



Maintenance & Operations HANDBOOK



Forward

A well-maintained school or workplace is more than just clean hallways and working lights — it is the foundation for learning, productivity, and success. This Maintenance Handbook has been created to support schools, administrative offices, and commercial properties with the consistent, high-quality maintenance services they need to thrive.

For schools, a safe, clean, and fully functional environment directly impacts student achievement. When students walk into buildings that are well-lit, temperature-controlled, and free of hazards, they can focus more fully on learning. A comfortable and welcoming space fosters a sense of pride and belonging that is essential for academic growth and emotional well-being.

For staff and faculty, reliable building maintenance translates to greater job satisfaction. When educators and employees can trust that their classrooms and workspaces are supported by responsive, professional maintenance services, they are free to focus on what matters most — teaching, guiding, and leading.

Equally important is the role of warehouse operations. This team serves as the logistical backbone of KCSOS, ensuring that supplies, equipment, textbooks, technology, and essential materials are procured, stored, and distributed efficiently across campuses. From managing emergency stockpiles to delivering classroom essentials in a timely manner, warehouse operations keep schools running smoothly behind the scenes. Their ability to adapt and respond quickly, particularly during times of crisis or high demand, is crucial in maintaining continuity and supporting both teaching and learning across the county.

This handbook outlines the services we provide, the standards we uphold, and the processes we follow to ensure that every school, office, and facility we serve operates smoothly, efficiently, and safely. Our commitment to excellence in maintenance is a commitment to the people who use these spaces every day. We are proud to play a part in creating environments where students learn, teachers inspire, and teams succeed.

By investing in these foundational services, KCSOS demonstrates its commitment to excellence, sustainability, and the well-being of everyone it serves and setting the example of being **“advocates for children.”**

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MISSION

The Maintenance and Operations Department is responsible for ensuring the efficient functioning and upkeep of facilities, infrastructure, and equipment across KCSOS. Our department focuses on maintaining a safe, clean, and functional environment that supports the educational mission of the county. We are committed to providing high – quality maintenance services, optimizing operational efficiency, and addressing the needs of our schools and facilities promptly and effectively.

VALUES

At the heart of our office are values rooted in responsibility, integrity, and service. Upholding these values means recognizing the essential roles that maintenance, grounds, HVAC, and warehouse operations play in creating safe, supportive, and efficient learning environments. These teams reflect KCSOS's commitment to stewardship—caring for facilities and resources so that students and staff can thrive. Their work, though often behind the scenes, demonstrates respect for the learning process and for every individual who walks through our doors. Investing in these foundational services is an expression of our office's core values in action.

CODE OF ETHICS

The Superintendent believes that an effective County Office of Education requires the services of persons of integrity, high ideals, and human understanding in its programs and services. All employees are expected to maintain high standards in their working relationships. These standards include the following:

1. Maintain courteous professional relationships with districts, students, fellow staff, and the public.
2. Maintain efficiency and knowledge of the developments in assigned areas of responsibility.
3. Conduct all County Office of Education related professional activities properly and within established protocol.
4. Establish and maintain cooperative working relationships with districts, other agencies and the community.
5. Place the welfare of the students as the first concern of the County Office of Education.
6. Restrain from using County Office of Education, school contacts and privileges to promote partisan politics, sectarian religious views or propaganda of any kind.
7. Protect and properly use County office of education properties, equipment and materials.

The Superintendent expects professional education to follow the rules of conduct as outlined in the Code of Regulations, Title V, Section 80331-80338.

The Code of Ethics can be found in internal.kern.org or the link below:

<http://internal.kern.org/wp-content/uploads/2013/09/SP4260CodeofEthics1211.pdf>

EXPECTATIONS OF EXCELLENCE

On many occasions, M&O personnel are the first and possibly the only KCSOS employees in the building encountering the public. To promote good public relations, M&O employees should possess the following characteristics:

1. KCSOS believes that all employees and guests should be treated with dignity and respect
2. Neatness in dress and personal appearance
3. Timeliness
4. Reliability and dependability
5. Exemplary customer service and willingness to be obliging to visitors
6. Initiative
7. Willingness to follow directions to the best of his/her ability
8. Ability to communicate with his/her supervisor and all Stakeholders openly and professionally.

