



**Columbus City Schools**  
Office of Buildings and Grounds  
**Emergency Contacts - SOP**

**TO:** Building Administrators, Head Custodians and Secretary to Principal  
**FROM:** DeJuan Hood, Director, Buildings and Grounds  
**RE:** **EMERGENCY CONTACTS**  
**DATE:** November 2, 2021

**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 safe.

**Purpose:** To establish Emergency Contacts to call in the event there is an emergency maintenance need that occurs 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 which cannot wait for the next workday. The Emergency Contact will respond or assign staff as necessary.

<u><b>BUILDINGS AND GROUNDS</b></u>	<u><b>EMERGENCY CONTACT</b></u>	<u><b>CELL</b></u>
<u><b>WORK CATEGORY</b></u>		
Director	DeJuan Hood	(847) 445-8435
Painting, graffiti	Nick Brown	(614) 679-7603
Plumbing, boilers, drains, gas leaks	Dan McKinney	(614) 499-4608
Landscape	James Rensel	(740) 971-3718
HVAC East region: Mechanical Issues	Everett Cavendish	(614) 394-6318
HVAC West region: Mechanical Issues	Patrick Edwards	(614) 282-7086
Carpentry, windows, roof leaks, locks, secure building	Paul Mathers	(740) 817-2722
Electrical, power outages, scoreboards, fire alarms, elevators	Dustin Morrow	614) 929-0190
Energy Management/ HVAC Schedules	Jeff Roe	(614) 623-6048
Maintenance Service Supervisor	Timothy Sergent	(220) 465-3066

**CUSTODIAL SERVICES**

When additional custodians are needed or overtime is required as a result of building damage, contact the custodial supervisor.

<u><b>Custodial emergencies</b></u>		<u><b>CELL</b></u>
	David Howell	(614) 329-4922
	Anthony Ligon	(614) 638-0715
	Kevin Brooks	(614) 929-8378
	Earl Brown	(614) 937-3992
	Lawrence Barnett*	(614) 679-9012

\*Director (contact as last resort)

**FLEET SERVICES**

<u><b>Board owned vehicles</b></u>		<u><b>CELL</b></u>
	Tony Michel	(614) 679-8056
	Steve Andrews	(937) 681-8642
	Ron Tumblin	(614) 905-2422

**SAFETY & SECURITY**

<u><b>Safety &amp; Security Director</b></u>		<u><b>CELL</b></u>
Safety & Security Director	Chris Ward	(614) 578-4766
Metro Safety & Security (Monitoring)		(614) 365-8876
24 hours: Entry, Security Codes/Alarm Panels	Safety/Security Alarm Crew	(614) 440-3293

**BLOODBORNE PATHOGEN EXPOSURE**

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

<u><b>Health Services</b></u>	<u><b>PHONE</b></u>
	(614) 365-5824