





OFFICE OF FACILITIES



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PREPARING STUDENTS  
**FOR LIFE**

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## Facilities and Maintenance

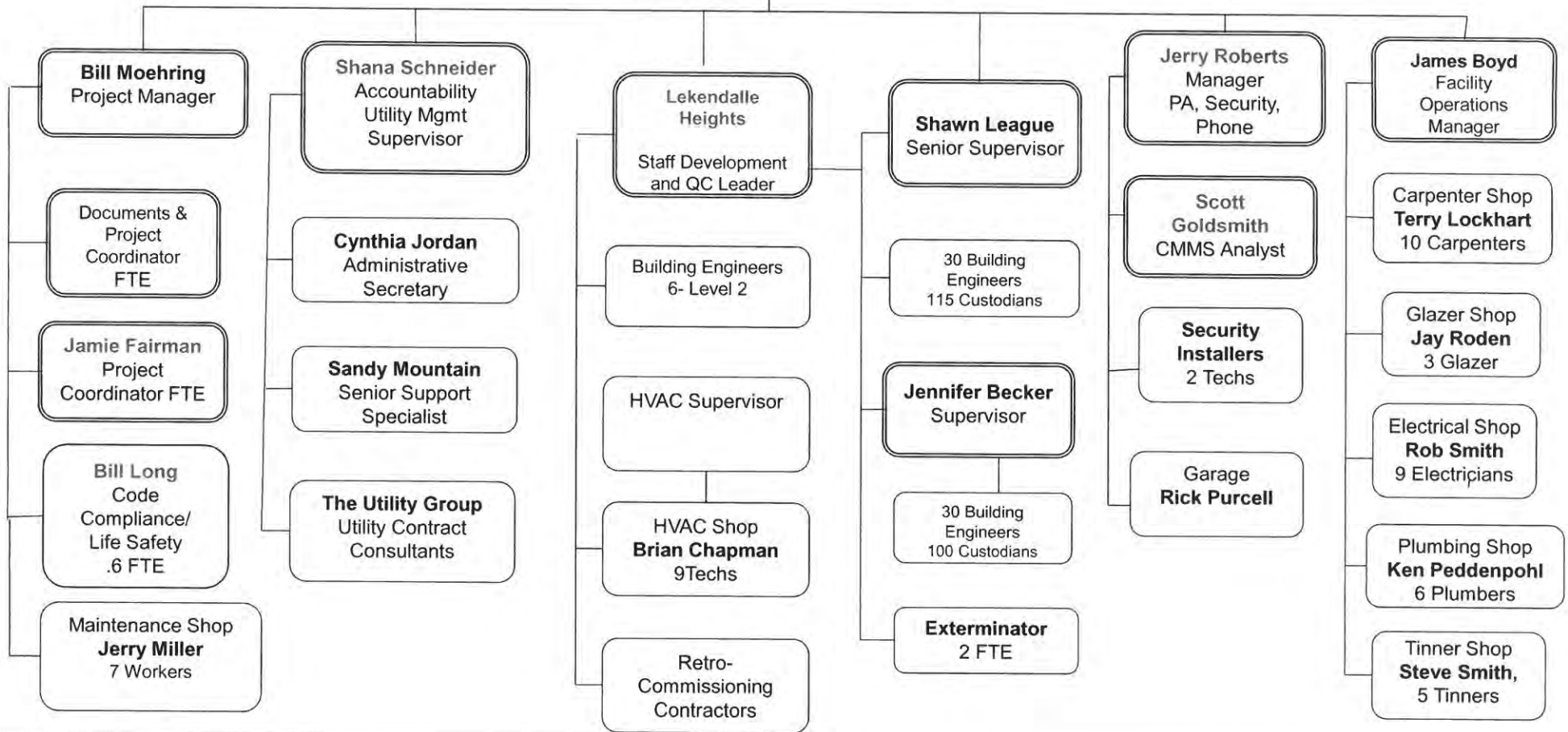
### Department Organizational Chart



PREPARING STUDENTS  
**FOR LIFE**



**Robin Brandon**  
**Facilities Director**  
2019-2020



Cincinnati Public Schools Facilities Department is responsible for building improvements, maintenance, repairs, utilities, and custodial services for all CPS buildings and grounds. Facilities also manages the Building Rental Application Process.

The Facilities Department comprises four distinct areas: Planning and Construction, Facility Maintenance (repairs), Facility Operations (custodial) and Energy and Sustainability.

Planning and Construction is responsible for planning, design, construction and approval for all additions, renovations and improvements in all building and grounds including furniture and finishes. Planning and Construction is the liaison with City inspectors and knowledgeable on local building and fire codes. To request a construction project see attached process chart.

