

NWABSD PROPERTY SERVICES DEPARTMENT

Department Organization:

- Kotzebue Crew Size: 1-Director, 1-Electrician, 1-Plumber, 1-Carpenter (all licensed), 3-District Maintenance Persons, 1-Mechanic, 1 Shipping/Receiving, 1-Mailman/Driver, and 1-Office Manager.
- Site Maintenance person - Each site has one maintenance person except for Noorvik which has two. The BPO's are hired by the Director of Property Services and are supervised by the site Principal.
- Site Custodians - The number of custodians vary per site, they are hired and supervised by the site Principal, except in Kotzebue where the custodians are hired and supervised by the Director of Property Services.

Purchasing:

- Custodial Supplies – Custodial supplies have been ordered and are being mailed directly to your site. As you run out of supplies, you may FAX requests to the Property Services department in Kotzebue for specific items.
- Maintenance Parts and Supplies - requests should be FAXed to the Property Services department. If the item(s) are in stock they will be shipped immediately. If out of stock the Property Services department will order the item(s), which typically takes 2-3 weeks to receive.
- Site Purchases - Purchase Orders (PO's) will be issued to the Native Stores or IRA's for gas/oil and other small purchases of maintenance related items.

Work Requests:

- Work requests are generated by anyone desiring some type of work to be performed on our facilities (school buildings and housing), faculty and staff should write the request and submit it to the site Principal for review and approval. If the work can be done on site, the work request is given to the BPO, if it is a request beyond the capability of the BPO, it should then be FAXed to Property Services Department in Kotzebue for job assignment. At the Kotzebue Schools, all work requests are channeled through the Principal for review and approval then sent to the Property Services Department for action.

Remodel or Renovation Requests:

- Requests for remodel or renovation should be written up on a work request, reviewed and signed by the site principal and forwarded to Property Services department in Kotzebue. As money for these requests are not in the normal operating budget, they will move to a special list for prioritization and funding in the spring.

Inspections:

- State Fire Marshall - yearly, generally in April, the Director of Property Service travels with the Fire Marshall and conducts an inspection with each site principal. A copy of the inspection report is given to the site principal.
- Coast Guard - yearly, the inspections are conducted on the fuel oil fill lines leading from the river to the tank farm. The Property Service department receives the report and is responsible for correcting any deficiencies.
- Insurance Inspections – Our insurance company requires two Insurance Inspections per year, generally in September & January. These self-inspections are sent to the Property Services department for consolidation and are forwarded to the Insurance Company.
- Fire Alarm Inspections - A fire alarm inspection and repair is conducted each year by a contractor and our own electrician.
- Fire Sprinkler System Inspections - An annual inspection is performed by a contractor. Currently, only Buckland, Selawik and Kotzebue Schools have sprinkler systems.
- Fire Extinguisher Inspection - An annual inspection, performed by a contractor for all hand held extinguishers and kitchen hood suppression systems is conducted each summer.
- State Health & Safety (Alaska State Environmental Conservation Office) - Annual inspection for each site. The inspection covers kitchen use and building safety.
- Asbestos Inspection - These inspections are required every three years.

Vehicle Use:

- Motor Pool - In Kotzebue there are 5-Pickups, 1-Suburban, 1 mail truck, 1 large flatbed truck, 2 vans and 1-School Bus. Each Site has a ground and snow vehicle. Kiana, Noatak and Shungnak also have pick-up trucks.
- Vehicle Assignment - In Kotzebue, vehicles are assigned as needed by the Property Service department on a first come first serve basis.

Facility Keys:

- By policy, the Site Principal's are responsible for issuing keys at their respective sites, further the policy states **“Only the Principal is to have a site master key”**. A site master key is issued to the BPO by the Property Services Department. The custodial keys are issued by the site Principal.
- Requests for additional keys or key/core changes should be submitted to the Property Services Department in Kotzebue.
- Control Keys are periodically sent sites to change lock cores but **must** be returned to the Property Services Department in Kotzebue.

Facility Security:

- The Kotzebue schools and District Office have a motion detector type of security system installed in the buildings. This system is armed at night and disarmed in the morning, access when the system is armed is limited to personal with access codes. The system is monitored by Guardian Security in Anchorage, if the system alarms, it automatically calls Anchorage and Guardian Security calls various personnel in Kotzebue.
- Our village schools also have motion detector type security systems however, they are not monitored by Guardian Security in Anchorage. These systems have interior and exterior horns that alarm when they are triggered.

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