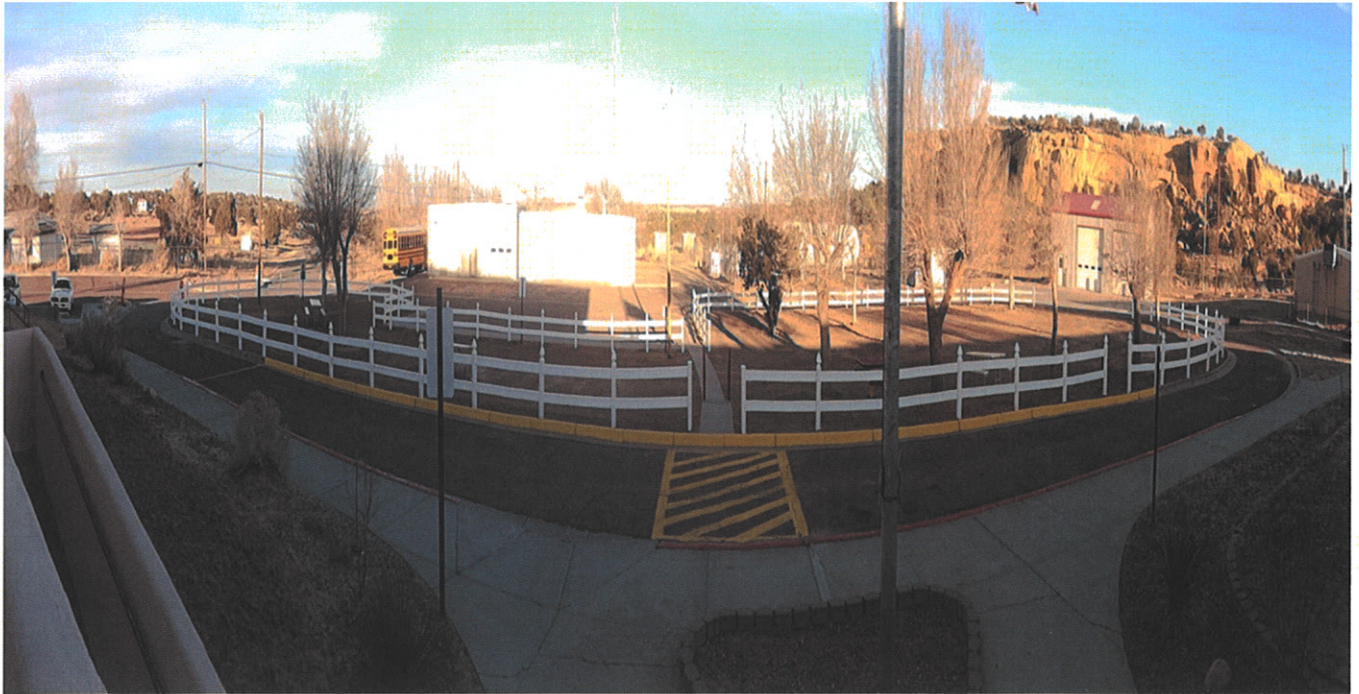


**Chilchinbeto Community School, Inc.**  
**PO Box # 740**  
**Kayenta, Arizona 86033-0740**  
**(928) 697-3800 Ext.1112**  
**(928) 697-3448**

**FACILITY MANAGEMENT POLICIES & PROCEDURES**



**Approved By:**

*Phyllis J. Henry*  
\_\_\_\_\_  
School Board

7/01/20  
\_\_\_\_\_  
Date

# FACILITY MANAGEMENT

## Table of Content

Chilchinbeto Community School Organization Description.....	3
Vision Statement.....	3
Goals.....	3
Facility Management’s Mission Statement.....	4
Facility Program Description.....	4
Facility Operation Program.....	4-5
Facility Maintenance Program.....	5-7
General Programs:.....	7-9
A. Facility Responsibilities.....	7
B. Heating.....	7
C. Electrical.....	7
D. Water System.....	8
E. Sewage System.....	8
F. Grounds and Streets.....	8
G. Fixtures.....	8-9
H. Building.....	9
I. Refuse Collection and Solid Waste Disposal.....	9
J. Janitorial Services.....	9
K. General Information.....	14-16
L. Utilities and Telephone.....	16
M. Minor Repairs and Facilities.....	16
N. Cooperation and Training.....	16
O. Facilities Improvement and Repairs.....	16
P. Government Facilities.....	17-18
Q. Quarter Management.....	18-19
R. Inventory.....	19
S. Asbestos Abatement Plan.....	19-20
T. Government Facilities.....	20-24

**Chilchinbeto Community School Organization Description:** Chilchinbeto Community School, Inc. was a Bureau of Indian Affairs operated school up to June 30, 1997. The school converted to a Tribally Control Grant School status on July, 1997 under the authority of Public Law 100-297.

**School Mission Statement:** *We, the educators, parents, and staff members of Chilchinbeto Community School, Inc., will develop and enhance the mental, emotional, social, physical, and spiritual growth of our children to become versatile, caring and contributing members of society.*

**Vision Statement:** Learn today, lead tomorrow

**School Services and Goals:**

- The school will provide excellent educational services and safe environment for all students, staff and community members.
- To provide quality education to meet the mandates of the Navajo Nation and Federal Government by promoting unity and harmony within the schools and community, this will place a positive impact on the students and give them the incentive of self-discipline and to be independent.
- Focus on parent involvement and to develop a committee to involve parents to participate in various school events and activities.
- By providing a safe, positive, organized, and healthy educational environment for students to grow:
  - Safety – All school buildings and grounds will be maintained and compliant with all safety regulations: The safety of the students, staff and visitors is our main priority. CCSI is a drug-free campus.
  - Positive – All staff, faculty and board members will give students a pat on the back for achievements in all areas of their programs to give them a sense of accomplishment and security: Personnel in contact with students should portray a positive attitude and be available to the need of students when needed.
  - Organized and Healthy – Continue with finalization of policies and procedures, upon completion of the handbook/policies & procedures school personnel need to be aware of the changes and implementation of these guideline. In reference to creating a healthy environment to ensure the students and community of their nutritional needs.