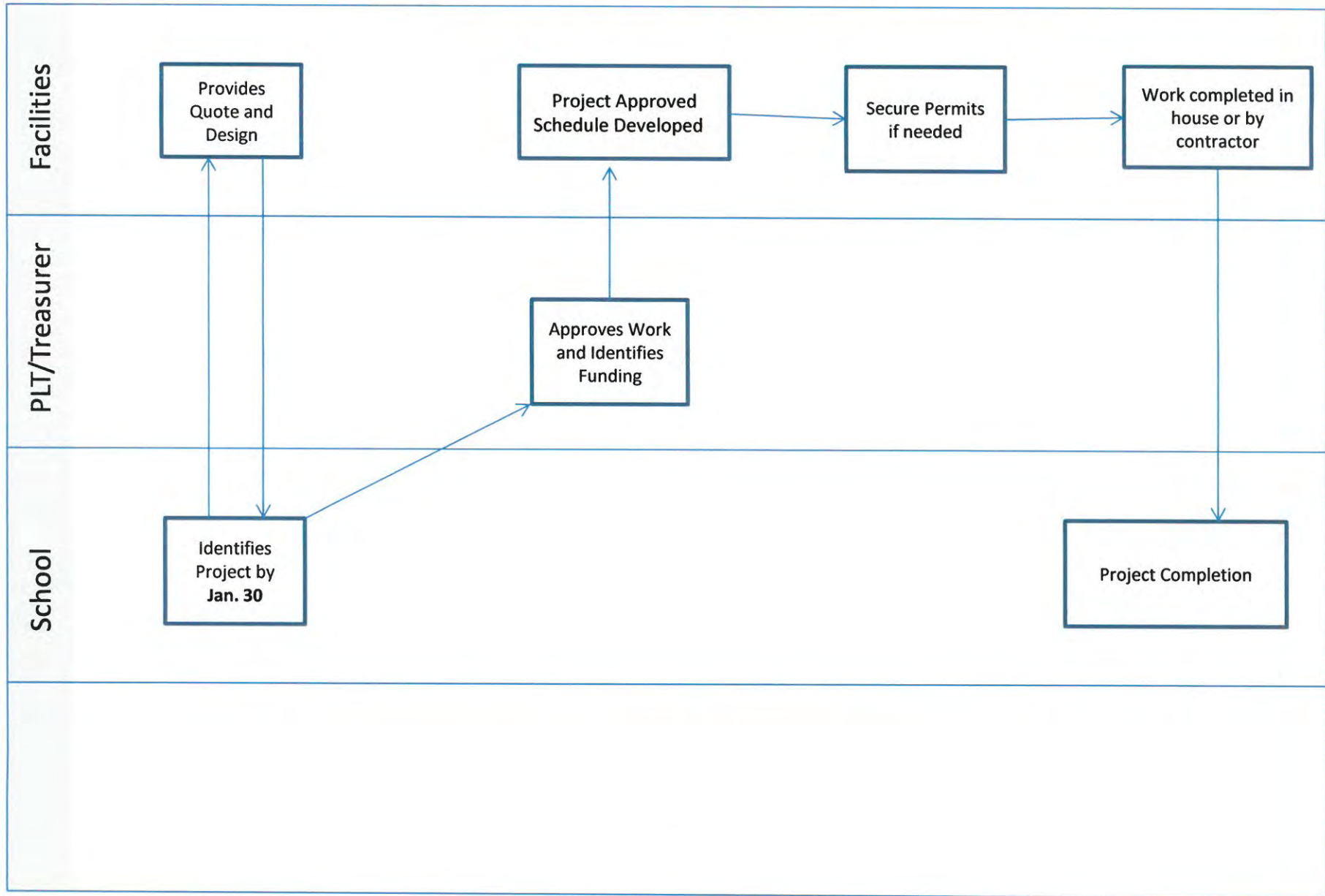
**Requests must be submitted by Jan. 30.**

The Facility Maintenance team consists of professional craftsmen and skilled journeymen specializing in Heating and Air Conditioning, Electricity, Plumbing, Carpentry, Glaziers, Tinsmiths, Maintenance, Security Technicians and Exterminators. The team is responsible for repairs and replacement of all equipment, finishes, grounds and infrastructure in the District. A request for assistance should be made through your building engineer using the Internal Work Order Form. The building engineer will enter the request into the web-based Facilities Work Order System. See attached internal work order form and process chart.

Facility Operations is responsible for general preventive maintenance of equipment in the schools, custodial service and grounds maintenance. Each building shall have a Building Engineer who has knowledge of building systems and custodial best practices. The Building Engineer directs and supervises the custodial workers. Custodians perform general cleaning and janitorial work using industry best practices to maintain a clean and safe indoor and outdoor learning environment.

All CPS building's mechanical systems are controlled by a computer controlled Building Automation System (BAS). The Energy and Sustainability team manages utilities in all CPS buildings working closely with information from the BAS and local utility providers. Using Jade Track metering they can evaluate and monitor energy consumption in real time. CPS has 22 LEED certified buildings and 42 others constructed using LEED best practices with features including live vegetative roofs, rain gardens, geothermal heating and cooling, recycling and earth friendly building materials.

## Construction and Renovation Projects





**INTERNAL WORK ORDER FORM**

**SCHOOL** \_\_\_\_\_

Staff – This form is provided for your use in requesting necessary work. Please refrain from emailing, calling, stopping individuals in the hallways or interrupting them while they work.

USE THIS FORM for your requests. This form will be sent to you electronically.  
Hard copies are available in \_\_\_\_\_.

Fill out the form as thoroughly as possible. Email the form to \_\_\_\_\_ (or place hard copy in \_\_\_\_\_ mailbox.)

Requests will be forwarded to the appropriate individual(s).

