



**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 22, 2019

**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 goal to promote 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>CELL PHONE NUMBER</u>
<u>WORK CATEGORY</u>		
Director	DeJuan Hood	(847) 445-8435
Boilers, painting, graffiti	Nick Brown	(614) 679-7603
Plumbing, drains, gas leaks	Dan McKinney	(614) 499-4608
Landscape	James Rensel	(740) 971-3718
Entry, Security Codes/Alarm Panels	Matt Skunda	(614) 390-3920
HVAC Mechanical Issues	Everett Cavendish	(614) 394-6318
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 Schedules	Jeff Roe	(614) 623-6048

**CUSTODIAL SERVICES**

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

Custodial emergencies

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

\*Director (contact as last resort)

**FLEET SERVICES**

	<u>CELL</u>
Board owned vehicles	Tony Michel (614) 679-8056
	Steve Andrews (937) 681-8642
	Ron Tumblin (380) 997-7411

**SAFETY & SECURITY**

	<u>CELL</u>
Safety & Security Director	Chris Ward (614) 578-4766
Metro Safety & Security (Monitoring)	(614) 365-8876
24 hours	(614) 440-3293

**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