## **FACILITY MANAGEMENT POLICY AND PROCEDURES**

### **Facility Management's Mission Statement:**

It is the mission of Chilchinbeto Community School Facility Management, with the total commitment of maintenance personnel, to provide a safe and healthy environment that is conducive to a good learning atmosphere by maintaining buildings and grounds in good condition and appearance.

### Facility Program Description

The Facility Management is a support program to Chilchinbeto Community School by providing maintenance, custodial and security of buildings, grounds, quarters, and other government entities.

#### I. Facility Operation Programs

A. The Facility Operation Program is designed and tailored to meet the expressed and anticipated needs of the facility users. The program to facilitate this requirement is the computerized Facilities Management Information System (FMIS)/Maximo. The school Facility Management is to plan operations, which includes, but not limited to, utilities, custodial, grounds, GSA rental, communication, guard services, refuse, and support services. Chilchinbeto Community School Facility Management shall provide for custodial supplies for all plant facilities at Chilchinbeto location; to maintain real property facilities and equipment and personal property items at a level that will keep the facilities and equipment in safe and acceptable conditions as follows:

1. Chilchinbeto Community School's Facility Management shall be responsible for establishing, coordinating, managing, and performing an efficient site operation, which includes custodial, and grounds keeping, maintain the site facilities and grounds in a safe and acceptable condition at Chilchinbeto Community School.
2. Chilchinbeto Community School's Facility Management shall be responsible for providing supervision and management to fully carry out the requirements

set forth in this contract in accordance with all federal building codes and regulations.

3. Chilchinbeto Community School's Facility Management shall be required to establish, coordinate, and maintain a work request system using the FMIS work ticket program which affords necessary time data and record keeping essential for an efficient site operations program.
  4. Maintenance and repair exceeding \$2,500 in labor and/or materials cost per occurrence is considered beyond the scope of the contract, must be encoded in the FMIS/Maximo backlog and should be provided through an Annual Work Plan (AWP). If funds are available and the Awarding Official's Technical Representative (AOTR) agrees, additional funds may be spent by Chilchinbeto Community School Facility Management. Minor Improvement and Repair (MI&R) projects shall be cleared through the AOTR. Each occurrence must be entered in the FMIS/Maximo backlog.
  5. Chilchinbeto Community School's Facility Management shall implement the Facility Management Annual Work Plan, which becomes a part of this contract by reference. This Annual Work Plan will be reviewed each year of the term of the contract, adjusting the rate of performance of functions according to the funds available.
  6. Any modification or alteration to government-owned facilities must have prior written request to, and written approval from the Awarding Official (AO).
- B. Operations: This term applies to that program which provides for the distribution of utilities and the furnishing of services essential to the conduct of school activity programs at this installation including both buildings and site.
- C. Regular Site Operations: Regular site operations are normal recurring work; such as custodial and grounds keeping, and is necessary to the upkeep of site facilities within the capabilities of the contract maintenance forces.
- D. Site Emergency Work: Work requiring unscheduled attention. This includes instances where delay would endanger lives, damage government property or seriously impair the residential routine. The work is accomplished both during and after regular working hours (24 hours a day) including Saturdays, Sundays, and holidays. Emergency work shall include, but is not limited to: gas leaks, exposed energized wires, arcing in electrical circuits, waterline breakage, roof leaks, leaks of fixtures or fittings, main water breaks, and sewage overflow or stoppage. Emergency-type work shall be responded to immediately and treated upon the merits of each case.

## II. Maintenance Program

- A. Chilchinbeto Community School Facility Management is designed and tailored to meet the expressed and anticipated needs of the facilities users. The program to facilitate this requirement is the computerized FMIS/Maximo. Chilchinbeto Community School Facility Management shall plan regular maintenance and repairs, preventive maintenance, inspections, and emergency services. Chilchinbeto Community School Facility Management shall provide for supplies for all plant facilities at Chilchinbeto location to maintain real property facilities and equipment and personal property items at a level that will keep the facilities and equipment in safe and acceptable conditions as follows:
1. Chilchinbeto Community School Facility Management shall be responsible for establishing, coordinating, managing and performing an efficient plant preventative maintenance program, inspection, and maintenance and repair program to maintain the plant facilities and grounds in a safe and acceptable condition at Chilchinbeto.
  2. Chilchinbeto Community School Facility Management shall be responsible for providing supervision and management to fully carry out the requirements set forth in this contract in accordance with all federal building site codes and regulations.
  3. Chilchinbeto Community School Facility Management shall be required to establish, coordinate and maintain a work request system using the FMIS/ MAXIMO Work Ticket Program which affords the necessary time data and record keeping essential for an efficient preventive maintenance program and repair.
  4. Maintenance and repair exceeding \$2,500 in labor and/or materials cost per occurrence is considered beyond the scope of the contract, must be encoded in FMIS/MAXIMO backlog and should be provided through an Annual Work Plan (AWP). If funds are available and the Awarding Official's Technical Representative agrees, additional funds may be spent by Chilchinbeto Community School Facility Management. Minor Improvement and Repair (MI&R) projects shall be placed on an AWP and emergencies shall be cleared through the Awarding Official Technical Representative (AOTR). Each occurrence must be entered in the FMIS backlog.
  5. Chilchinbeto Community School Facility Management shall implement the Facility Management Annual Work Plan, which becomes a part of this contract by reference. This Annual Work Plan will be reviewed each year of the term of the contract, adjusting the rate of performance of functions according to the funds available.