INTERACTING WITH STAFF

1. Be courteous and impartial with all staff members. M&O employees are to focus on their work assignment(s) during their work period to improve efficiency, engagement and performance levels while performing their M&O duties.
2. No verbal altercations should occur with staff or guests.
3. Likewise, M&O staff should report concerns or room conditions to the site administrator/designee and/or the M&O Senior Director, Maintenance Manager, or any M&O manager or supervisor.

EMPLOYEE ASSISTANCE PROGRAM

Employees covered under Office health insurance have access to an Employee Assistance Program (EAP). The purpose of the EAP is to provide short-term counseling for health and behavioral problems which affect work performance or personal life. Through a self-referral process, the employee may discuss, in strict confidence with a professional, personal issues they may be facing. The Human Resources Department can provide the information to access this program. There is no charge to the employee for the allowed short-term counseling. The attached flyer is listed at [Employee Assistance Program](#). Additional resources and benefits can be found through [SISC's Benefit Highlights Value Added Flyer](#).

REPORTING

The M&O Department staff are responsible for all major repairs and maintenance of buildings and grounds. Any need for the service of the Maintenance and Operations Department will be reported to the site Administrator, Maintenance Manager/M&O Senior Director and office personnel when they are available. During hours when office personnel are not on duty, the employee will report emergency maintenance problems to the Maintenance Manager, M&O Senior Director, or site administrator/designee. Emergencies occurring after hours will be reported to the Maintenance Manager, M&O Senior Director, or site administrator/designee.

EMPLOYEE IDENTIFICATION BADGES

In an effort to ensure KCSOS facilities are safe and secure for all employees, students, and visiting members of the public, Employee Identification (ID) Badges will be utilized to provide additional means to identify authorized staff members on KCSOS premises and worksites. Human Resources will provide all KCSOS employees an ID badge and a KCSOS lanyard during the new hire process. Employees who have been issued an ID Badge specific to one of the Joint Power Authorities (SISC, FCMAT, or Schools Legal Service), are permitted to wear those badges in place of the KCSOS ID Badge. Personal lanyards may be utilized, but must meet the professional standards of the Office. Since opinions of professional standards can differ, administration reserves the right to serve as the final authority. For each employee's safety and the well-being of all KCSOS employees, each employee must wear his or her ID badge at all times while on KCSOS property and/or school district property while on duty as a KCSOS employee. The complete Employee Identification Badges policy (SP 4355) is available for review at: [Employee Identification Badges](#).

CARE OF KEYS

Protection of the site and school property depends upon the careful use of keys.

- Do not loan keys to anyone, especially to students.
- Do not open doors for unauthorized persons.
- Do not duplicate keys under any circumstances.
- Report the loss or theft of keys immediately to your site administrator and/or the Maintenance Manager or M&O Senior Director.
- Ensure all doors are locked.
- If a lock is not working properly, notify the site administrator/designee, the Maintenance Manager, Maintenance Supervisor/Manager, or M&O Senior Director immediately to have the lock fixed.

REPORTING ACCIDENTS

- Any accident or injuries must be reported immediately, no matter how insignificant it may seem at the time.
- Report all accidents and or injuries to the site administrator/designee and Warehouse Supervisor, Maintenance Manager or M&O Senior Director.
- After hours accidents should be reported to the Warehouse Supervisor, Maintenance Manager, or M&O Senior Director who will provide guidance.
- Any accident involving damage to District property, or the property of another person, should be reported to the Warehouse Supervisor, Maintenance Manager or M&O Senior Director.
- Fill out the [accident report form](#) at your earliest convenience and send the completed form to management.