Thank you for your patience in fulfilling your request.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Room# or Location:** \_\_\_\_\_ **Phone#** \_\_\_\_\_

**Please describe problem(s) below:**

**Keys:** \_\_\_\_\_

**Electrical:** \_\_\_\_\_

**Phones:** \_\_\_\_\_

**Classroom:** \_\_\_\_\_

**Bathroom:** \_\_\_\_\_

**Other:** \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

**Follow-up:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requestors Signature:** \_\_\_\_\_

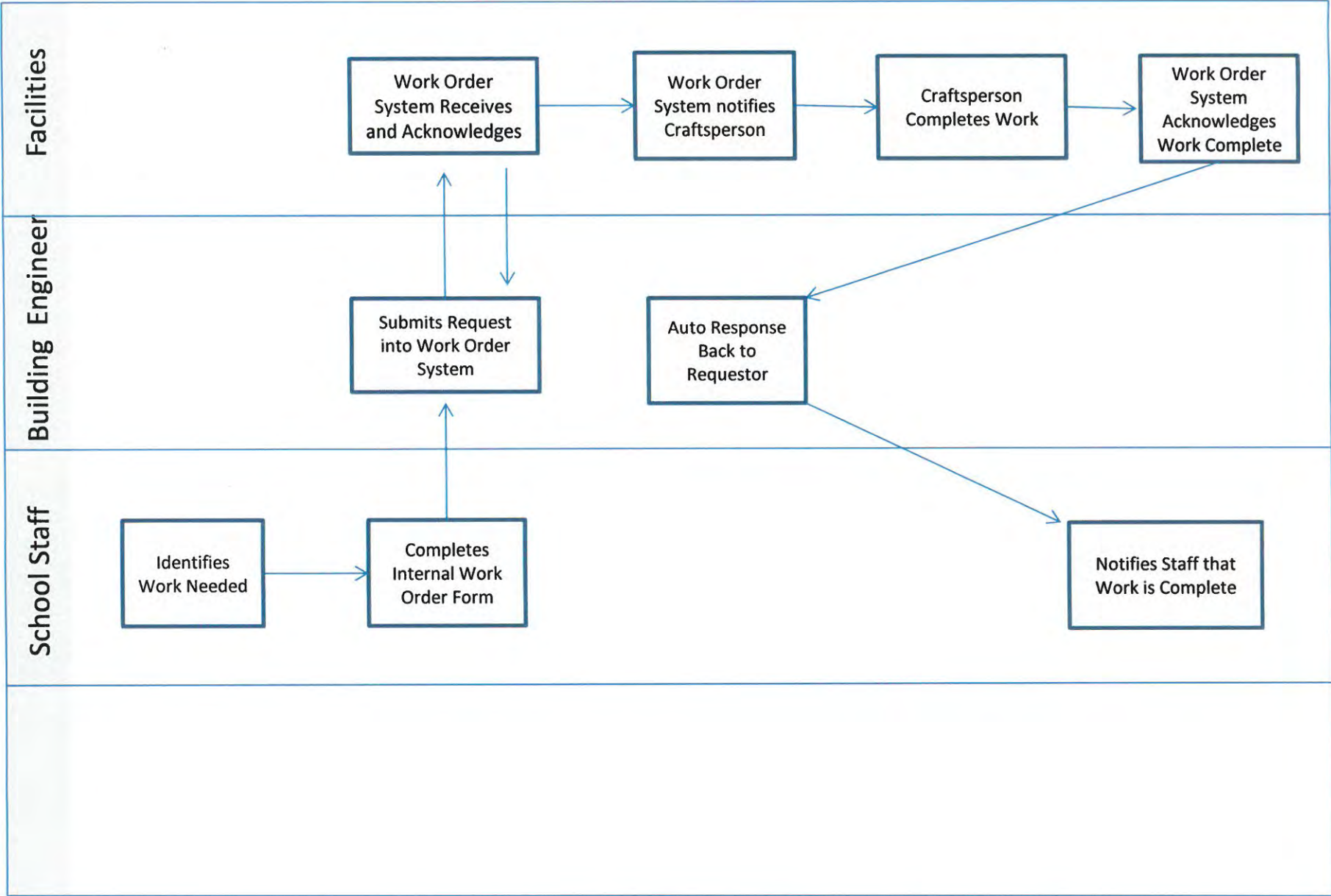
**Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Work Orders



## Facilities - Observation of Building Engineer

School: \_\_\_\_\_ Date: \_\_\_\_\_

- 1 = Unsatisfactory
- 2 = Improvement Needed
- 3 = Satisfactory
- 4 = Above Average
- 5 = Excellent

Building Engineer: \_\_\_\_\_ Time: \_\_\_\_\_

**Documentation**

Employee Attendance Book & Sign Up Sheets Updated  
 Orders Supplies Based on Need/Submits, Receives, & Secures Orders  
 Enters Work Orders (Routine & Emergency) Correctly  
 Reports are Sent in On Time & are Complete  
 Uses & Updates Procedure Manual Correctly

	1	2	3	4	5

**Comments:**

**Cleanliness**

Classrooms/Offices are Clean  
 Storeroom & Service Closets Clean & Organized  
 Boiler Room Areas Clean  
 Trash Cans Clean  
 Restrooms are Clean & Well Stocked  
 Kitchen, Lunchroom, Floors, Walls & Fans are Clean  
 Front Lobby Clean, Including Windows  
 All Public Areas are Clean & Orderly  
 Furniture in Correct Locations  
 Maintain & Clean Cleaning Equipment


**Comments:**

**Grounds**

Grass Cut and Edges Trimmed  
 Landscape Beds Weeded  
 Grounds Free of Litter  
 Lawn Equipment is Maintained


**Comments:**

**Management**

Follows & Enforces School Services Procedures  
 Organizes Work to Provide Best Service & Fair Schedules  
 Provides Training & Direction for Employees  
 Prepares Work Records & Floater Observations Correctly  
 Write Accurate Appraisals Based on Work Records


