

1.0 RESPONSIBILITY:

- 1.1 Director III of Maintenance Department
- 1.2 Director I of Maintenance Department
- 1.3 School Office Staff
- 1.4 Maintenance Department Dispatchers North and South
- 1.5 HVAC Supervisors and Leads
- 1.6 Mechanical/Electrical Repair Coordinator IV of Maintenance Department
- 1.7 Assistant Accountant of Maintenance Department

Approved Contractors:

New Wings, Inc., 1516 E. Tropicana Ave. # 100, Las Vegas, NV 89119,
Phone: 604-5164, Fax: 897-3914, Email: nw@newwingsus.com
Contact: Mauro Sisro

New Air, Inc., 6125 Empire Circle, Las Vegas, NV 89118, Phone: 878-3101,
Fax: 877-3201.
Contacts: Brian Nass, newairbrian@yahoo.com
Kelly Tourtillott, newairkelly@yahoo.com
Cell: 203-2753

2.0 PROCESS INPUTS:

- 2.1 Provide a procedure for repair of CCSD portable's air conditioning units by approved outside vendors.

3.0 DEFINITIONS:

- 3.1 **CCSD:** Clark County School District
- 3.2 **HVAC:** Heating Ventilation Air Conditioning
- 3.3 **WO:** Work Order
- 3.4 **A/C:** Air Conditioning

4.0 PROCESS DESCRIPTION:

4.1 DISPATCH PROCEDURE TO MOBILIZE HVAC CONTRACTORS FOR PORTABLE REPAIRS:

- 1. Prior to the start of the cooling season, arrange temporary badges for all of the contractor's technicians.
- 2. Locate the rubber stamps used to stamp the work orders with signature blocks for school personnel to confirm the contractor's work on the appropriate portable A/C unit.
- 3. HVAC supervisors or leads are to notify the appropriate North or South dispatch office to assign a specific work order to one of the contractors listed below for repair .
 - a. The responding dispatcher will:

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WARNING: ONLY ELECTRONIC VERSIONS ARE CONTROLLED

- i. Stamp a copy of the work order with the stamp designated in item 2 above and faxes it, with the instructional cover sheet, to the school requiring the repair.
 - ii. Get the spreadsheet from the Maintenance Dispatch 021 Conference on Interact for the appropriate contractor, e.g. HVAC – New Wings or HVAC – New Air, fill in the information for the school needing service and Email it to the appropriate contractor.
- b. In the long description of the work order, the dispatcher will enter the name of the contractor assigned, and the date and time assigned. Change the status to INPRG, and assign the work order to the NEW WINGS or NEW AIR query.
4. Dispatchers are to use the daily status reports, service reports (if provided), and work orders signed by school personnel that are faxed to Maintenance by the contractors, to update and/or complete the work orders.
5. Dispatchers to forward work orders signed by school personnel, and service reports (if provided) to Assistant Accountant of Maintenance Department to match with invoices for administrator's signature and processing.
6. At the completion of the use of contractors for the cooling season, enter all documents into a binder as done in previous years.

4.2 CONTRACTOR'S INSTRUCTIONS PERTAINING TO A/C REPAIRS ON CCSD PORTABLES

1. Contractor to have each HVAC tech. that will be working on school property obtain a Temporary Contractor's Pass. Contractor will be provided with a yellow card for each tech. to sign and take to the CCSD Education Center at 2832 E. Flamingo Rd., to have his picture taken and badge issued.
2. The service call:
 - a. A spreadsheet with a school name, work order number, portable C___ number and Room___ number will be sent to the contractor for dispatch of a service technician (sample attached). As additional schools need repair, they will be added to the spreadsheet and resent to the contractor. *This will be the same spreadsheet the contractor will returned the following morning to Maintenance Dispatch with updated information.*
 - b. A Work Order (WO) will be faxed to the school, requiring repairs to the A/C unit on their portable classroom, by CCSD North or South Dispatch (sample attached). *The WO is the contractor's permission to proceed with the repair. The WO serves two purposes in this process. a) At the top it tells the HVAC tech. what the problem is and the portable identification. b) It has a place for the school personnel to sign confirming that the portable was worked on. CCSD expects the contractor to begin work by the end of the next school day.*
3. Contractor will dispatch his HVAC tech to the school needing service.
4. Upon arrival at the school, the HVAC tech must go to the main office to sign in. He should tell the office staff that he is a contractor sent to repair the A/C unit on portable C___, Room___. He should then ask for the WO that was faxed to the school from Maintenance Dispatch and for a custodian to show him to the portable. *Every portable has a*

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C--- number and two classroom numbers. Most portables are double wide trailers with two classrooms. The A/C units are on top, one for each classroom. In some of these portables the lighting motion sensor also controls the A/C unit. When the sensor turns the lights on, the A/C will be allowed to run. There may be a short time delay.

While driving on school property you must be very careful of children darting out. Park in such a way that your first motion when you get back into your vehicle will be forward. Try to avoid backing up. Most portables will have class in session while you are working on them, so please access the roof from the rear if possible.

- a. **Proceed to make the required repairs.**
 - i. **If you must leave to get parts, please let the teacher know when you plan to return.**
 - ii. **If a unit needs to have the compressor replaced, get pricing, schedule and call Mechanical/Electrical Repair Coordinator IV of Maintenance Department, 491-5155 for permission to proceed.**
- b. **When the repair is complete, the tech should ask the teacher in the classroom to sign the WO. If the teacher is not in the classroom or refuses to sign the WO, he must take it to the office when he goes to sign out and have someone in the office sign it. This document serves the same function as your Service Order, which school personnel won't sign because they won't want the responsibility. Instead of the Service Order we will use the WO, which confirms your presence and allows for payment. In the unlikely event they refuse to sign it, there is a phone number for them to call. If there is still a problem, have the HVAC tech. call Mechanical/Electrical Repair Coordinator IV of Maintenance Department, 491-5155. Under no circumstances are the HVAC techs to argue with the school personnel.**
5. **Update the spreadsheet discussed in 2a. above and fax it to the dispatchers at two sites by 9:00 a.m. each morning:**
South 387-0710
North 799-3991
In order to get paid when a repair is completed, you must fax the signed copy of the work order back to CCSD along with the invoice, or you can send them at a later date, but within three weeks of the repair. Fax: 387-0710.
6. **School availability:**

Elementary schools	7:00 a.m. – 3:30 p.m.
Middle schools	6:00 a.m. – 3:00 p.m.
High schools	6:00 a.m. – 2:30 p.m.

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5.0 SUPPORTING DOCUMENT REFERENCES:

- 5.1 MTC- F034, FAX Cover Sheet for CCSD Portable A/C Repair, Rev. A
- 5.2 MTC- F035, New Wings Contractors Work List Spreadsheet, Rev. A
- 5.3 MTC- F036, New Air Contractors Work List Spreadsheet, Rev. A

6.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
MTC-P039	Electronic on Maintenance website and CCSD website	Indefinitely	Archived	Electronic Backup

7.0 DOCUMENT REVISION HISTORY:

Date	Rev.	Description of Revision
12-April-12	Rev. A	Original Draft

8.0 PROCESS OUTPUT:

- 8.1 To provide information on how to repair air conditioner units regarding CCSD portables with external approved vendors.

9.0 THIS DOCUMENT APPROVED BY

- 9.1 Director III of Maintenance Department