PROFESSIONAL APPEARANCE STANDARDS

KCSOS recognizes that appropriate dress and grooming by county office employees contributes to a productive learning and work environment. Therefore, we strive to present a professional image and model positive behavior to the public and those we serve.

During work hours and at county office activities or sponsored events, or community activities at which employees represent the office, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress specified in this policy or as approved by their supervisor.

KCSOS Maintenance and Grounds Shop Cleaning Checklist

DAILY CHECKLIST

Purpose: Maintain cleanliness, prevent accidents, and improve productivity.

General Cleaning

- Sweep floors to remove dirt, dust, and debris
- Empty all trash bins and replace liners
- Wipe down high-touch surfaces (light switches, door handles, toolboxes)
- Clean workbenches and clear off unused tools or parts
- Return all tools and equipment to designated storage
- Clean up any spills or leaks immediately (oil, grease, fluids)
- Inspect entryways for dirt buildup or obstructions

Safety & Hazards

- Check that fire extinguishers and first aid kits are visible and accessible
- Ensure exit routes and emergency exits are clear
- Inspect floors for trip hazards (cords, clutter, uneven surfaces)

WEEKLY CHECKLIST

Purpose: Address deeper cleaning and reorganization tasks.

Floors & Surfaces

- Wipe down and sanitize shared tools and equipment
- Dust shelves, window sills, light fixtures, and equipment tops
- Clean sinks, breakroom counters, and rest areas

Tools & Equipment

- Inspect and clean frequently used tools (e.g., power tools, air hoses)
- Organize shelves, bins, and drawers; return misplaced items
- Check tool tags or inventory system for missing or damaged items

Storage & Safety

- Dispose of old rags, oily towels, and flammable waste in proper containers
- Restock PPE
- Ensure all chemicals are stored in labeled, secure containers

MONTHLY CHECKLIST

Purpose: Deep cleaning, safety compliance, and preventive care.

Deep Cleaning

- Strip and scrub floor (or power wash, depending on shop type)
- Clean walls, vents, and ceiling fans
- Empty and clean out storage cabinets and drawers
- Deep-clean breakroom or restroom areas (if applicable)

Equipment & Shop Maintenance

- Inspect shop lighting and replace bulbs as needed
- Clean air compressor, pressure washer, or other stationary equipment
- Clean and calibrate measuring tools

Inventory & Records

- Conduct a full tool inventory check
- Review cleaning supply stock levels and reorder
- Update maintenance log for repairs or improvements needed

KCSOS Maintenance Onboarding Checklist

WEEK 1 – TRAINING & SUPERVISION

Safety Overview

- Review safety policies and procedures
- Walkthrough of emergency exits, first aid kits, and eyewash stations
- Discuss incident and injury reporting process
- Provide PPE and review when/how to use it

Tools & Equipment Introduction

- Introduction to all basic equipment.
- Hands-on training with supervision
- Daily maintenance procedures for each tool
- Safe fueling and storage practices

Task-Specific Training

- Litter collection and waste disposal
- Job shadow current employees regarding different trades

Systems & Reporting

- Review work order or task tracking system (digital or paper)
- Learn how to log maintenance issues or repairs
- Introduction to preventative maintenance schedules

Weeks 2–4 – Independent Work with Support

- Assigned to routine tasks with limited supervision
- Begin learning advanced tools
- Receive feedback from supervisor or mentor

End of Month 1 – Evaluation & Goal Setting

- Conduct 30-day performance check-in with supervisor
- Review strengths and areas for growth
- Answer questions or concerns from employee
- Set short-term goals and development plan

Kern County Superintendent of Schools Maintenance & Operations Training

To access the SISC Get Safety Trained portal, you can create a profile to login at

<https://www.getsafetytrained.com/login>

Once your account has been created, the following training courses to complete are listed below. Please ask your supervisor, manager, or senior director which courses to complete if you are unsure which ones are needed.

