission Statement** is: To serve every student with excellence as the standard.

The EH&S Department (**The Team**) **Objectives**: to provide consistent, reliable, safety related services to district school populations, fellow departments, and other agencies by:

- Identify and report environmental, health, safety, and sanitary deficiencies for corrective actions to prevent injury to students, employees, and guest, while minimizing the organizations exposure to risk/liability
- Stay current with changing in related rules/regulations
- Contribute resources to the construction, operation, and maintenance of schools and facilities in order to support student achievement (avoiding unnecessary distractions associated with environmental, health, and safety threats)
- Provide environmental health, custodial, and safety services in the most cost-effective way possible
- Provide environmental health, custodial, and safety services in the most cost-effective way possible without compromising the level of service predetermined by regional safety industry's standard of care
- Continually improve our service processes and customer satisfaction levels
- Serve every customer with excellence as the standard.

The Team's **Vision Statement**: The School Board, fellow departments, and school/site based staff, are able to provide their educational services with confidence that safety is not a concern or perceived as a hindrance, and students are learning more, faster, and better as a result.

TEAM CONCEPT AND DESCRIPTION

The EH&S Department operates as a self-directed work team. While the organizational chart (ref. below) reflects a typical “chain of command,” the team member’s work together collaboratively to accomplish the mission. Decision-making is pushed to the lowest level reasonable. All members are expected to provide high quality services and are held responsible and accountable for the results.

Ideally positioned within the Facilities Services Division and provided with a refined annual operating and capital budget, the Team manages an extensive group of EH&S type programs (also described as: practice areas of responsibility).

Departmental staff are involved with every aspect of each practice area. Contracted services are used where necessary to support in-house staff with each discipline and associated practice area. The District’s Purchasing Department, Facilities Services Department and ultimately the Finance Department are instrumental in providing funding and contract administration support.

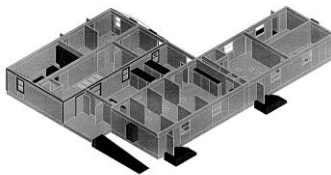
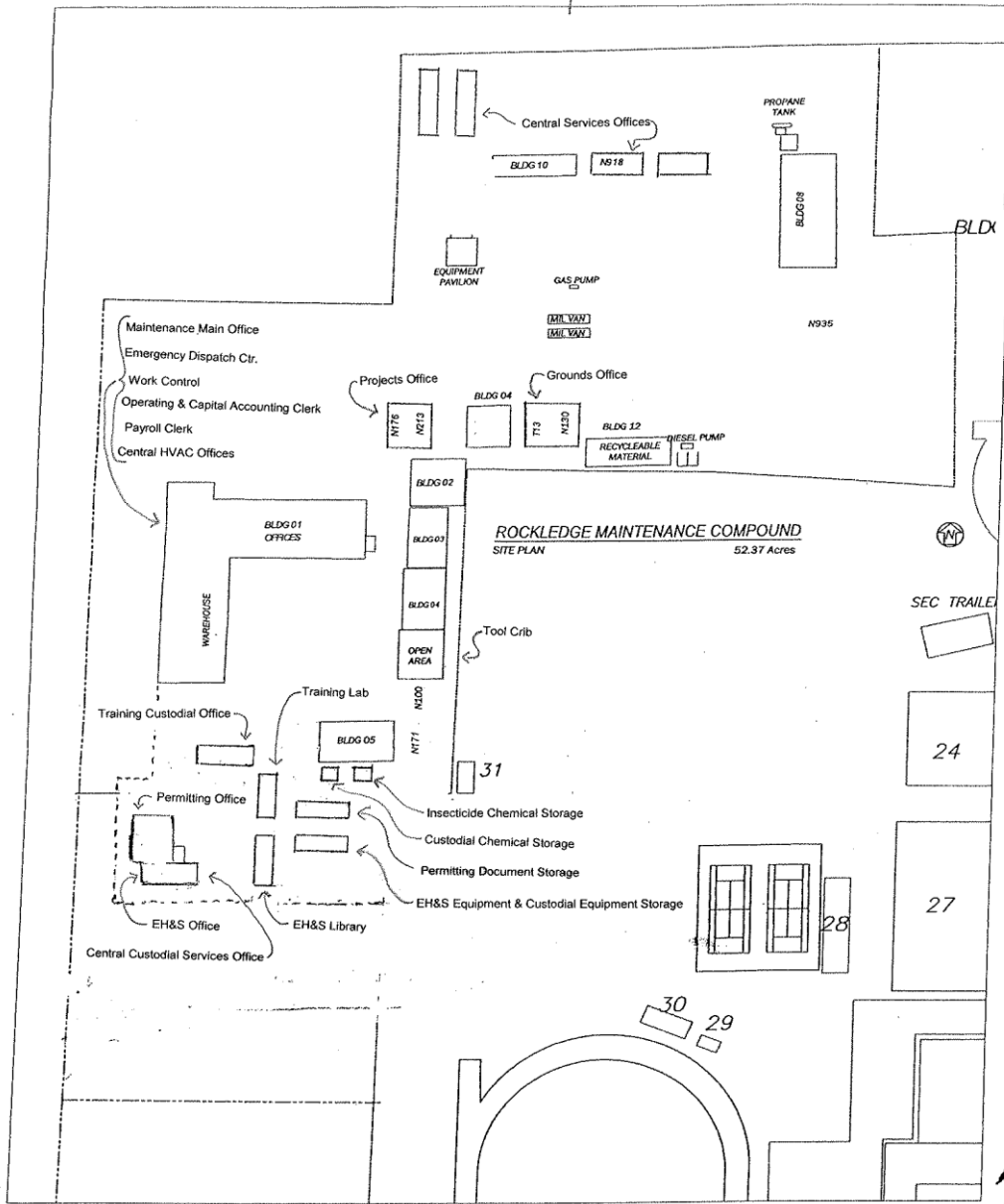
There is a competitive advantage in utilizing departmental staff that have a working knowledge of district facilities, have a sense of ownership, and can respond in a rapid and efficient manner. Specialized contracted services are used when it is determined that use of vendor(s) is/are the most cost effective and customer service will not be compromised.