**Comments:**

**Safety & Equipment Maintenance**

Maintains Boiler Chemical  
 Performs Preventive Maintenance  
 HVAC/Filter Logs Up to Date  
 Building Safety Records - Up to Date, In Book, Neat & Organized  
 Light Bulbs/Exit Lights Bulbs Replaced  
 Correct Building Temperatures Maintained


**Comments:**

**Professionalism**

Responds to Requests from Principal/Administrator  
 Treats Employees, School Staff, Students & Parents with Courtesy  
 Wearing Uniform/Looks Neat & Professional


**Comments:**

Subtotal 0 0 0 0 0

Grand Total 0

Building Engineer's Signature: \_\_\_\_\_

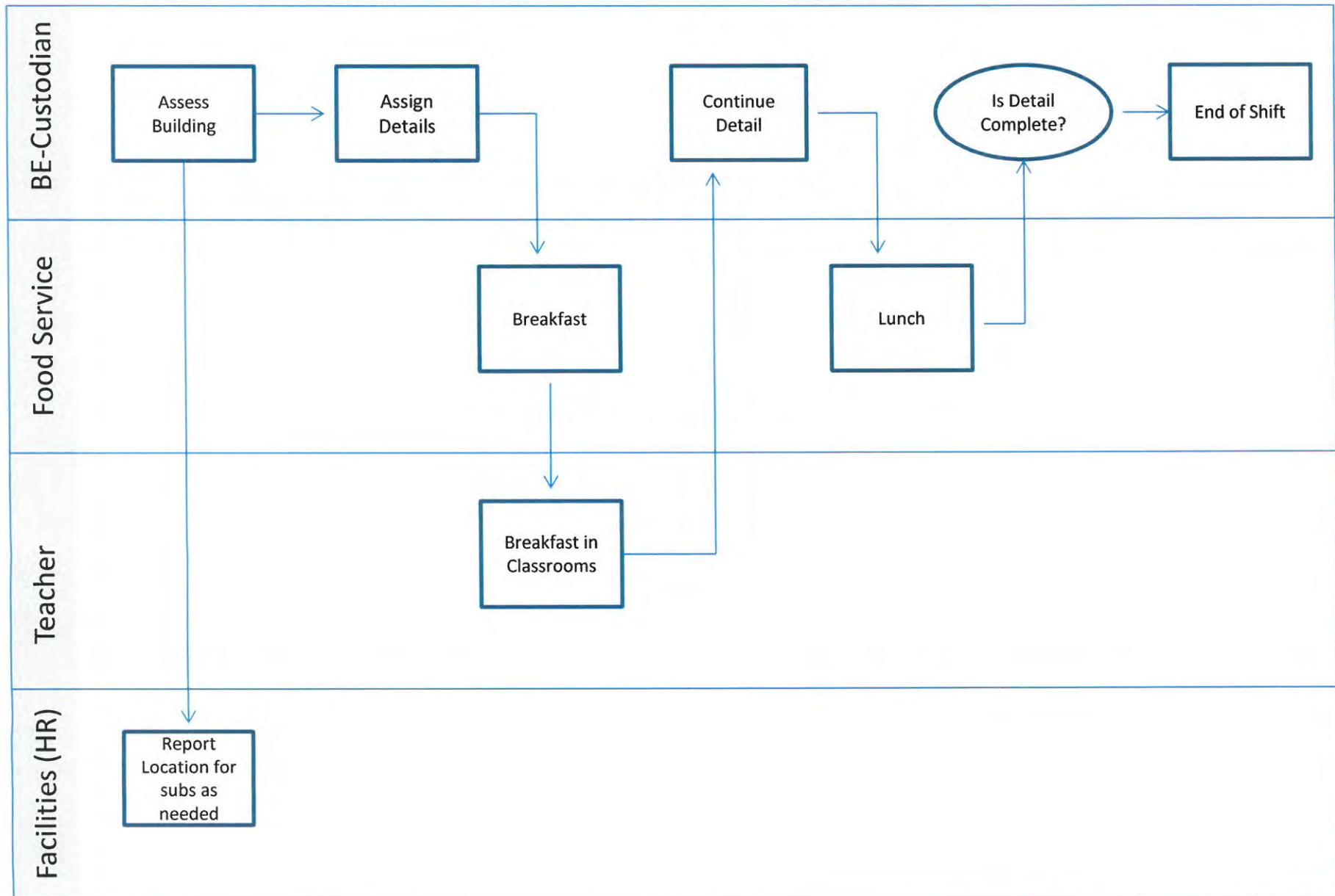
Supervisor's Signature: \_\_\_\_\_



Building Quality Scorecard  
2018/2019 SY

TAFT ELEM									
TAFT HIGH									
VINE-RISING STAR									
VIRTUAL HIGH-RISING STAR									
WALNUT HILLS									
WESTERN HILLS									
WESTWOOD									
WINTON HILLS ACADEMY									
WITHROW									
WOODFORD									
WOODWARD									
165 Possible/Bldg TOTAL 9,570 mo									

# Building Cleanliness





OFFICE OF FACILITIES



**Department Core Services**



PREPARING STUDENTS  
**FOR LIFE**



## Facilities

### **Core Service: Facility Maintenance**

- Maintain all CPS schools according to the state-approved maintenance plan
- Manage utilities for all CPS buildings
- Improve energy efficiency in all CPS buildings
- Manage the building-use permit process
- Provide snow removal for all district parking lots and driveways
- Manage furniture inventory