- [AHERA Designated Person](#)
- [Antimicrobial Pesticides](#)
- [Asbestos Hazard Safety](#)
- [Back Injury Prevention](#)
- [Bloodborne Pathogens](#)
- [Custodial Safety Updated April 2019](#)
- [Electrical Safety](#)
- [Emergency Eye Washes and Showers](#)
- [Emergency Management](#)
- [Fall Protection](#)
- [Fire Extinguishers](#)
- [Grounds Safety Updated April 2019](#)
- [HSA Basic Pest Management in the School and Child Care Settings Revised 12-10-2021](#)
- [Hearing Protection](#)
- [Ladder Safety](#)
- [Personal Protective Equipment](#)
- [Power Tools and Hand Tool Safety](#)
- [Respiratory Protection](#)
- [Slip, Trip & Fall Prevention](#)
- [Supervising for Safety](#)
- [Vehicle Safety](#)
- [Warehouse Safety](#)
- [Welding Safety](#)

Interior Painting Checklist

1. Pre-Job Preparation

- Review work order, paint colors, finishes, and areas to be painted
- Confirm paint type (latex/oil), sheen, and quantity
- Inspect walls/ceilings for damage, stains, or moisture issues
- Notify supervisor of any repairs beyond scope before starting
- Ensure adequate ventilation (open windows/use fans as needed)

2. Area Protection & Setup

- Remove or cover furniture, fixtures, and appliances
- Lay drop cloths or plastic sheeting on floors
- Cover outlets, switches, and hardware with tape
- Remove outlet covers, switch plates, and hardware when possible
- Post “Wet Paint” / “Do Not Touch” signage

3. Surface Preparation

- Clean walls and surfaces (dust, grease, residue removed)
- Repair holes, cracks, dents, and damaged drywall
- Sand patched areas smooth and level
- Sand glossy surfaces for proper paint adhesion
- Caulk gaps at trim, baseboards, and corners
- Spot-prime repaired areas or stains as needed

4. Priming

- Apply primer where required (new drywall, stains, color changes)
- Allow primer to fully dry per manufacturer instructions
- Lightly sand primer if needed for smooth finish

5. Painting

- Cut in edges (ceilings, corners, trim) neatly
- Apply paint evenly using proper technique (roller/brush/sprayer)
- Maintain consistent coverage and sheen
- Avoid drips, runs, or roller marks

- Allow proper drying time between coats
 - Apply second coat (or additional coats) as specified
6. Detail & Touch-Ups
- Inspect walls in good lighting for missed spots or defects
 - Touch up thin areas, edges, and imperfections
 - Clean paint from trim, fixtures, or surfaces if needed
7. Cleanup
- Remove all tape carefully without damaging paint
 - Reinstall outlet covers, switch plates, and hardware
 - Clean brushes, rollers, and equipment
 - Dispose of trash, empty cans, and materials properly
 - Remove drop cloths and protective coverings
 - Return furniture and items to original positions
8. Final Inspection & Sign-Off
- Ensure even coverage and clean lines
 - Verify paint color and finish match work order
 - Confirm no paint on floors, fixtures, or hardware
 - Report any issues or incomplete areas to supervisor
 - Obtain supervisor approval / sign-off

Electrical Outlet Replacement Checklist



Safety First

- Review work order and confirm outlet type (standard, GFCI, AFCI, USB, etc.)
- Verify circuit voltage and amperage rating
- Wear appropriate PPE (gloves, safety glasses)
- Turn off power at the breaker panel
- Lock out / tag breaker if required
- Use a voltage tester to confirm power is OFF before touching wires

1. Removal of Existing Outlet

- Remove outlet cover plate
- Unscrew outlet from electrical box
- Carefully pull outlet out without stressing wires
- Test wires again to confirm no power
- Note wire configuration (line/load, grounding, polarity)
- Disconnect wires from old outlet
- Inspect wires for damage, overheating, or corrosion
- Report damaged wiring or unsafe conditions to supervisor