The EH&S Department (Team) supports all BPS District schools and ancillary sites from one office-location (a cluster of modular buildings) centrally located in the City of Rockledge. The Office is strategically located adjacent to the District’s Central Plant Operations and Maintenance Department (9562), and intentionally share office space with the District’s Permitting Department (9550) that is managed by the District’s Building Official (see office layout sketch below).

Practice areas of responsibility are assigned to staff based in part on individual strengths, passion, and ability. In some cases, the division of work is based on geographic assignments (or work zones) which loosely match-up with individual employee’s place of residency (hometown/community). This “match and balance” technique of work loading, coupled with cross-training for depth in support, result in a copasetic and efficient work environment. In addition to working closely with other departments in the Facilities Services Division, the EH&S Department supports other BPS departments such as; Risk Management, Human Resources, District and School Security, etc. The EH&S Office does not directly address safety issues which are the result of criminal or deviant acts however, the EH&S Department does support the Security Department in preparation, response, and recovery of natural and other disaster, and threat of violence scenarios and situations.

The Team touches every aspect of the school district’s operations and is committed to its organizational values, vision for community support and student achievement, and mission to serve every customer with excellence as the standard.

The following is a map of the EH&S Department Complex, located within the PO&M Department Compound.

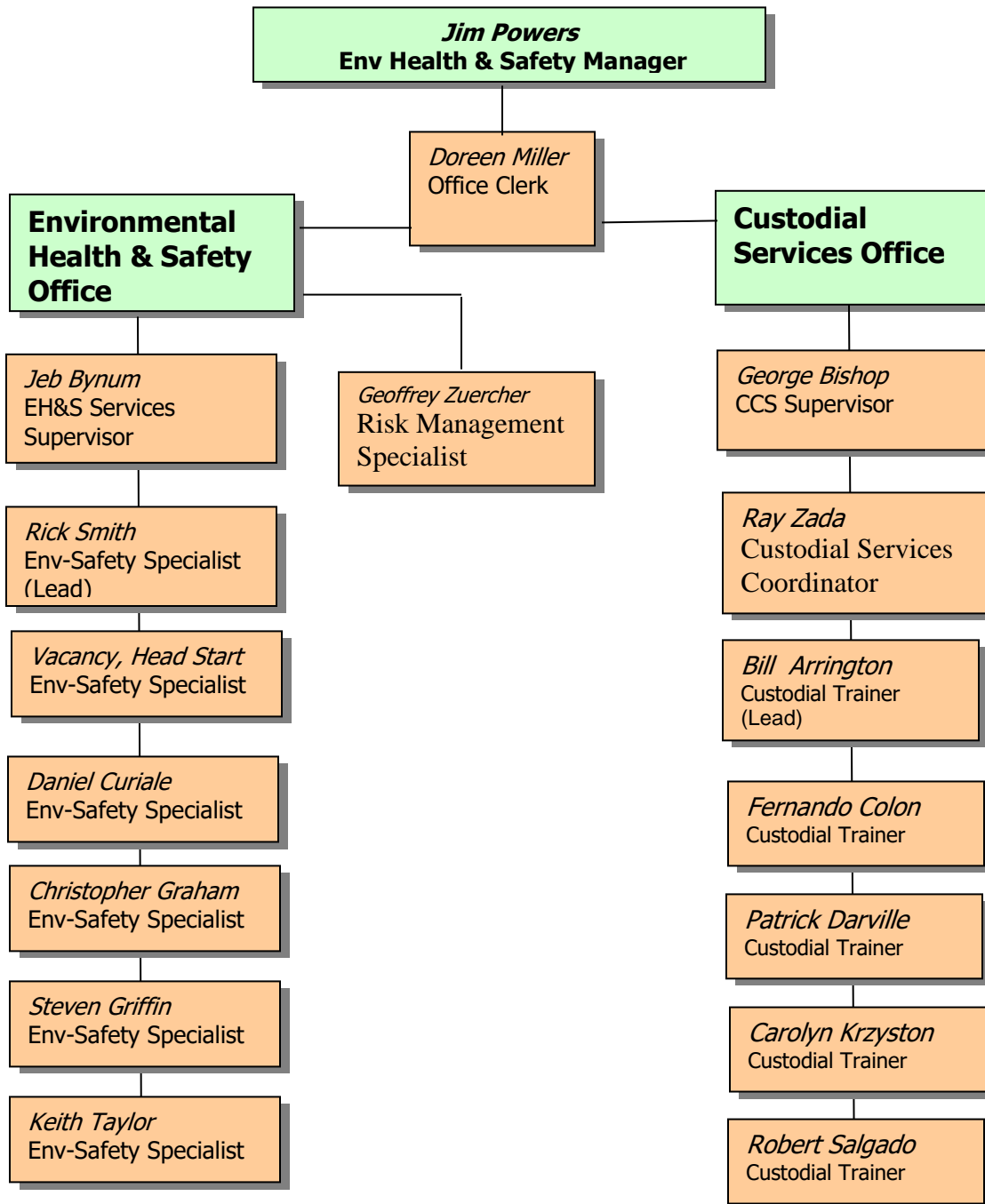


The EHS & Central Custodial Services Office is Located in the SW section of the BPS Facilities Maintenance Compound:

1254 South Florida Ave Rockledge, FL 32955

ORGANIZATIONAL CHART