6. Any modification or alteration to government-owned facilities must have prior written request to, and written approval from the Awarding Official.
- B. Regular Maintenance and Repairs: Regular maintenance and repair is normal recurring work; minor repairs are the result of normal wear and tear; and preventive maintenance and inspection is necessary to the upkeep of facilities within the capabilities of the contract maintenance forces and normally these repair items do not exceed \$2,500 in labor, materials and supplies per occurrence.
1. Maintenance: The routine recurring work require to keep real and personal property (plant, building, structure, equipment, property) in such condition that may be continuously and safely utilized for its intended purpose as originally designed for capacity and efficiency.
  2. Preventive Maintenance: Consists of continued schedule acts of routine maintenance activity that keeps facilities in good working condition, such as inspecting, adjusting, lubricating, cleaning and making necessary minor repairs to the various parts and subassemblies to assure that property may serve its full life expectancy as described in that annual work plan.
  3. Emergency Work: Work requiring unscheduled attention. This includes instance where delay would endanger lives, damage government property or seriously impair the residential routine. The work is accomplished both during and after regular working hours (24 hours a day) including Saturdays, Sundays, and holidays. Emergency work shall include, but is not limited to: gas leaks, exposed energized wires, arcing in electrical circuits, leaks of fixtures or fittings, roof leaks, falling ceiling, gas leaks in refrigeration units, main water breaks, and sewage overflow or stoppage. Emergency-type work shall be responded to immediately and treated upon the merits of each case.

### III. General Program

- A. On a 24 hours a day, 7 days a week, Chilchibeto Community School Facility Management shall be responsible for plant operations, repair and maintenance, emergency work and service work to all buildings, grounds, utilities and equipment. Chilchibeto Community School Facility Management shall provide qualified employees to economically operate regulate and maintain the heating and cooling system, hot water system and any other permanently installed equipment in the building. Chilchibeto Community School Facility Management shall be responsible for executing a preventive maintenance program and inspection program. This work consists of scheduled inspection, examination, cleaning lubrication and minor adjustment not to exceed \$2,500 in materials and supplies per occurrence. Chilchibeto Community School Facility Management shall furnish operational services essential to conduct the Education and Indian Program activity at this

- installation. All equipment necessary for such repairs, adjustments and/or maintenance shall be furnished by Chilchinbeto Community School Facility Management except such equipment that the government may provide to Chilchinbeto Community School Facility Management upon request to the government. The government may not unreasonably deny use of available equipment. Chilchinbeto Community School Facility Management agrees to provide qualified operations for the equipment.
- B. Heating: Provide all labor, equipment and consumable materials and supplies required to perform maintenance, repair, preventive maintenance, inspections, and services on all heating plants and systems.
  - C. Electrical: Provide all labor and equipment required to perform maintenance, repair, and preventive maintenance, inspection and services on all electrical distribution within the facilities to the service entrance of disconnect switch serving the building, structure, etc. In the event that outside specialized services are required, Chilchinbeto Community School Facility Management shall notify appropriate person(s) and make necessary arrangements to provide these services.
  - D. Water Systems: Provide all labor and equipment required to perform maintenance, repair, and preventive maintenance, inspection, and services on all domestic water mains, service lines, distribution system and valves servicing the buildings, including the fire sprinkler system, fire mains and hydrants. The domestic water maintenance program is to include the common lawn areas.
  - E. Sewage Systems: Provide all labor and equipment required to perform repair, maintenance, preventive maintenance, inspections and service on all sewer mains, manholes and service line servicing each buildings.
  - F. Grounds and Streets: Provide all labor and equipment required to perform maintenance, repair, and preventive maintenance work on all government-owned grounds at the Chilchinbeto Community School campus, applicable structures and system, open drainage systems, dock facilities, fences, retaining walls, flag poles, walks, parking areas, recreation areas, culverts, fixed-playground equipment, park benches and tables, curbs, streets, and gutters. Performance also includes work such as caring of trees, shrubs, fertilizing, and common lawn areas, trimming trees to eliminate safety hazards such as deadwood or hanging branches. Services provided under this heading include mowing, raking, watering trimming hedges and shrubs, snow removal and street sweeping. Responsibilities also include keeping concrete sidewalks, outdoor side steps, parking area (paved or unpaved), and other similar areas surrounding the buildings free of paper scraps, cans, bottles, cigarettes butts, and other debris. Sweep or hose as necessary or as directed. Remove all snow, hail, sleet or ice from sidewalks, outside steps, dock areas, driveways or other public conveniences which are directly associated with the pedestrian vehicular approaches to the buildings, walks, and entrances.



These areas shall be cleared before expectancy of use and shall be kept clear at all times during use to the extent reasonably possible. Toxic materials harmful to the concrete, lawn, shrubbery, environment, etc., shall not be used.

- G. Fixtures: Provide labor and equipment required to perform maintenance and repair, and preventive maintenance work on fixtures and equipment normally located in buildings and permanently installed or affixed in place except as defined elsewhere. Included are items such as exhaust fans, fixed marker board, built-in lockers, installed projection screens, scoreboard, language laboratory fixtures, security stations, range hoods including related filters and duct work, and systems such as master clocks, intercom, fire sprinklers, etc. Also, included are plumbing fixtures such as water closets, lavatory sinks, bath and laundry tubs, shower heads, water heaters and all related fittings valves, etc., electrical panels, bleachers, and repair of items of equipment which are permanently connected to the utility system in the kitchen, dining facilities such as steam tables and steam kettles, domestic water lines, sewer lines, walk-in cooler, walk-in freezer, ice maker machine, refrigerator, food warmer, fruit boxes, grills, ranges, garbage disposals, grease trap and dish washers furnished in government buildings. Maintenance and repair and preventive maintenance of kitchen equipment furnished by the Bureau. The school kitchen, dining hall used for other than structural and/or commercial purposes are included in this cost feature. Excluded as a part of this contract are repair and maintenance of furnishing provided by the using activity such as rugs, draperies, furniture, lamps, radios, televisions and appliances required for instructional purposes.
- H. Buildings: Provide all labor and equipment required to perform maintenance, repair, and preventive maintenance inspection and service except as defined elsewhere on all buildings; interior and exterior architectural and structural components; interior water and sewer lines and electrical wiring including junction boxes, receptacles, wall switches and light fixtures. Also, included as part of this service are exterior and interior walls, doors, windows, roofing, gutters and downspouts.
- I. Refuse Collection and Solid Waste Disposal: Chilchinbeto Community School Facility Management shall furnish all labor, tools, materials, equipment, transportation, supervision and incidentals necessary to provide collection and disposal of refuse at the installation of Chilchinbeto Community School. Chilchinbeto Community School Facility Management may also furnish such collection and disposal services for other entities in Chilchinbeto, pursuant to separate agreements with such entities. All refuse collected shall be hauled and disposed of at a Sanitary landfill approved by State or one that meets the stipulation of the United States, EPA Regulations, 40 C.F.R. Part 257.
- J. Janitorial Services: Chilchinbeto Community School Facility Management shall provide all labor and equipment required in furnishing janitorial services for all government-owned buildings. Custodial services and frequency of performance for all buildings and rooms shall be maintained per the Facility Management Requirement and