2. Preparation

- Verify new outlet matches voltage and amperage requirements
- Confirm GFCI/AFCI requirements for location (kitchen, bath, exterior, etc.)
- Straighten and trim wires if needed
- Strip insulation to proper length (no exposed copper beyond terminals)
- Ensure ground wire is present and accessible

3. Installation of New Outlet

- Connect ground wire to green grounding screw
- Connect neutral (white) wire to silver terminal
- Connect hot (black/red) wire to brass terminal
- Tighten terminal screws securely
- Use screw terminals (avoid back-stabbing unless approved)

- Ensure correct line/load wiring for GFCI outlets
 - Fold wires neatly into electrical box
 - Secure outlet firmly to box (level and flush)
4. Reassembly
- Install outlet cover plate (not cracked or damaged)
 - Ensure outlet is straight and cover plate is snug (not overtightened)
5. Power Restoration & Testing
- Restore power at breaker
 - Test outlet with plug tester or multimeter
 - Verify correct polarity and grounding
 - Test GFCI/AFCI functionality if applicable
 - Confirm outlet is securely mounted and functional
6. Cleanup
- Remove debris and old outlet
 - Dispose of materials properly
 - Clean work area
7. Final Inspection & Documentation
- Confirm outlet matches work order
 - Verify no exposed wiring or loose components
 - Report any code issues or additional repairs needed
 - Update maintenance log / work order
 - Obtain supervisor sign-off if required

Ballast Removal & Hardwired LED Tube Conversion (Classroom)

Confirm LED tubes are **ballast-bypass** / **direct wire** type before starting.

1. Pre-Job Planning
 - Confirm work order / classroom number
 - Verify LED tube type (single-end or double-end power)
 - Verify lamp length (2ft, 4ft, etc.) and wattage
 - Notify teacher / staff
 - Have ladder appropriate for ceiling height
2. Tools & Materials
 - Hardwired LED tubes (correct type)
 - Wire nuts (rated)
 - Electrical tape
 - Wire strippers
 - Screwdrivers (flat & Phillips)
 - Nut driver
 - Non-contact voltage tester
 - Multimeter
 - Ladder
 - PPE (safety glasses, gloves)
3. Lockout / Power Safety (CRITICAL)
 - Turn off light switch
 - Turn off breaker at panel
 - Apply Lockout/Tagout device
 - Verify power is OFF with voltage tester
 - Confirm zero voltage with multimeter
4. Remove Existing Components
 - Remove lens/cover
 - Remove fluorescent tubes

- Remove ballast cover plate
- Identify ballast wiring configuration
- Cut ballast wires
- Remove ballast completely
- Remove unnecessary wiring
- Dispose of ballast properly

5. Rewire for LED Tubes

(Confirm wiring diagram from LED manufacturer)

For Double-End Powered LED:

- Connect HOT (black) to one side lamp holders
- Connect NEUTRAL (white) to opposite side lamp holders
- Cap and secure all unused wires

For Single-End Powered LED:

- Connect HOT and NEUTRAL to same-end lamp holders
- Ensure opposite-end lamp holders are non-powered
- Cap and secure all unused wires
- Secure all wire nuts
- Tuck wires safely into channel
- Replace ballast cover

6. Install & Test

- Install LED tubes correctly (observe direction if marked)
- Restore breaker power
- Test operation
- Replace lens/cover
- Remove ladder and tools
- Dispose of fluorescent tubes properly
- Take photo if required

Maintenance Plumbing Checklist

1. Pre-Job Planning

- Confirm work order / location (building & room #)
- Identify issue (leak, clog, no hot water, low pressure, etc.)
- Ask occupants about symptoms & timeline
- Locate nearest shutoff valve
- Verify parts needed before starting
- Post signage if water will be shut off