### **Core Service: Facility Audio Visual (AV) and Telephone Maintenance**

- Maintain the district's telephone system
- Maintain the LobbyGuard entry identification system in CPS buildings
- Maintain security cameras and secure-entry systems
- Maintain public address systems

### **Core Service: Facility Operations**

- Manage cleanliness in all CPS buildings
- Maintain landscaping at all CPS properties
- Manage district exterminators
- Manage district recycling program with Keep Cincinnati Beautiful

### **Core Service: Facility Planning and Construction**

- Coordinate all CPS building construction
- Provide design services for all in-house construction projects
- Review and approve renovation and construction projects
- Coordinate with city of Cincinnati agencies on project development and implementation



OFFICE OF FACILITIES



## **Procedures and Forms**



PREPARING STUDENTS  
**FOR LIFE**



Name: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNUAL LEAVE REQUEST**

Requesting \_\_ day(s) on date(s) \_\_\_\_\_. I will return to work on \_\_\_\_\_ June \_\_\_\_\_.

**PERSONAL LEAVE REQUEST**

Requesting \_\_ hour(s)/ \_\_ day(s) beginning on date(s) \_\_ I will return to work on  
\_\_ (*Attach Personal Leave form*)

**SICK LEAVE REQUEST**

Requesting day(s) beginning on date(s) \_\_\_\_\_. I will return to work on \_\_\_\_\_  
(*Attach Sick Leave form*)

**APPROVED BY:**

\_\_\_\_\_  
**Supervisor**

**CINCINNATI PUBLIC SCHOOLS**  
**APPLICATION FOR PERSONAL LEAVE**

NAME (print) \_\_\_\_\_ Employee ID # \_\_\_\_\_  
SCHOOL/OFFICE \_\_\_\_\_  CERTIFICATED  CIVIL SERVICE

**Personal Leave of Absence During School Hours**

Except as hereinafter provided, any certificated employee may, with the approval of the administrator or immediate supervisor, be absent without loss of pay for a total of three (3) days in any school year from August 1 through July 31 and any regular non-teaching employee may, with the approval of the immediate supervisor, be absent without loss of pay a total of three (3) days in any school year from September 1 through August 31.

The following employees are excluded from the benefit of this section: casual, emergency, seasonal, substitute, student, university student, any listed in Schedule G of the Professional Salary Schedule. Any questions should be directed to Human Resources where a complete list is maintained.

The application for personal leave must be submitted for approval to the administrator or immediate supervisor and approved in accordance with the provisions of the appropriate labor agreement. Approval shall be granted upon proper completion of the prescribed form except where the administrator or immediate supervisor determines that adequate staffing cannot be maintained.

Personal leave days shall be made available during the school year August 1 through July 31 to any eligible certificated teaching employee under the following conditions:

- 3 days if beginning date of employment is prior to September 30
- 2 days if beginning date of employment is in the period October through January
- Human Resources may assign up to two personal days for teachers employed after January

Personal leave days shall be made available during the school year August 1 through July 31 to any eligible non-teaching certificated employee under the following conditions:

- 3 days if beginning date of employment is prior to January 1
- 1 day if beginning date of employment is in the period January 1 through March 31
- No days if beginning date of employment is after March 31

Personal leave days shall be made available during the school year September 1 through August 31 to any eligible regular non-teaching employee under the following conditions:

- 3 days if beginning date of employment is prior to January 1
- 2 days if beginning date of employment is in the period January 1 through March 31
- 1 day if beginning date of employment is in the period April 1 through June 30
- No days if beginning date of employment is after June 30

I request that my absence of \_\_\_\_\_ day(s) on date(s) \_\_\_\_\_ be charged to my available personal leave.

Date filed \_\_\_\_\_ Signed \_\_\_\_\_

APPROVED BY:

(signature) \_\_\_\_\_

(print name) \_\_\_\_\_

Date \_\_\_\_\_ Title \_\_\_\_\_

Distribution:  
White - Treasurer (send in with applicable payroll report or payroll advice)  
Yellow - Administrator/Supervisor  
Pink - Applicant

Form #8004  
Revised - July 2011

# Statement to Justify the Use of Sick Leave

- Certificated  
 Civil Service

**SECTION I**

(To be completed by all employees)

Name \_\_\_\_\_ (Print full name) Position Title \_\_\_\_\_ (Print) School/Office \_\_\_\_\_ (Print)

I hereby certify the use of sick leave for \_\_\_\_\_ day/s or \_\_\_\_\_ hour/s for hourly employees only, beginning on \_\_\_\_\_ for the following reason:

Check **A** or **B** and **C** if applicable

<p><b>A.</b> <input type="checkbox"/> Personal Illness</p>	<p><input type="checkbox"/> Personal Injury</p>	<p><input type="checkbox"/> Pregnancy</p>
<p><b>B.</b> <input type="checkbox"/> Illness or injury in immediate family.* Member identified below.</p> <p>Name _____ (Member of immediate family)</p>	<p><input type="checkbox"/> Death in immediate family.* Member identified below.</p> <p>Relationship _____</p>	
<p><b>C.</b> <input type="checkbox"/> Medical care was received. If checked, complete information requested at the right and see SECTION II on the reverse side.</p>	<p>Name of Physician _____</p> <p>Date/s consulted _____ Address of Physician _____</p>	

\* Immediate family includes: parent, step-parent, child, step-child, spouse, sister, brother, aunt, uncle, nephew, niece, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law.

I understand that falsification of this statement is grounds for suspension or termination of employment under Sections 124.38 and 3319.141 of the Ohio Revised Code.