The EH&S Team is well trained and positioned to support the BPS District’s mission and vision. The Team has the knowledge, skills and abilities to help ensure EH&S type regulatory compliance that is intended to anticipate, recognize, evaluate and control risks to the health and safety of BPS District students, staff, and visitors/guest.



PROFESSIONAL DISCIPLINES AND PRACTICE AREAS

The EH&S Department is responsible for the development and implementation of a diverse group of programs that; protect the health and safety of our customers and the environment, reduce risk exposure, aid the operation and maintenance of schools and facilities, and contribute to student achievement. This is accomplished through periodic regulations and standards review, plans and procedures development/refinement, in-depth inspections and evaluations, performance or coordination of corrective actions, training, and record keeping.

The Team is comprised of two cross-dimensional Disciplines. These Disciplines (or offices) share much of the same resources for common goals and objectives. Below is a basic description (alphabetical listing) of the Practice Areas within each Discipline.

Environmental Health & Safety Office

- Annual Comprehensive Safety Inspections of all schools/sites & Reporting to Board/State
- Asbestos, Lead, and Radon Detection and Management
- Building, Casualty, and Fire Safety Inspections
- Building Fire Safety Plans Review
- Emergency Response/ Management (i.e. chemical spills: instructional spaces & property)
- Fire Detection and Suppression Systems Inspections/ Contract oversight
- Hazardous Materials Management (proper purchase, storage, handling, & disposal)
- Indoor Environmental Quality a.k.a. Indoor Air Quality (IAQ)
- Industrial Hygiene (employee/ occupational work place safety)
- Petroleum Storage Tanks Management and Contamination Assessments
- Pollution Prevention and Recycling
- Risk Communication and Management (a support function to District Risk Mgt. Office)
- Safety Training
- Sanitation and Public Health (liaison with Local/State Health Dept.)