negotiated annual work plan. Chilchibeto Community School Facility Management shall assign areas of responsibility to all janitorial personnel. All products will meet quality standards currently in effect for government-owned installations. Supply costs are to be borne by Chilchibeto Community School Facility Management.

The custodians will keep front entrances to buildings clean and free from any obstructions. All offices will be clean and furniture polished. All corridors and hallways will be clean free of obstructions. All walls and bathrooms will be clean and free of graffiti. All classrooms will be clean free from exit obstructions. All janitorial closets will be organized and uncluttered. Floors and carpets will be clean and vacuumed. All floors will be free from obstructions. Windows will be maintained clean. Lighting fixtures will be maintained in working order. All toilets and latrines will show proper sanitation. All drinking fountains will be maintained clean. General dusting will be done routinely. The Gymnasium will be maintained clean and orderly. All storage areas will be clean and uncluttered. Custodians will maintain supplies and equipment appropriately. Tools will be maintained and secured. Fire hazards will be reported. Safety practices will be observed and practiced.

#### AREAS OF RESPONSIBILITIES:

##### AREA ONE

1. Clean Building #16 Administration offices, Classrooms and Common Area, Cafeteria and Library
2. Clean Building #1623 Special Education and #1624 Navajo Language/Culture

##### AREA TWO

1. Clean Building #11, Facility Management Office/Shop; Building #1649 Fire station and Building # Gym on Mondays, Wednesdays and Fridays.

#### SUMMER AND SCHOOL BREAK CLEAN-UP OBJECTIVES

##### CLASSROOMS

1. Floors
  - a. Tile Floors
    - i. Renovate: Strip, Seal, Finish and Burnish
    - ii. Clean: Scrub, Finish and Burnish
  - b. Carpeted/Rug Areas
    - i. Renovate All: Bonnet, Extract or Combination
    - ii. Selected Renovation: Traffic Lanes and Spot Clean
    - iii. Clean: Vacuum and Spot Clean
2. Wash Windows and Doors, Inside and Out
3. Desks and Other Furniture
  - a. Strip/Sand, Repaint/Refinish
  - b. Clean and Polish
  - c. Repair/Replace

4. Woodwork and Trim
  - a. Strip/Sand, Repaint/Refinish
  - b. Clean and Polish
  - c. Repair/Replace
5. Clean Light Fixtures and Replace Bulbs/Tubes
6. Clean Blinds, Shades and Drapes
7. Clean Whiteboards and Bulletin Boards
8. Walls and Ceilings
  - a. Dry Clean (Vacuum & Dust)
  - b. Wet Clean
  - c. Paint
9. Clean Heating and A/C Vents
10. Book Lockers
  - a. Dry Clean (Vacuum or Dust)
  - b. Wet Clean and Dry

#### GYMNASIUM

1. Floor
  - a. Renovate: Scrub and Recoat
  - b. Repaint
  - c. Clean: Auto-Scrub
2. Wash Windows & Doors, Inside and Outside
3. Bleachers
  - a. Wash Seats, Mop Floor
  - b. Clean
  - c. Clean Underneath
4. Woodwork and Trim
  - a. Strip and Refinish
  - b. Clean and Polish
5. Clean Trophy Case
6. Walls and Ceilings
  - a. Dry Clean
  - b. Wet Clean
  - c. Paint
  - d. Change Light Bulbs
  - e. Clean Backboards

#### RESTROOMS, SHOWER ROOMS AND LOCKERS

1. Floors
  - a. Tile Floors
    - i. Renovate: Strip, Seal, Finish and Burnish
    - ii. Clean: Scrub, Refinish and Burnish
  - b. Slip-Resistant Flooring
    - i. Scrub w/Floor Machine & Wet Vacuum

- ii. Auto-scrub
  - c. Hard Floors
    - i. Renovate: Strip, Seal, Finish and Burnish
    - ii. Clean: Scrub, Refinish and Burnish
    - iii. Scrub Unfinished Floor
- 2. Wash Windows & Doors, Inside and Out
- 3. Acid Clean Showers (Remove Soap Scum and Hard Water Deposits)
- 4. Polish or Apply Surface Treatment: All Metal Fittings-Shower Heads, Controls, Soap Dispensers, Paper Towel Dispensers and Soap Dishes
- 5. Clean Light Fixtures and Change Bulbs/Tubes
- 6. Walls and Ceilings
  - a. Dry Clean
  - b. Wet Clean
  - c. Paint
- 7. Lockers
  - a. Dry Clean
  - b. Wet Clean
  - c. Paint