\_\_\_\_\_ (Date) \_\_\_\_\_ (Signature of employee)

**File this statement promptly after each absence with your immediate supervisor who is responsible for the payroll report.**

Cat. #8003

## Physician's Statement

**SECTION II**

Part **A** or **B** must be completed by Civil Service employees who:

- Are absent more than five (5) days because of personal illness, personal injury or pregnancy, or are absent more than five (5) days because of illness or injury in the immediate family. (Employees who because of religious convictions object to using the services of a medical doctor may have this certificate signed by a Christian Science practitioner, or by a comparable official of any other sect to which they may belong.)
- Have been placed on one (1) day medical notice.

**PART A:**

To be completed for personal illness, personal injury or pregnancy.

**PART B:**

To be completed for illness or injury in immediate family

This is to certify that \_\_\_\_\_ (Employee's name - Print)  
 has been under my professional care from \_\_\_\_\_ (Date)  
 through \_\_\_\_\_ (Date) because of \_\_\_\_\_ (Nature of Illness or Injury)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This is to certify that the illness or injury of \_\_\_\_\_ (Name of Immediate Family member)  
 was of such nature that \_\_\_\_\_ (Name of Employee - Print) be absent  
 from his/her assigned duty for \_\_\_\_\_ day(s) \_\_\_\_\_ hour(s).  
 (Number) (Number)

Date(s) of absence \_\_\_\_\_ (Nature of Illness or Injury)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Date)

(Signature of Physician)

All Cincinnati Public Schools' staff has a special responsibility to be role models for students and representatives of the District to parents and the community. Employees are expected to conduct themselves in a professional manner at all times.

## Facilities Dress and Code of Conduct

- All employees should dress and be groomed in a professional manner.
- Uniforms are provided for all craftsmen and custodial staff.
- Every employee must wear an identification badge at all times. Badges are issued by the CPS Security Office and available in the Employee Care Center.
- Every employee must swipe IN and OUT of every building.

**The following action may lead to a recommendation of disciplinary action. This list does not include all prohibited conduct but is intended to suggest the types of conduct that will not be condoned.**

- Smoking on Cincinnati Public Schools property.
- Theft
- Deliberate damage to, or destruction of, school property or property of another.
- Falsification of any school record or employment application.
- Negligent conduct while on duty, resulting in personal injury or property damage.
- Illegally possessing, using, selling or buying controlled substances or other intoxicants during work hours, or reporting to work under the influence of alcohol or controlled substances.
- Unauthorized use of school property and equipment.
- Use of abusive, profane language or inappropriate language toward students, visitors or other employees.
- Disorderly conduct on school property or while on duty, including fighting, threatening or attempting to inflict bodily harm on another person.
- Unauthorized absence or misuse of leave.
- Engaging in immoral conduct.
- Insubordination, refusal to follow a Principal's, Director's, Manager's, Supervisor's or Building Engineer's reasonable instruction.
- Use or possession of any dangerous weapon on school property.
- Deliberate disregard of established Safety & Health practices.



OFFICE OF FACILITIES



## **Department-related Board Policies and Procedures**



PREPARING STUDENTS  
**FOR LIFE**

**Cincinnati CITY SCHOOL DISTRICT**  
**ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> Facilities Planning	
Procedure No. 7100, 7010, 8100, 8105	<b>Eff. Date</b> 8/24/2009
<b>Implements Board Policy(ies)</b> <u>7100</u>	<b>Last Reviewed:</b> 6/10/2019

**1. Background**

CPS strives to provide the best facilities that can be obtained from available resources. This requires planning, design, construction and repairs to keep buildings current and provide necessary and appropriate academic space.

**2. Responsibilities**

Title: Facilities

Address: 2315 Iowa Avenue

Phone: 513-363-0747

Cell Phone:

To provide proper care of each school building and property within the Cincinnati Public Schools district. Copies of CPS Design Standards shall be kept in the Facilities Department. The work order system shall be operational at all times.

**3. Action Steps**

CPS Design standards shall be updated to reflect changes to industry standards and education delivery methods. Work order system shall be available online for building repair requests. Monthly school visits to assess building condition shall be documented.

**4. Equity Consideration**

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**5.**

<b>Document Title</b>	<b>Description</b>	<b>Last Reviewed</b>
<b>1. CPS Design Standards</b>		<b>4/2010</b>
<b>2. Principal Monthly Site Visit</b>		<b>2/2019</b>
<b>3.</b>		

**6. Additional Information**

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**Cincinnati CITY SCHOOL DISTRICT**  
**ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> Donations for Building and Grounds Project	
Procedure No.	<b>Eff. Date</b> 8/24/2009
<b>Implements Board Policy(ies)</b> <u>7230.01</u>	<b>Last Reviewed:</b> 5/18/2012

**1. Background**

The Board of Education encourages parents, alumni partners and other donors who offer financial contributions to make improvements to Cincinnati Public Schools buildings and grounds.

**2. Responsibilities**

Title: Facilities	
Address: 2315 Iowa Avenue	
Phone: 513-363-0747	Cell Phone:
Select professional design consultants and award contracts for all improvements to property and facilities operated by Cincinnati Public Schools.	

**3. Action Steps**

Support the mission and action of CPS. Increase the involvement of the community in supporting CPS to achieve its strategic objectives. Support academic achievement and/or enhance the operational environment of the school.