Central Custodial Services Office

- Annual Facility Custodial Assessment of all schools/sites & District Office Reporting
- Custodial Services – *Tiger Team* Clean-up Response (i.e. vandalism, comm-illness clusters)
- Custodial Training and Certification (support to HR Office of Staff Development)
- Integrated Pest Management Services (direct services & subcontracted services oversight)
- Sanitation and Public Health (liaison with Local/State Health Dept.)

The following is a list of standard inspections and reporting performed by the EH&S Department:

Inspection and Documentation Kept on File w/ Owner (no submittal)	Frequency	Enforcement Agency
AHERA (asbestos) Bldg. Reinspections	every 3 years	EPA
AHERA (asbestos) Bldg. Surveillance	twice-yearly	EPA
AHERA (asbestos) Principal Notification	yearly	EPA
Blood Bourne Pathogen / Haz Com . Training.	yearly	OSHA

Inspection and Documentation Kept on File w/ Owner (no submittal)	Frequency	Enforcement Agency
Building Permit & Improvement Inspection Records (including: Portables & Annual Maintenance)	yearly	FDOF & FDOE
Custodial Facilities Assessment (biannual report)	yearly	Board (policy)
Fire Alarm System – operation inspection	3 months (1 annual & 3 quarterly)	SFM & FDOE
Fire Extinguisher Device – inspection	yearly	SFM & FDOE
Fuel (petro) Storage/dispensing System Insp.	monthly	EPA/FDEP
Kitchen Hood / Fire Suppression System – insp.	twice yearly	SFM & FDOE
Engineer Inspection of Assembly Seating Structures	every 2 years	FDOE
Engineer Inspection of Public School Shelters	every 5 years	FBC
Wet Pipe Fire Suppression System	3 months (1 annual & 3 quarterly)	SFM & FDOE
Worker Injury Log* in conjunction w/Risk Mgt. Off	yearly	OSHA
Workers (at risk) Safety Training (multi disciplines)	yearly	OSHA
Workers (at risk) Medical Examination/Surveillance	yearly	OSHA

Inspection and Reporting For Submittal to Gov. Agency	Frequency	Receiving Agency
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Hazardous Material Inventory Reporting SARA Title III (Community Right to Know)	yearly	FDCA (Emergency Planning)
SREF Bldg. (casualty, sanitation, & life safety) With school/campus lay-out maps	yearly (w/ 6 mo. follow-up insp.) *report to Board & Local Fire Authorities	SFM, FDOE, & FDOH
Endangered/protected species Habitat Impact Permit	yearly/ as needed	FWC
Site Contamination, Public Notification	yearly	FDEP

Permitting and Submittal For Gov. Agency	Frequency	Receiving Agency
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Modular Building Insignia Up-dates	yearly	FDCA
Petroleum Tank Operator Permit (> 500 gal.)	yearly	FDEP
WWTP Operator Permit	every 5 years	FDEP
WWTP Operation Report	monthly	FDEP

KEY:

FDEP	Florida Department of Environmental Protection	OSHA	Occupational Safety and Health Agency
FWC	Florida Fish & Wildlife Conservation Commission	SARA	Superfund Amendments and Reauthorization Act
FDOE	Florida Department of Education	WWTP	Waste Water Treatment Plant
FDOF	Florida Department of Finance	FDOH	Florida Department of Health Dept.
FDCA	Florida Department of Community Affairs	FBC	Florida Building Code

FINANCIAL RESOURCESOperating Budget

The District's July 1st fiscal-cycle affords a standard (predetermined) operating budget for the EH&S Department, based on annualized staffing plan and adjustments made (if/as necessary) from prior years funding matrix.

The following table reflects a three-year breakdown of the Department's Operating Budget.