2. Tools & Materials

- Pipe wrenches
- Adjustable wrench
- Channel locks
- Plunger
- Drain snake / auger
- Teflon tape (PTFE)
- Pipe dope
- Replacement washers / cartridges
- Supply lines
- PVC fittings / couplings
- PVC primer & cement
- Wet/dry vacuum
- PPE (gloves, safety glasses)

3. Safety & Shutoff

- Shut off water supply (local or main)
- Relieve pressure from system
- Verify water is off before disassembly
- Protect floors (drop cloths)
- Follow confined space procedures if applicable

4. Leak Repairs

- Inspect fittings & joints
- Tighten loose connections
- Replace worn washers or gaskets
- Replace faulty supply lines
- Repair or replace damaged pipe section
- Apply proper sealant (Teflon tape/pipe dope)
- Slowly restore water & check for leaks

5. Toilet Repairs

- Inspect flapper & chain
- Check fill valve operation
- Adjust water level
- Replace wax ring if leaking at base
- Secure mounting bolts
- Test flush multiple times

6. Faucet / Sink Repairs

- Inspect cartridge / stem
- Replace worn cartridge
- Check aerator for debris
- Inspect P-trap for leaks or clogs
- Clear drain if slow
- Test hot & cold operation

7. Drain & Clog Clearing

- Remove visible blockage
- Use plunger
- Run drain snake
- Flush with water to confirm flow
- Inspect cleanout if needed
- Avoid harsh chemicals unless approved

8. Water Heater

- Check for leaks
- Verify temperature setting
- Inspect pressure relief valve
- Check expansion tank
- Listen for unusual noises

9. Final Inspection & Cleanup

- Restore water supply fully
- Check all repaired areas for leaks
- Wipe down work area
- Remove tools & debris
- Remove signage

Maintenance Furniture Moving Checklist

1. Pre-Move Planning

- Confirm work order / location (building & room #)
- Identify items to be moved
- Verify destination location
- Measure doorways, hallways, elevators
- Check for stairs or tight turns
- Confirm new layout or floor plan
- Notify occupants
- Schedule move during low-traffic hours if possible

2. Tools & Equipment

- Furniture dollies
- Flat carts
- Hand truck
- Moving straps / lifting straps
- Furniture sliders
- Protective blankets / pads
- Stretch wrap
- Corner protectors
- Gloves (grip type)
- Back support belt

3. Safety Preparation

- Clear pathways of obstacles
- Prop doors open if needed
- Protect floors (Masonite, ram board, mats)
- Secure cords or tripping hazards
- Confirm proper lifting team (2+ people for heavy items)
- Review proper lifting technique
- Check weight limits on dollies/elevators

4. Disconnect & Prep Items
 - Unplug electronics
 - Label cables
 - Remove loose shelves or drawers
 - Empty contents (desks, cabinets, bookcases)
 - Lock or tape drawers shut
 - Disassemble large furniture if necessary
 - Secure small parts in labeled bag
5. Moving Process
 - Lift with legs, not back
 - Use team lift for heavy/awkward items
 - Use dollies whenever possible
 - Keep load balanced
 - Move slowly through doorways and corners
 - Communicate clearly with team members
 - Avoid dragging furniture across floors
6. Placement at Destination
 - Confirm final layout before placing
 - Position furniture per floor plan
 - Reassemble if disassembled
 - Reinstall shelves or drawers
 - Reconnect electronics
 - Test power if applicable
 - Ensure ADA clearance requirements are maintained
7. Final Inspection & Cleanup
 - Check for wall or floor damage
 - Adjust leveling feet if needed
 - Remove protective materials
 - Return tools and equipment
 - Remove signage
 - Complete work order notes
 - Take photo documentation if required

Roof Leak Inspection and Repair Checklist

1. Initial Response

- Confirm classroom number and building
- Identify exact leak location inside room
- Protect students and staff from hazard
- Move furniture and electronics away from leak
- Place trash cans or buckets under active drip
- Put out wet floor signs
- Notify administration if active leak during school hours