**4. Equity Consideration**

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**5.**

<b>Document Title</b>	<b>Description</b>	<b>Last Reviewed</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

**6. Additional Information**

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**Cincinnati CITY SCHOOL DISTRICT**  
**ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> Commemoration of School Facilities	
Procedure No. 7000 Property	<b>Eff. Date</b> 9/2/2009
<b>Implements Board Policy(ies)</b> <u>7250</u>	<b>Last Reviewed:</b> 9/2/2009

**1. Background**

The naming of school building and grounds in entirety or in part is a function of the Board of Education. All requests for the naming of Board of Education property in part or whole shall include the written recommendations of school and interested community groups as a condition of consideration by the Board.

**2. Responsibilities**

Title: Facilities	
Address: 2315 Iowa Avenue	
Phone: 513-363-0747	Cell Phone:
Proper care of each school building and property within the Cincinnati Public Schools district.	

**3. Action Steps**

The Board shall approve any school name change.

**4. Equity Consideration**

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**5.**

<b>Document Title</b>	<b>Description</b>	<b>Last Reviewed</b>
1.		4/2010
2.		2/2019
3.		

**6. Additional Information**

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**Cincinnati CITY SCHOOL DISTRICT**  
**ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> Disposition of Surplus Property, Not Including Real Estate	
Procedure No. : 7000 Property	<b>Eff. Date</b> 8/24/2009
<b>Implements Board Policy(ies)</b> <u>7310</u>	<b>Last Reviewed:</b> 8/24/2009

**1. Background**

The Board of Education requires the Superintendent to review the property of the District periodically and to dispose of the material and equipment which is no longer usable in accordance with the terms of this policy.

**2. Responsibilities**

Title: Facilities

Address: 2315 Iowa Avenue

Phone: 513-363-0747

Cell Phone:

The Curriculum Department shall review and evaluate instructional materials (textbooks, manuals, library books, support material, etc.). Facilities will coordinate recycling of books identified as obsolete by Curriculum. An inventory of equipment shall be maintained by Facilities.

**3. Action Steps**

Equipment and other property can be sold to the highest bidder, by donation to appropriate parties or by proper waste removal.

**4. Equity Consideration**

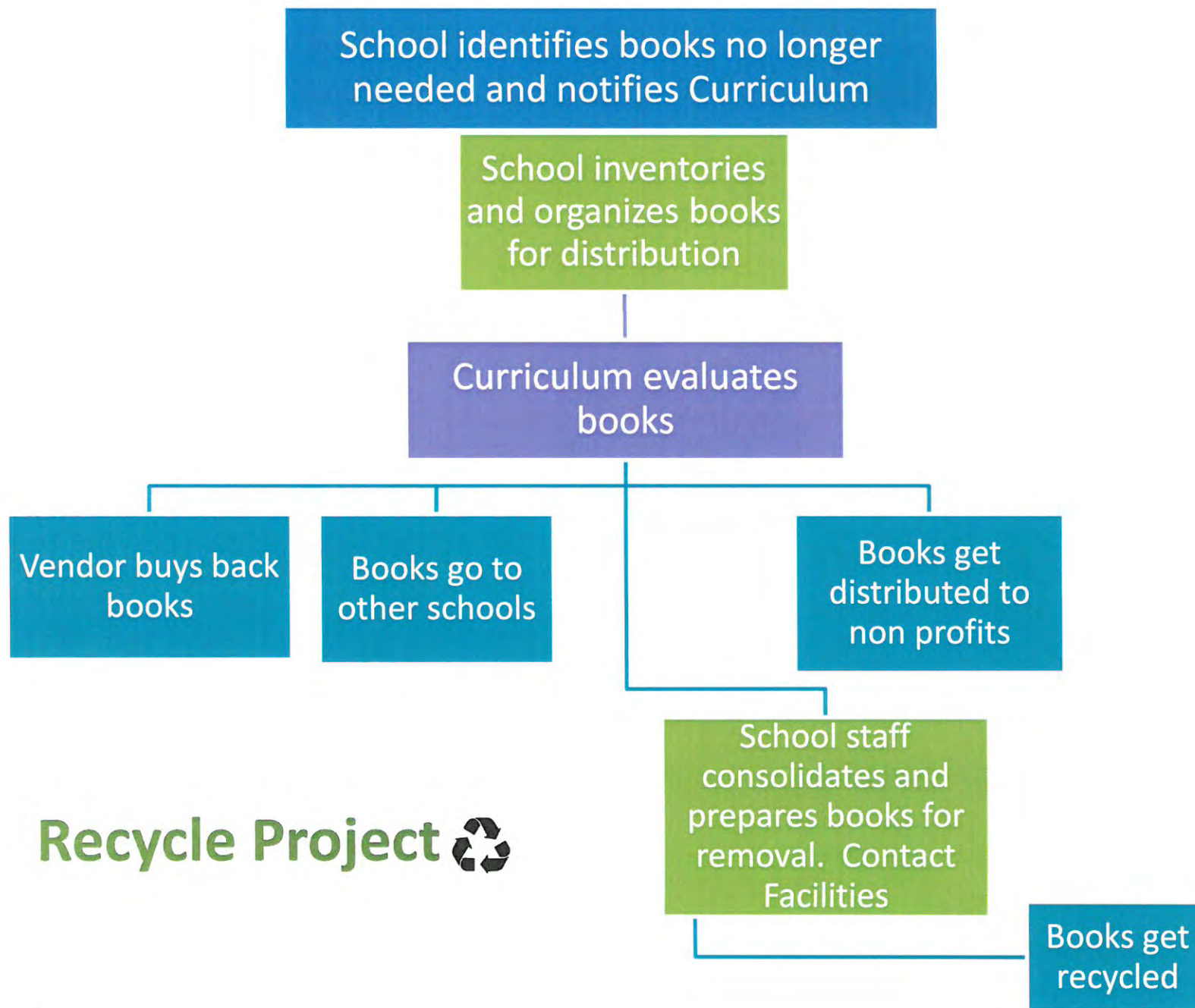
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**5.**