Object	Description	2016	2017	2018
		Budget	Budget	Budget
161	OTHER SUPPORT - BASE PAY	415,354.12	447,597.08	452,400.93
162	OTHER SUPPORT - ADT/OVT	10,000.00	15,559.47	9,997.99
164	OTHER SUPPORT - TERMINAL PAY	5,561.42	531.16	1,975.32
165	OTHER SUPPORT - SICK LEAVE BB	0.00	0.00	1,038.24
181	EAP - BASE PAY	226,671.39	248,885.65	248,885.65
182	EAP - EXTRA DUTY PAY	0.00	3,823.39	0.00
184	EAP - TERMINAL PAY	9,161.03	6,598.38	6,471.27
185	EAP - SICK LEAVE BB	1,050.67	0.00	0.00
210	RETIREMENT	54,497.83	60,044.87	65,425.34
220	FICA (SOCIAL SECURITY)	49,052.32	54,007.06	53,794.65
231	LIFE INSURANCE	486.57	562.14	543.37
232	MEDICAL INSURANCE	96,168.52	85,839.92	94,890.34
241	WORKERS COMP-TEACH & CLER	2,753.72	3,676.60	3,531.92
243	WORKERS COMP-ALL OTHERS	6,599.51	1,991.13	3,737.47
312	PROF & TECH (CONSULTANTS)	64,416.45	119,094.00	116,772.62
314	EMPLOYEE PHYSICALS	2,172.20	4,787.00	4,482.38
332	TRAVEL - OUT OF COUNTY	1,653.00	8,966.25	4,043.08
354	SPECIALIZED SERVICES	315,673.21	596,572.36	554,242.03
360	RENTALS	425.00	218.67	4,349.23
364	MAINTENANCE FEES - SOFTWARE	7,425.00	7,724.00	2,838.46
365	SUBSCRIPTION FEES - SOFTWARE	0.00	0.00	1,570.27
376	PDA DATA	600.00	600.00	539.08
377	PDA VOICE/CELL	1,400.00	4,575.09	4,492.31
391	PRINTING,BINDING,& REPROD	2,338.37	3,346.50	898.46
511	SUPPLIES	125,840.06	90,787.04	140,822.84
594	UNIFORMS	2,923.17	2,153.03	1,796.92
622	A/V MATERIALS UNDER \$1,000	249.00	0.00	0.00
641	FURN, FIX & EQUIP OVER \$1,000	10,512.99	12,510.00	4,492.31
642	FURN, FIX & EQUIP UNDER \$1,000	10,592.63	12,776.00	3,984.61

Object	Description	2016	2017	2018
		Budget	Budget	Budget
643	COMPUTER HARDWARE OVER \$1,000	0.00	1,406.00	0.00
644	COMPUTER HARDWARE UNDER \$1,000	9,546.99	6,053.33	5,914.34
652	OTHER VEHICLES	25,000.00	0.00	0.00
671	SITE IMPROVEMENT - CONTRACTD	0.00	0.00	0.00
681	REMODEL/RENOVAT - CONTRACTED	0.00	0.00	0.00
682	REMODEL/RENOVAT - IN HOUSE	0.00	0.00	0.00
684	REMODEL/RENOVAT - PROF FEES	0.00	32,500.00	32,500.00
689	REMODEL/RENOVAT - RESERVE	0.00	0.00	0.00
692	COMPUTER SOFTWARE UNDER \$1,000	905.00	0.00	0.00
737	DUES & FEES	5,700.00	14,879.00	16,186.15
Totals		1,464,730.17	1,848,065.12	1,842,617.58

Additional support that is not included in the EH&S Department’s operating budget is received from other District Offices such as:

- Facilities Services: Leadership guidance, project management, & accounting/clerk support
- Human Resources: Labor Relations, Staff Development, Compensation & Benefits
- Transportation: Vehicle maintenance and fuel

The following table reflects a comprehensive list and description of operations equipment available and used by the EH&S Department.

Item Name	Count	Description	Purpose
Infrared Camera	2	(1) Flir (1) Fluke Thermal imagery field instrument & recording device	Asses building components for temperature gradients and safety concerns for such things as excessive high temperature electrical equipment, water intrusion to building envelope, etc/
Mini-Dehumidifiers	15	Dayton	Used for adding dehumidification capability to classrooms when RH is high
Large Dehumidifiers	19	Phoenix 200 Phoenix 300	Used for adding dehumidification capability to classrooms when RH is high
Sound Dosimeter Kit	1	Quest Q-300	Includes (5) dosimeters and calibrator (for personnel exposure monitoring)
Sound Level Calibrator	1	Calibrator	Bruel & Kjer calibrator
Sound Level Meter Kit	1	Quest 2900 with calibrator	Sound meter
Pedestal Fans	8	Small (hand carry)	Building ventilation
Industrial Fans	10	X-tra large (large on wheels)	Building ventilation
Air Movers (floor fans)	8	Sanitaire	Used to dry wetted carpets and floors