## CAFETERIA

- 1. Floor
  - a. Tile Floor
    - i. Renovate: Strip, Seal, Finish and Burnish
    - ii. Clean: Scrub, Refinish and Burnish
  - b. Unfinished Ceramic or Quarry Tile
    - i. Scrub w/Floor Machine & Wet Vacuum
    - ii. Auto-scrub
  - c. Hard Floors
    - i. Renovate: Strip, Seal, Finish and Burnish
    - ii. Clean: Vacuum and Spot Clean
- 2. Woodwork & Trim
  - a. Strip and Refinish
  - b. Clean and Polish
- 3. Clean Light Fixtures and Replace Bulbs/Tubes
- 4. Clean Shades, Blinds, and Drapes
- 5. Walls and Ceilings
  - a. Dry Clean
  - b. Wet Clean
  - c. Paint

## LIBRARY

- 1. Floors
  - a. Carpeted Areas
    - i. Renovate All: Bonnet, Extract or Combination

- ii. Selected Renovation: Traffic Lanes and Spot Clean
    - iii. Clean: Vacuum and Spot Clean
  - b. Wood Floors
    - i. Renovate: Screen, Reseal, Refinish and Burnish
    - ii. Clean: Scrub & Recoat and Burnish
- 2. Wash Windows & Doors, Inside and Out
- 3. Shelving, Desks, Tables, Chairs & Other Furniture
  - a. Strip/Sand, Repaint/Refinish
  - b. Clean and Polish
  - c. Repair and Replace
- 4. Woodwork and Trim
  - a. Strip/Sand, Repaint/Refinish
  - b. Clean and Polish
  - c. Repair/Replace
- 5. Clean Light Fixtures and Replace Bulbs/Tubes
- 6. Clean Blinds, Shades and Drapes
- 7. Clean Whiteboards and Bulletin Boards
- 8. Walls and Ceilings
  - a. Dry Clean (Vacuum & Dust)
  - b. Wet Clean
  - c. Paint
- 9. Clean Heating and A/C Registers & Vents
- 10. Clean and Polish Bright Work

#### OFFICES AND LOUNGES

- 1. Floors: Depending on condition of floors- renovate or clean
  - a. Vinyl Tile Floors
    - i. Renovate Strip, Seal, Finish and Burnish
    - ii. Clean: Scrub, Finish and Burnish
  - b. Carpeted Areas
    - i. Renovate All: Bonnet, Extract or Combination
    - ii. Selected Renovation: Traffic Lanes and Spot Clean
    - iii. Clean: Vacuum and Spot Clean
- 2. Wash Windows & Doors, Inside and Out
- 3. Shelving, Desks, Tables, Chairs & Other Furniture
  - a. Strip/Sand, Repaint/Refinish
  - b. Clean and Polish
  - c. Repair/Replace
- 4. Woodwork and Trim
  - a. Strip/ Sand, Repaint/Refinish
  - b. Clean and Polish
  - c. Repair/Replace
- 5. Clean Light Fixtures and Replace Bulbs/Tubes
- 6. Clean Blinds, Shades and Drapes

7. Clean Whiteboards and Bulletin Boards
8. Walls and Ceilings
  - a. Dry Clean (Vacuum & Dust)
  - b. Wet Clean
  - c. Paint
9. Clean Heating and A/C Vents
10. Clean and Polish Bright Work

#### HALLWAYS, CORRIDORS AND STAIRWAYS

1. Floors: Depending on condition of floors – renovate or clean.
  - a. Tile Floors
    - i. Renovate: Strip, Seal, Finish and Burnish
    - ii. Clean: Scrub, Finish and Burnish
  - b. Carpeted Areas
    - i. Renovate All: Bonnet, Extract or Combination
    - ii. Selected Renovation: Traffic Lanes and Spot Clean
    - iii. Clean: Vacuum and Spot Clean
  - c. Wood Floors
    - i. Renovate: Screen, Reseal, Refinish and Burnish
    - ii. Clean: Scrub, Recoat and Burnish
  - d. Hard Floors
    - i. Renovate: Strip, Seal, Finish and Burnish
    - ii. Clean: Scrub, Recoat and Burnish
2. Wash Windows & Doors, Inside and Out
3. Woodwork and Trim
  - a. Strip/Sand, Repaint/Refinish
  - b. Clean and Polish
  - c. Repair/Replace
4. Clean Light Fixtures and Replace Bulbs/Tubes
5. Clean Blinds, Shades and Drapes
6. Clean Whiteboards and Bulletin Boards
7. Walls and Ceilings
  - a. Dry Clean (Vacuum & Dust)
  - b. Wet Clean
  - c. Paint
8. Clean Heating and A/C Registers & Vents
9. Clean and Polish Bright Work and Hand Rails
10. Lockers
  - a. Dry Clean
  - b. Wet Clean and Dry
11. Drinking Fountains
12. Walk-Off Mats and Stair Treads
  - a. Complete Renovation
  - b. Clean

K. General:

1. All buildings and grounds shall be checked on a scheduled basis for evidence of all insects and rodents. Chilchinbeto Community School Facility Management shall provide pest control service. Chilchinbeto Community School Facility Management may continue to utilize the Bureau's Facility Management Centralized Crew to provide pest control services. The Bureau's Pest Control Program provides these services for government-owned installations and services are to be borne by Chilchinbeto Community School Facility Management through a cost reimbursable method. However, Chilchinbeto Community School Facility Management has an option to obtain the same services from an independent licensed contractor.
2. Chilchinbeto Community School's Facility Management will identify an "Emergency Request" to the AOTR, a condition which adversely affects the Instruction program of the Chilchinbeto Community School, such as: Failure of heating system, power failure, water system or other occurrence which may endanger human life or cause damage to the facilities. Chilchinbeto Community School Facility Management and government shall agree on action(s) to be taken subject to the availability of funds. Chilchinbeto Community School Facility Management will direct the local work force for temporary repair. All emergencies requests shall be forwarded immediately by the AOTR to the Arizona Navajo North District Office, Tuba City, AZ, Facility Manager and the Awarding Official. If emergency funds are not secured, the cost shall be borne by the party which incurred the cost.
3. Quarterly meetings will be held between the Awarding Official's Technical Representative and contractor to review and discuss such things as future projects, schedules, procedures and methods, performance, report, etc., as necessary.
4. Chilchinbeto Community School's Facility Management shall keep records of each maintenance activity. The record shall be such that the stock of materials kept on site is adequate for the work to prevent delays due to lack of materials. The records shall result in good control of time and materials so that the data will result in the leveling of peak loads for estimating future labor and material requirements.
5. Fire prevention shall be exercised at all times by Chilchinbeto Community School's Facility Management and its employees. Janitor closets, storage rooms, etc., shall be kept clean and free from combustible materials.

