

Katy Independent School District

Renovated and New Facility

Guidelines

Katy Independent School District

Facility Guidelines

Your new school campus has been designed to provide students and employees with a high-quality, functional, safe, and attractive environment of which we can all be proud. We are requesting the help of all employees in preserving the aesthetics of your new facility. We must also regard fire and life safety codes. The following guidelines have been established to achieve this goal.

You have a wonderful opportunity to open a new school!

When using dollies, be careful not to scrape or bang into the walls or corners. Do not allow children to use carts or dollies unsupervised. All the floors have been readied for the year. Do not scoot heavy items across tile or carpet. Look at the dolly wheels for proper functioning before moving heavy items.

Most walls are covered with a self sealing vinyl. Use the vinyl clad walls to affix displays by using standard staples or wall tack. Do not use push pins or any type of nail. Nothing shall be permanently affixed to any doors, both interior and exterior, throughout the facility.

Facilities Management is requesting that tape not be utilized to affix items to the walls, carpet, floor tile, doors, or glass surfaces throughout the facility. This practice leads to excessive custodian expense and many times the tape adhesive cannot be fully removed, leaving an unsightly appearance. Never use hot glue or glue on any facility wall.

Nothing shall be suspended from the ceiling grid. Your new school has motion detectors which can be triggered by air conditioning moving these items.

Personal plants should be placed in waterproof containers to avoid staining and damaging the carpet and work surfaces and other horizontal surfaces. Plants are to be kept to a reasonable number per area and are to be neatly trimmed at all times. Ivy plants and other plants which produce vines will not be permitted to trail in long lengths across or up and down workstations. Vines shall be pruned to a length no longer than two feet. The maintenance of personal plants is the responsibility of the employee.

Within personal office areas, only **framed** artwork should be hung on wall surfaces (preferably on vinyl covered walls). Items should be hung wherever possible with **3M Command Strips** hangers, which leave no mark when removed. Hooks should

only be used if the weight of the item dictates. No wall anchors shall be utilized without prior approval of the Director of Maintenance and Operations.

The new design provides coffee and food refrigeration areas. Coffee preparation is restricted to the areas which are provided. No coffee makers shall be placed in the work areas, offices or classrooms. All other personal appliances such as space heaters, microwaves, toasters, toaster ovens, and refrigerators must receive the Principals approval for housing outside of the designated areas.

General Housekeeping

Care is requested when handling liquids within the facility to prevent spills, which result in damage to carpet, walls, and furniture. If you do happen to have spillage, contact the custodial staff immediately to clean up the spill and avoid permanent damage. This includes items such as coffee, sodas, and toners (both dry and liquid). If you are not able to secure immediate assistance, please blot the area continuously until the blotting material is no longer receiving liquid. Your attention in this matter will greatly extend the life of the finishes in this facility.

Clutter prohibits good housekeeping and encourages insect infestation.

Use only district provided area rugs. Additional rugs hinder floor surface cleaning and trap dirt. Rugs at the entrance of classrooms are a tripping hazard.

Safety

Hallways, corridors, stairways, and vestibules should not be obstructed or used for any purpose other than ingress and egress.

Personal space heaters shall not be used. Also, no open flames, i.e., candles, are to be used within the facility.

Fire safety code states that walls within the school facility must be 80% free of paper and combustibles.

Security

No doors with closures are to be propped open at any time.

Think safety, practice safety.