Item Name	Count	Description	Purpose
Ozone Generator	1	Sonozaire Odor Neutralizer Model 330A	Removes noxious odors
Light Meters	4	Extech light meters	Measure light
Water Pumps	3	Submersible Trash pumps	Water extraction from buildings and/or site drainage systems
Mobile Generator	3	- Dewalt DG 4300 - Kawasaki DES5000 - Honda (small)	Remote/emergency electrical power
Dolly	2	Hand truck	Move equipment
Lights	2	Lights with stand and cord	For working outdoors in the dark
Ladder	2 6 2 1	8ft folding 6ft folding 12ft folding 16ft extension	Elevated work access
Training Laptop	1	IBM	EH&S Field Safety Training
Vacuum	1 2	Minuteman	Small HEPA 6 gl. wet/dry vacuum Large HEPA 15 gl. wet/dry vacuum
Measuring Wheel	1	TSI	Distance measuring device
Heat Stress Monitor	2		Sampling equipment used to measure work spaces for heat exhaustion
Moisture Meter	1 6	Tramex Protimeter	Test building materials for moisture content (water damage)
Water Quality Sampler	1	Colorimeter DR/870	Electronic field sample/test device
Air Sampling Pumps	1 1 1	- Sensidyne - Gastec GV-100 - Gilian	Area and personnel air sample collection kits
Bore-scope	1 1	See-Snake Dewalt	Used to look behind tight spaces (i.e. wall/ceiling cavities, mechanical spaces)
Dust Track	1	TSI Model 8520	Aerosol Monitor
Porta Count	1	TSI	Respirator fit tester
Lignomat	1	Field Sampler	Material sampler
Halo Mist Fogger	1	SanoSil	Disinfect fabrics, vertical surfaces, etc.
Field Maint/Toll Kits	2	Dewalt	Contains sawz-all, drill, flashlight and rip saw.
Heat Gun	1	Milwaukee	Used to collect paint chip samples
Field Maint/Tool Kits	2	Dewalt Field Kits	Contains Saw-all, drill, flash light and rip saw
Battery Drills	6	Ridged	General use.
Air Quality Data Logger	6	TSI, Q-Track	Longitudinal Field monitor use to measure temperature, humidity, carbon dioxide, carbon monoxide
Air Purifiers	2	CX-1000	Filters ambient air

Item Name	Count	Description	Purpose
Small Trailer	2	Emergency Response	Transport Env/safety equipment
Field Command Post	1	Trailer (office on wheels)	Establish remote/mobile office to support district emergency response/preparedness
Steam Cleaner	3	Kärcher Commercial – DE 4002 Steam Cleaner	Multi-use Vapor hand-held steam cleaner. Sanitizing with steam that's at least 212 degrees Fahrenheit (the required temperature to kill microorganisms)
No-Touch Cleaning	3	KaiVac 1750	Building restoration & cleaning unit multipurpose self-contained cleaner w/high-pressure and extraction No-Touch Cleaning systems
Wet/dry Vacuums	4	Tennent 3500	High-performance wet/dry vacuum floods, fire restoration.
Back Pak Vacuums	3	Pro Team	Compact backpack vacuum with filtration ideal for any large, high-traffic areas.
Floor Scrubber	2	Advance	Tile restoration - Used to strip and scrub floor surfaces
ATV's	4	2 Honda TRX 500 2 Kawasaki Mule	Used to apply herbicidal and pesticides in along fence lines and on large areas. All-terrain vehicles (ATV) equipped with spray tanks, electric pumps, and hand-held spray guns are well suited to the selective application of herbicidal leaf or stem sprays to noxious plants on acreage land.
Transport Trailers	4	Utility Trailers: 07516, T-86, T-85	Transports IPM and custodial equipment and use to move disaster equipment during an emergency
Extractor	5	Cadet	Portable extractors - Used to remove water from carpet areas
ATP Meter	2	3M™ Clean-Trace™	ATP (Adenosine Tri-Phosphate) meter gives an objective indication of surface cleanliness, helps us to reduce risk of cross contamination due to poor cleaning
Pressure Washer	1	Pressure Washer, USA	Used for high pressure cleaning sidewalks, concrete floors, parking lots, roofs

Capital Budget

The EH&S Department assist the Facilities Services Projects and Planning Department with the yearly prioritization, planning and performance of Capital-type school safety infrastructure improvements. The funding source(s) vary depending upon such things as defined deeds and available Capital funding sources. The primary source is a ten percent (10%) portion of an annual State designated *Public Educational Capital Outlay* source.