<b>Document Title</b>	<b>Description</b>	<b>Last Reviewed</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

**6. Additional Information**

<b>R.C. 3313.40</b> <b>R.C. 3313.41</b>
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**Cincinnati CITY SCHOOL DISTRICT**  
**ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> Maintenance	
Procedure No. 7100, 7110, 7120, 7130, 7140	<b>Eff. Date</b> 8/24/2009
<b>Implements Board Policy(ies)</b> <u>7410</u>	<b>Last Reviewed:</b> 12/1/2018

**1. Background**

Quality state of the art school buildings shall be provided and maintained.

**2. Responsibilities**

Title: Facilities	
Address: 2315 Iowa Avenue	
Phone: 513-363-0747	Cell Phone:
Facilities shall provide maintenance, repairs and improvements to all CPS buildings.	

**3. Action Steps**

Repairs and replacement of buildings, infrastructure and equipment. Preventative maintenance programs industry best practices shall be implemented. Intensive summer cleaning programs shall be included at every school.

**4. Equity Consideration**

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**5.**

<b>Document Title</b>	<b>Description</b>	<b>Last Reviewed</b>
<b>1. Custodial Maintenance Procedures</b>		
<b>2. Building Equipment Scorecard</b>		
<b>3.</b>		

**6. Additional Information**

<b>Work order system data is available online.</b>
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**Cincinnati CITY SCHOOL DISTRICT**  
**ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> Conservation of Natural and Material Resource	
Procedure No. 8020, 8030	<b>Eff. Date</b> 8/24/2009
<b>Implements Board Policy(ies)</b> <u>7460</u>	<b>Last Reviewed:</b> 12/1/2018

**1. Background**

CPS Facilities shall be designed, constructed and operated to conserve energy and natural resources and to be as environmentally responsible as resources allow.

**2. Responsibilities**

Title: Facilities	
Address: 2315 Iowa Avenue	
Phone: 513-363-0747	Cell Phone:
Proper care of each school building within the Cincinnati Public School district to ensure optimal equipment performance. Ongoing evaluation of energy consumption, utility costs and industry best practice.	

**3. Action Steps**

Monitor energy consumption daily. Analysis of equipment and efficiency. Design and installation of energy saving devices. Waste recycling programs.

**4. Equity Consideration**

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**5.**

<b>Document Title</b>	<b>Description</b>	<b>Last Reviewed</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

**6. Additional Information**

<b>Jade Track energy consumption data, retro-commissioning data and recycling data is available in the Facilities Department.</b>
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**Cincinnati CITY SCHOOL DISTRICT**  
**ADMINISTRATIVE PROCEDURES**

Procedure Name Lending of District Equipment	
Procedure No.	Eff. Date 8/24/2009
Implements Board Policy(ies) <u>7530</u>	Last Reviewed: 12/1/2018

**1. Background**

Lending equipment by written request of the user and approval granted by the Superintendent or designee.

**2. Responsibilities**

Title: Facilities	
Address: 2315 Iowa Avenue	
Phone: 513-363-0747	Cell Phone:
Proper care and accounting of each school building including custodial equipment, lawn care equipment, mechanical equipment and small engine equipment within the Cincinnati Public Schools district.	

**3. Action Steps**

Written request shall be received and/or approved by the school Principal and/or Facilities. Tracking log shall be completed and kept on file in the Facilities office. Evaluation of condition of equipment upon release and return.

**4. Equity Consideration**

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**5.**

<b>Document Title</b>	<b>Description</b>	<b>Last Reviewed</b>
<b>1. Lent Equipment in development</b>		<b>2/2019</b>
<b>2. Superintendent's Administrative Guidelines</b>		
<b>3.</b>		

**6. Additional Information**

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**Cincinnati CITY SCHOOL DISTRICT**  
**ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> Use of District Facilities and Property	
Procedure No. 7000 Property	<b>Eff. Date</b> 8/10/2015
<b>Implements Board Policy(ies)</b> <u>7510</u>	<b>Last Reviewed:</b> 12/1/2018

**1. Background**

To support the community learning center model, use of the school building and ground for school sponsored curricular and co-curricular activities and community use.

**2. Responsibilities**

Title: Facilities	
Address: 2315 Iowa Avenue	
Phone: 513-363-0747	Cell Phone:
Proper care of each school building and property within the Cincinnati Public Schools district.	

**3. Action Steps**

Schedule of fees to incur as a result of using a district facility, unless waived by Director of Facilities or Principal, Insurance coverage of \$1 million per occurrence, names of employees, board members, volunteers, and CPS as additional insurers, use of equipment, financial liability and security and safety. Building rental application form completed and submitted approval by school Principal/or Facilities Director. Copies of application forms, proof of insurance and related documents shall be kept on file in the Facilities office.

**4. Equity Consideration**

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**5.**

<b>Document Title</b>	<b>Description</b>	<b>Last Reviewed</b>
<b>1. Building Rental Form</b>		
<b>2. Proof of Insurance</b>		
<b>3.</b>		

**6. Additional Information**

<b>Jade Track energy consumption data, retro-commissioning data and recycling data is available in the Facilities Department.</b>
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