



**Columbus City Schools  
Buildings and Grounds Standard Operating Procedures**

**TO:** Building Administrators, Head Custodians and Secretary to Principal  
**FROM:** DeJuan Hood, Director, Buildings and Grounds  
**RE:** **EMERGENCY CONTACTS**  
**DATE:** August 1, 2018

**Plan Mission:** Issue Emergency Contacts to call in the event there is an emergency maintenance need during non-school days or after Buildings & Grounds Customer Service hours, Monday-Friday, 7:00 am – 4:00 pm. An emergency is defined as a problem or concern requiring immediate attention or repair and which cannot wait for the next workday. The Emergency Contact will respond or assign staff as necessary.

**Our Vision:** To provide and maintain quality conditions for the students, faculty, staff and visitors in support of the district’s goal of promoting learning environments that are student-centered, efficient, and stable.

**Core values:** Accountability, collaboration, knowledge sharing, recognition, and stewardship.

<u>BUILDINGS AND GROUNDS</u>	<u>EMERGENCY CONTACT</u>	<u>PHONE NUMBER</u>
<u>WORK CATEGORY</u>		<u>CELL</u>
Boilers, painting, graffiti	Nick Brown	(614) 679-7603
Plumbing, drains, gas leaks	Dan McKinney	(614) 499-4608
Landscape	James Rensel	(614) 499-3019
Entry, Security Codes/Alarm Panels	Jack Fox	(614) 207-1668
Heating, ventilating, air conditioning	Matt Wolfe	(937) 371-6151
Carpentry, windows, roof leaks, locks, secure building	Paul Mathers	(740) 817-2722
Electrical, power outages scoreboards, fire alarms	Dustin Morrow	614) 929-0190
Energy Management/ HVAC	Jeff Roe	(614) 623-6048

**CUSTODIAL SERVICES**

When additional custodians are needed or overtime is required as a result of building damage, contact the assistant supervisor who supervises that particular building.

		<u>CELL</u>
Custodial emergencies	David Howell	(614) 329-4922
	Anthony Ligon	(614) 638-0715
	Lawrence Barnett	(614) 679-9012
	Arthur Brown	(614) 204-0490
	Gail Lewis	(614) 772-1219

**FLEET SERVICES**

		<u>CELL</u>
Board owned vehicles	Tony Michael	(614) 679-8056
	Jeff Vrabel, Sr.	(330) 565-5333

**SAFETY & SECURITY**

		<u>CELL</u>
Safety & Security	Chris Ward	(614) 578-4766
Metro Safety & Security (Monitoring)		(614) 365-8876

**BLOODBORNE PATHOGEN EXPOSURE**

Any employee having a bloodborne pathogen exposure is to report the incident to Health Services as soon as possible before the end of the workshift, but no later than 12 hours after the incident.

		<u>CELL</u>
Health Services	Kate King	(614) 571-7639