REQUIREMENTS FOR CONTINUED SUCCESS

Continued success is significantly reliant upon:

- Ongoing support from the Board, Superintendent, Superintendent’s Cabinet, School Principals, Directors, Supervisors, and Support Staff.
- Periodic analysis and refinement of existing procedures as necessary to meet the demands set by ever changing internal and external client needs, as it relates to the District’s educational mission (i.e. District Strategic Plan Initiatives, regulatory rule changes, standard of care changes, etc.).
- Prioritize near-term needs against long-term needs. Isolate key issues and make decisions based risk assessment analysis and available resources.
- Demonstrate to the public that the available limited resources are used/expensed in an effect manner to support the District’s educational mission (to serve every student with excellence as the standard).

Production performance indicators are periodically extrapolated (in report format) from a proprietary computer maintenance management database system. Specifically, the issuance of individually assigned work orders allows for the tracking of direct labor and recording of services provided.

GUIDING DOCUMENTS: (EH&S DEPT. RELATED POLICIES & PROCEEDURES)

In the age of paperless documentation and electronic records access, please use the attached hyperlinks to access relevant Policies, Procedures & Reference Manuals.

Note: Some publications of this Summary Document will include a printout of the Guidance Reference Documents, in appendix format.

Appendix

- A. Board Policy 8400 – Environmental Health & Safety Issues
<http://www.neola.com/brevardco-fl/>
- B. Board Policy 7420 – Sanitation and Housekeeping
<http://www.neola.com/brevardco-fl/>
- C. Board Policy 7440.01 – Protection of Personnel and Property
<http://www.neola.com/brevardco-fl/>
- D. Comprehensive Environmental Health & Safety Plan
http://www.edline.net/dynimg/_mcAAA_/docid/0x39F306C13BC423E4/3/Inspection%2BFire%2BFull.pdf

- E.** Central Custodial Services, Procedural Manual and Standards Manual
http://www.edline.net/files/IFCMB_/ed3414b1853ea0e63745a49013852ec4/Custodial_Procedures_2018_19_Sent.pdf
- F.** Playground Maintenance Procedures
http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_A-J/Environmental_Health_Safety/4175688796493089954/Playground_Safety
- G.** Integrated Pest Management Procedures
http://www.edline.net/files/nQL07_/314bb83de592b7aa3745a49013852ec4/IPM_Procedure_LTM_Memo.pdf
- H.** Annual Comprehensive Safety Inspections Procedure
http://www.edline.net/dynimg/mcAAA_/docid/0x39F306C13BC423E4/3/Inspection%2BFire%2BFull.pdf
- I.** Procedures for Annual & Periodic Test & Inspections of Pre-engineered Life Safety Systems
http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_A-J/Environmental_Health_Safety/4175688796493089954/Fire_Detection_Suppression_S
- J.** Procedures for Hazardous Materials Management
http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_A-J/Environmental_Health_Safety/4175688796493089954/Hazardous_Materials_Management
- K.** BPS Specifications for Asbestos Abatement
http://www.edline.net/files/BYGlp_/494275c3fd12c15e3745a49013852ec4/2013_SBBC_General_Asbestos_Removal_Specification.pdf
- L.** Lead-based Paint Maintenance and Renovation Procedures
http://www.edline.net/files/7JLSF_/1c138864da3361233745a49013852ec4/2014_LBP_Procedure.pdf
- M.** Emergency Operating Procedures for Potential Drinking Water Contamination
http://www.edline.net/files/ZWIZ1_/51d263674810bc4e3745a49013852ec4/2016_EOP_for_Potential_Drinking_Water_Contamination.pdf
- N.** Emergency Procedures Reference Guide Book
http://www.edline.net/files/BUA3A_/0526a41a90462d0b3745a49013852ec4/Flip_Chart_-_2014_-_Digital_Dissemination_Copy_7.10.14_hp.pdf
- O.** Department 9560 (EH&S) Administrative Procedures
http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_A-J/Environmental_Health_Safety