6. The government will not be responsible in any way for damage caused by fire, theft, accidental or otherwise, to contractor owned equipment or employee's personal property.
7. Chilchinbeto Community School Facility Management shall be responsible for establishing a communication system to cover emergency situations. Chilchinbeto Community School Facility Management shall provide the AOTR and designated inspector specific instructions on personnel to contact and/or system in effect for quick response to any situation that may arise.
8. The following required reports shall be submitted to the AOTR, Facility Management, Arizona Navajo North Facility Management, Tuba City, AZ.
  - i. Fire Protection Report – Weekly
  - ii. Fire Extinguisher/Hose Cabinet Report – Monthly
  - iii. Vehicle Report (Interior & GSA Vehicles)
  - iv. MI&R, FI&R and QI&R Projects submission – April of each year.
  - v. AWP, Budget Report/Facility Management Order (FMO) and Project Justification – April of each year.
  - vi. DI-134 Reports (Incident/Accident Report), including damage to government property or personal injury – within 24-hours of incident
  - vii. AHERA 6 Month Surveillance – Bi-annually (February and August)
  - viii. Energy Report – Bi-annually (April and October)
  - ix. Utility Actual Cost – April
  - x. Supplemental Funding Request – July
  - xi. Health and Safety Abatement Plans – 30 days after receipt of Inspection Report.
9. Maintenance shall conform with Bureau of Indian Affairs guidelines entitled:
  - i. Facilities Management Guides 11057. Indian Affairs Deficiency Report (NAMP-300) and Improvement Items Report (NAPM 301)



- ii. Facilities Management Guide 11055. Janitorial Management
- iii. Navajo Area Fire Protection Guide 11062, 25 BIAM Supplemental 19.
- iv. 40 CFR Part 763, Asbestos Management in the list of Guidelines.

L. Utilities and Telephone:

- 1. Chilchibeto Community School Facility Management shall provide and pay for all utilities. The contract shall be responsible for paying for telephone service as required. (Chilchibeto Community School Facility Management has the option to use the Tribal Facility Telecommunication System (FTS))
- 2. Federal Energy Conservation Guidelines will be adhered to.

M. Minor Repairs and Facilities: Any major repairs required, items over \$2,500 labor, materials and supply cost per occurrence, must be requested to the Branch of Facility Management, Arizona Navajo Central District Office, Chinle, AZ, and be encoded in the FMIS/Maximo backlog. These repairs shall be approved by Facility Management on a priority basis. The request for these repairs is done annually in the FMIS/Maximo Program titles the Supplemental Fund Request (SFR) and is due July 1.

N. Cooperation and Training: Chilchibeto Community School Facility Management and the Bureau will cooperate in meeting the on-going learning needs of employees performing maintenance and plant operation.

O. Facilities Improvement and Repair Program: Facilities Improvement and Repair (FI&R) is defined as a program function to plan, design and perform major alterations, improvements and renovation to existing government-owned facilities and equipment and to construct minor new buildings and utility system. Major alterations, improvements and renovations are project work that substantially alter or change a functional area or use of an existing facility, provide for an overall environmental improvement or restore existing facilities to original condition. Existing government-owned facilities include buildings, utility systems, structure and ground/streets or their component parts.

Chilchibeto Community School Facility Management's request submitted by January 1<sup>st</sup> of each year for the Facilities Improvement and Repair Program for government-owned facilities shall be considered by the Bureau in the development of the regular annual budget request.

1. Categories of Work. The projects are identified according to the following categories:
  - i. ENERGY (Category E). Work required on existing facilities which is performed for the purpose of energy conservation.
  - ii. HANDICAPPED (Category H). Work requirement to bring buildings, utilities, curbs and grounds into compliance with public laws relating to handicapped persons, including physically and those projects mentally disabled.
  - iii. GENERAL (Category G). Work required to modernize, correct functional deficiencies and to otherwise bring buildings, utilities and grounds into compliance with codes and standards and included in categories E, H, S, or X.
  - iv. SAFETY (Category S). Work required to the buildings, utilities and grounds into compliance with public laws and directives relating to safety and health deficiencies.
  - v. ENVIRONMENTAL (Category X). Work required to the buildings, utilities and grounds into compliance with public laws relating to air quality, solid waste disposal, wastewater, clean drinking water and any other environmental requirements.

2. Facilities Management Order (FMO):

- i. For each item of Minor Improvement and Repair work (project) for which it is anticipated funds will be allotted during the next fiscal year. Chilchinbeto Community School Facility shall prepare an FMO setting forth in detail the existing condition, a description of the proposed work, a justification supporting the need, and estimated cost to accomplish the proposed work.
- ii. A computer backlog listing of unfunded facilities improvement and repair work will be maintained, coordinated and updated by the Facility Manager with the assistance, as necessary, by the Agency with the assistance of the Navajo Region Facility Management. A copy of the most current listing will be provided to Chilchinbeto Community School Facility.