2. Safety Preparation

- Wear proper PPE (gloves, safety glasses, slip-resistant footwear)
- Use ladder safely (secure and stable)
- Shut off power to the lighting if water is near fixtures
- Check ceiling tiles for sagging or collapse risk
- Follow fall protection procedures if accessing roof

3. Interior Inspection

- Inspect ceiling tiles for water damage
- Remove wet ceiling tiles carefully
- Check above ceiling grid for pooling water
- Inspect light fixtures for water intrusion
- Check nearby HVAC vents or ductwork
- Look for wall staining or moisture spread
- Photograph damage for documentation

4. Roof Access and Exterior Inspection

- Access roof safely using approved ladder/access point
- Inspect roof area directly above leak
- Check for membrane tears or punctures
- Inspect flashing around penetrations (vents, HVAC units)
- Check roof drains for blockage

- Inspect seams and edges
- Look for ponding water areas
- 5. Temporary Repair (If Needed)
 - Clear debris from drains
 - Apply temporary patch material
 - Seal small punctures if authorized
 - Tarp area if heavy rain expected
 - Document temporary repair
- 6. Permanent Repair Coordination
 - Determine if in-house repair or contractor needed
 - Submit work order for roofing contractor if required
 - Provide photos and exact location details
 - Mark roof location for contractor reference
- 7. Interior Restoration
 - Replace damaged ceiling tiles
 - Dry affected insulation
 - Check for mold or mildew
 - Repair damaged drywall if needed
 - Repaint stained areas if required
 - Restore classroom layout
- 8. Final Inspection and Documentation
 - Confirm leak is no longer active
 - Verify ceiling is secure and safe
 - Remove buckets and signage
 - Clean work area
 - Complete work order notes
 - Attach photo documentation


Resources

- KCSOS Website
 - www.kern.org
- KCSOS Internal Website
 - <https://internal.kern.org/>
- KCSOS Classified Employee Handbook
 - https://internal.kern.org/wp-content/uploads/2024/05/HANDBOOK24_ClassifiedEmployees-1.pdf
- SOSCA
 - <https://sites.google.com/joinsosca.org/joinsosca/home/>
- SISC Mental Wellness Website
 - <https://internal.kern.org/mental-wellness/>
- Employee Assistance Program
 - https://internal.kern.org/wp-content/uploads/2021/03/EAP_General_Program_flyer_w_phone_number_and_website.pdf
- Vehicle Accident Report Form
 - <https://internal.kern.org/wp-content/uploads/2018/10/Vehicle-accident-report.pdf>
- Maintenance Worker I Job Description
 - <https://kern.org/human-resources/wp-content/uploads/sites/2/2014/01/Maintenance-Worker-I-2.pdf>
- Maintenance Worker II Job Description
 - <https://kern.org/human-resources/wp-content/uploads/sites/2/2014/01/Maintenance-Worker-II.pdf>
- Locksmith Job Description
 - <https://kern.org/human-resources/wp-content/uploads/sites/2/2023/08/Locksmith.pdf>
- Air Conditioning and Heating Mechanic I
 - <https://kern.org/human-resources/wp-content/uploads/sites/2/2014/01/Air-Conditioning-Heating-Mechanic-I.pdf>
- Air Conditioning and Heating Mechanic II
 - <https://kern.org/human-resources/wp-content/uploads/sites/2/2014/01/AirCndmch2.pdf>

- Maintenance Manager Job Description
 - <https://kern.org/human-resources/wp-content/uploads/sites/2/2024/12/Manager-Maintenance-.pdf>
- Senior Director - Maintenance and Operations
 - <https://kern.org/human-resources/wp-content/uploads/sites/2/2025/04/Senior-Director-Maintenance-and-Operations.pdf>



Kern County Superintendent of Schools
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