

Facilities / Maintenance and Operations

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DID YOU KNOW THAT DURING THE 2013-2014 SCHOOL YEAR:

- Staff supported the construction of the new alternative education campus adjacent to the Marin County Office of Education Administrative Offices including preparing staff, students, parents, law enforcement and community partners, for the start-up of the new school program in the fall of 2014.
- Implemented vehicle use protocols and driver training for MCOE vehicles and staff assigned to driving to support student program and operations.
- Supported emergency preparedness training for MCOE staff, procurement of emergency supplies, and coordination with local public safety officials of emergency response drills and hosting of Marin Schools Emergency Preparedness Council meetings.
- Implemented waste management efforts to increase recycling and reduce and minimize solid waste production, resulting in significant and on-going savings.
- Coordinated mandated topics, safety and personnel trainings through the use of Keenan's Safe School on-line trainings.
- Worked with County of Marin, Marin Energy Watch Partnership and Business Office to coordinate and conduct mechanical and lighting audits at all MCOE sites and rural school districts to identify energy efficiency projects and upgrades that are eligible for funding through Proposition 39.
- Coordinated and hosted Marin County School District Maintenance Directors' meetings, to nurture networking and support opportunities.
- Coordinated and supported Special Education classroom relocations.



WORK IN PROGRESS IN 2014-2015:

- Provide support for completion of all details to prepare for operations at new campus and transition of alternative education programs to new campus.
- Continue efforts with County of Marin, Energy Watch Partnership, and Business Office to complete and submit expenditure plans to California Energy Commission for Proposition 39 energy efficiency upgrades at MCOE sites.
- Development of systems to distribute surplus assets and instructional supplies to school programs.
- Continue efforts in efficient management of waste streams at MCOE operated campuses to increase recycling efforts, reduce and minimize solid waste production, and increase on-going savings.
- Develop data base systems to support increased organizational access to critical information regarding facilities, facilities focused vendor contact information, and student programs.
- Continue hosting Marin County School District Maintenance Directors' and Marin Schools Emergency Preparedness Council meetings.



DATES TO REMEMBER:

**Maintenance Directors' Meetings
Marin Schools Emergency Preparedness Council Meetings**

September 18, 2014

November 13, 2104

January 8, 2015

March 12, 2105

May 14, 2015

Annual Countywide Mandated Topics Training for Maintenance and Custodial Staff

April 2015 (Date TBD)