Downey Adult School
Maintenance Equipment Procedures Plan

Effective Date: July 1, 2019
Revision Date: July 1, 2022
Revised Date: September 10, 2026

Roles and Responsibilities

Downey Adult School/DUSD Facility Services includes custodial, building maintenance, grounds maintenance, event set-up, move coordination, material handling, utilities, hazardous materials, safety, security and risk management. Normal request for services can be accessed by staff employees by submitting requests for facility and equipment maintenance and/or repair by logging onto the DUSD website, Access Portal and selecting DUSD Work Orders. When requests are submitted, the Facility and/or Maintenance Services Director contacts appropriate maintenance personnel to respond to the request.

Facility Services personnel, equipment, and supplies are budgeted under the direction of the Facilities Maintenance Director, Operations Director and Lead Custodian for the purpose of maintaining the campus facility and infrastructure in support of the educational mission of Downey Adult School. The Facilities Maintenance Director, Operations Director and Lead Custodian monitor and recommend adjustments to budgets.

Facility and Equipment Maintenance and Repair

Downey Adult School's current equipment and materials used in instruction is acquired, repaired or replaced in a timely manner that supports continuous instruction and to effectively achieve program goals. Department chairs, and instructors are responsible for inspecting materials and equipment to ensure quality and safety standards in accordance with manufacturer requirements, codes, laws, and regulations pertaining to specialized materials and equipment, and their intended use. Department Chairs use external vendors for more extensive maintenance and repair of equipment.

Downey Unified staff members respond to day-to-day facility and equipment maintenance and repair requests. The school district provides mechanical maintenance and upkeep of an inventory of industrial and educational equipment in the manufacturing, transportation, medical/health, and service professions training programs. They also coordinate with the Facility/Maintenance Services department in developing proposals for instructional facility modification, scheduling required work, and oversight in accordance with defined specifications.

For requests that required advanced or specialized knowledge and/or skill, equipment vendors and third-party vendors are contacted to oversee the project.

Employees submit requests for facility and equipment maintenance and/or repair by logging onto the DUSD website, Access Portal and selecting DUSD Work Orders. When requests are submitted, the Operations and/or Maintenance Services Director contacts appropriate maintenance personnel to respond to the request. Personnel can check project status by contacting the Operations and/or Maintenance Department Secretary. Regular administrative staff meetings will be held to check the status of open projects, evaluate resources required to resolve projects and ensure efficient response and resolution.

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Replacement/Disposal of Equipment

Equipment and supplies of Downey Adult School are requested throughout the year. Facility and Departmental equipment and supply needs are reviewed, and approval by school administration.

Surplus equipment is to be disposed of based on DUSD's disposal policy. Surplus items will be picked up by the Maintenance Services personnel upon the submission of a work order to be submitted online by logging onto the DUSD website, Access Portal and selecting DUSD Work Orders. Electronic Waste is to be picked up by the District's Maintenance department with the submission of Transfer of Equipment form and contacting the Maintenance department via phone call and/or email.

Downey Adult School's current equipment and materials used in instruction is replaced in a timely manner that supports continuous instruction and to effectively achieve program goals. Department chairs, and instructors are responsible for inspecting materials and equipment to ensure quality and safety standards in accordance with manufacturer requirements, codes, laws, and regulations pertaining to specialized materials and equipment, and their intended use.

Department Chairpersons use external vendors for more extensive disposal of equipment.

- Service agreement with Prima Waste is in effect for collection of biohazards, and sharp containers. Service is provided 2xs per month.
- Reusable containers are supplied by Prima Waste twice a month for the containment and collection of sharps, and biohazards.
- Prudential Uniforms service is utilized for the Esthetician program. Towel service is delivered and picked up weekly.

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Annual Review - Confirmation

An annual review of the Downey Adult School's Maintenance Equipment Procedures Plan will be conducted by the school's administration, faculty, and staff during the Annual Staff Meeting generally held every October

Meeting	Date	Administrator's Initials Confirming Plan Review
DAS Staff	October 2026	
DAS Staff	October 2027	
DAS Staff	October 2028	
DAS Staff	October 2029	
DAS Staff	October 2030	