P. Government Facilities:

1. It is understood and agreed that Chilchinbeto Community School Facility Management shall hold the government harmless from any and all claims or liabilities arising out of the use or possession of said property by Chilchinbeto Community School Facility Management, or any injury sustained by any other persons, or damage to property incurred in the use of said property during the term of this contract, except if cause results from negligence of factor(s) covered under the Government's responsibilities as outlined in this contract.
2. The Contract will not assign or sub-permit any of the properties covered by this contract without first obtaining the Government's written approval to do so. Chilchinbeto Community School Facility agrees that the properties permitted herein shall only be used for the purposes related to the contract and that any contemplated change as to the use of these properties shall not be implemented without obtaining the government's written approval.
3. Facility Management shall have the right, at any reasonable time during the term of occupancy, to enter upon the premises of any part; thereof, to inspect the same and all buildings and other improvements. Any Facility Management inspection will be coordinated with Chilchinbeto Community School Facility Management. A copy of the reports, if any, will be given to Chilchinbeto Community School Facility Management.
4. Chilchinbeto Community School Facility Management further agrees and understands that the property is subject to rules and regulations of the Bureau of Indian Affairs, Indian Health Service, and the Navajo Nation, as they pertain to safety and sanitation codes and/or other requirements.
5. Accident Prevention. In order to provide safety controls or protection to the life and health of employees, students and other person(s), for prevention of damage to property, materials supplies and equipment, and for avoidance of work interruption in the performance of this contract, Chilchinbeto Community School Facility Management shall institute and carry-out a safety program in compliance with OSHA Standards, EPA Standards and Bureau of Indian Affairs Regulation as directed by the Awarding Official. Chilchinbeto Community School Facility Management and any subcontractors shall maintain an accurate record of, and will report to the Awarding Official in the manner and on forms prescribe by the Awarding Official, all accidents resulting in death, traumatic injury, or occupational disease.

Q. Quarters Management:

1. The rental charge for quarter made available to Chilchinbeto Community School Facility Management by the government under this contract shall comply with

policy and guidelines set forth in the Office of Management and Budget Circular A-45 (revised) and with 41 C.F.R. Parts 114-51 and 114-52.

2. Chilchinbeto Community School Facility Management shall be responsible for making employee assignments to government quarters and for managing such quarters.
3. The rental rates for government-owned housing provided under this contract shall be set and furnished by the Bureau of Indian Affairs, Navajo Region Branch of Property Management. Adjustment to the rental rates may be made by the government, but will be adjusted on an equal and uniform basis with other housing locations serving the Navajo Region. Chilchinbeto Community School Facility Management shall provide 30-days notice to its employees of changes in rental rates after receipt of such changes from the government.
4. Contract employees may pay rental directly to Chilchinbeto Community School by payroll deduction. All such payments shall be kept in a separate fund. This fund will be retained by Chilchinbeto Community School and applied to O&M and repair of the quarters.
5. Quarters' revenues retained by Chilchinbeto Community School shall be used for quarters maintenance tech and any balance will be used for maintenance, repair or improvement of the government-owned quarters, and security. Chilchinbeto Community School will maintain a separate fund for the usage of the Quarters' revenue. Expenditures of rental revenues will be reviewed by the **AOTR** on a semi-annual basis.
6. All rental rates shall be in accordance with the Consumer Price Index (CPI) as provided each year in the Spring by the BIA Navajo Region Branch of Property Management.
7. Any non-employee rental of government-owned quarters shall be subject to 41 CFR 114-527. Prior to granting non-employee use, Chilchinbeto Community School Facility Management must obtain approval from the General Services Administration (GSA) on quarters determined as excess (114-52-704), or obtain a delegation of authority from the Secretary of the Interior to grant a lease to a private party (114-52-705).

R. Inventory:

1. The Acquisition, use and disposal of all personal property policy must be in accordance with the policies and procedures contained herein, and in accordance with OMB Circular A-102 ATTN. 25-CFR 276.11 and 48 CFR-3-4, 6013. The term "Personal Property" denotes all property except Real Property.

2. Chilchinbeto Community School Facility Management is responsible for a Management System that ensures physical control procedures, maintenance, surveillance, optimum use, and disposal of all personal property in the custody of Chilchinbeto Community School and of various programs administered by the Chilchinbeto Community School.
3. Two primary property management responsibilities are the maintenance of property management records and the preparation of property reports for use by the Federal Agencies and Chilchinbeto Community School Facility Management.
4. The school facility management personnel are to update and maintain the facility inventory.

S. Asbestos Abatement Plan:

1. Chilchinbeto Community School shall designate the maintenance personnel to perform duties and monitor for compliance with the Asbestos Hazardous Emergency Response Act (AHERA) as required in accordance with 40 CFR Part 763.
2. The implementation of the AHERA Management Plan shall become the responsibility of the school who shall absorb all costs which include but are not limited to labor, materials, equipments, training, physical examinations, inspection and removal certification to comply with AHERA regulations, provided that funds designated for such abatement activities are provided by the government.
3. Monies provided to comply with removal or abatement requirements shall be provided through the input and identification of the project in the FMIS backlog funding system.
4. Any contractor or sub-contractor who performs any required asbestos abatements shall be certified and licensed to perform the task as stated in 40 CFR Part 763.

T. Government Facilities:

The United States shall deliver to Chilchinbeto Community School, to the extent that such delivery has not already been made, the following described real property, all situated in the Chilchinbeto Community of the Navajo Reservation, Chilchinbeto, Arizona, for use in performing the work under this contract subject to the provisions of this clause and is hereinafter collectively referred to an "Government Facilities".

Building No.: 11, 13, 13A, 16, 1623, 1624, and 1649;

Quarter Nos.: 18-1,18-2, 19, 20, 21, 23, 24, and 25.

Wells: Chilchibeto BIA Well House No. 13A (Well #1) and elevated water storage tank.

A. Government facilities identified above shall be used only for the performance of this contract, unless written permission is received from the Branch of Self-Determination for other specific uses.

B. Function – Facility Management.

C. Mission Statement. It is the mission of Chilchibeto Community School Facility Management, with the total commitment of maintenance personnel, to provide a safe and healthy environment that is conducive to a good learning atmosphere by maintaining buildings and grounds in good conditions and appearance.

D. Goal. The goal of Facility Management personnel is to improve the effectiveness and quality of maintenance activities at facilities owned and operated by Chilchibeto Community School, Inc., and to emphasize routine preventive maintenance in order to mitigate “unscheduled repairs” and reduce the need for costly future improvement and repair projects.

E. Program Function. Facility Management is responsible for each activities and programs:

- Operations and Maintenance (O&M)
- Facilities Improvement and Repairs (FI&R)
- Minor Improvement and Repairs (MI&R)
- Emergency
- New Construction
- Quarters
- Excess Space
- Facility Management Information System (FMIS)

1. The major activity of this function is Operations and Maintenance (O&M) at facilities and related systems owned or operation by the Chilchibeto Community School, Inc. Such facilities included schools, office buildings, utilities and employee housing.

a) Activities included:

- Operations – general day-to-day services
- Preventative Maintenance (scheduled) – routine maintenance activity
- Emergency Maintenance (unscheduled) – not routine

2. Facilities Management shall coordinate and implement the emergency evacuation procedures for use in Chilchinbeto Community School facilities and shall arrange for regular evacuation drills per NFPA 101.

F. General Approach.

1. The Chilchinbeto Community School Facility Management shall give special emphasis and attention to the following areas:
  - a) The focus of operations and maintenance activities is being shifted to emphasize routine preventive maintenance procedures to reduce long term repair cost for buildings and equipment. This will be accomplished through the training of the facilities maintenance personnel, improved scheduling of operations and maintenance activities and increased oversight and monitoring.
  - b) Schedules will be generated from existing data on facilities and equipment for routine maintenance activities. These schedules are expected to aid the maintenance personnel in completing necessary routine maintenance activities, such as replacing filters and oiling and making necessary adjustments to the machinery, so that major repairs will not be needed as frequently and equipment will have a longer useful life.
  - c) A supporting program will provide training to Facility Management personnel. These educational efforts are expected to help Facility Management personnel prepare work schedules and provide better services to their facilities users.
2. The Facility Manager shall be the official who coordinates with BIA Central Offices and Regional Office Facilities Management personnel, as needed, to obtain technical or other assistance to meet facilities management mission statement and goals.

G. Construction and Alteration. Upon approval from the Awarding Official, the contractor may make specific authorized improvement to government facilities.

1. Within ninety days after contractor termination of occupancy of the contractor improvements may be removed, which is contingent upon the government facilities, types of funds used to make such improvements. After ninety days such improvement becomes the property of the United States.
2. After termination of occupancy of government facilities, the contractor may not affix such improvements to any government facility or to permanent improvement that may be constructed hereafter by the United States, in such a

manner that the removal of such improvement or thereof would damage the government facilities which must remain.

H. Access. The United States and any persons designated by it shall, at all reasonable times, have access to the premises where any of the facilities are located.

I. Subcontractor Use of Facilities. If the Chilchinbeto Community School transfers facilities to the possession and control of a subcontractor, the transfer shall not affect the liability of the contractor for loss or destruction of, or damage to, the facilities. However, the contractor shall require the subcontractor to assume the risk of, and be responsible for, any loss or destruction of, or damage to, the facilities while in the subcontractor's possession or control, except to the extent that the subcontract, with the advance approval of the Awarding Official, relieves the subcontractor from such liability. In the absence of such approval, the subcontractor shall contain appropriate provisions requiring the return of all the facilities in a good condition as when received, except for reasonable wear and tear or for their utilization in accordance with the provision of the prime contract.

J. Special Provisions.

1. Chilchinbeto Community School Facility shall not use or permit to be used any part of the government facilities for any unlawful conduct or purpose whatsoever; that it will not use or permit to be used any part of said premises for the manufacture, sale, gift, transportation, consumption or storage of intoxicating liquors or beverages.
2. Chilchinbeto Community School agrees and understands that its operation of the property is subject to the program standards set out in Section B, Program Standards and Budget.
3. Chilchinbeto Community School shall comply with all Bureau of Indian Affairs Fire Protection requirements.

K. Ingress and Egress Rights. Chilchinbeto Community School is granted Ingress and Egress and rights to and from the government facilities over and through other government-owned and administered areas not expressly provided under this contract.

L. Reports of Loss or Damage. Chilchinbeto Community School shall promptly notify the Awarding Official of any loss or damage and, with the assistance of Awarding Official, shall take all reasonable steps to protect the facilities from further damage, and promptly furnish to the Awarding Official (and in any event within 30 days) a statement of -

1. The facilities lost or damages;



2. The time and origin of the loss or damages;
  3. All known interests in commingled property of which the facilities are a part;  
and
- § 4. Contract Term. This contract shall be for the term commencing July 1, 2010 and ending June 30, 2011. For pre-award authority authorization see provision Section B, § 4.
- § 5. Non-Contract Portions of the Bureau of Indian Affairs Program(s). The Government, through the Bureau of Indian Affairs, shall:
- (a) Technical Assistance. Provide technical assistance and guidance, as needed, to Chilchinbeto Community School. The Awarding Official and/or identified authorized representative(s) will be available to provide assistance to Chilchinbeto Community School as needed, or upon the request of Chilchinbeto Community School.
  - (b) Monitoring. The Awarding Official and/or identified authorized representative(s) will monitor Chilchinbeto Community School performance under this contract. The monitoring function will include, but not be limited to, the following:
    - (1) Periodic on-site technical assistance visits, as needed and/or request by Chilchinbeto Community School.
    - (2) On an annual basis, a least one (1) Official Monitoring Session, this shall be scheduled in advance of the visit.
    - (3) If Chilchinbeto Community School is considered “high risk” in accordance with 43 CFR Subpart C 12.52, additional monitoring shall be scheduled in advance of the visit.