



# **Saint Louis Public Schools Facilities Department Leaders' Handbook**

**2025-2026**





# ***DIRECTORY***

## **Facilities Department**

### **Contact Numbers**

#### **Service Response Center**

**(314) 535-2500**

Zone 1 Custodial Manager	Frank Lyles	(314) 337-2168	<a href="mailto:frank.lyles@slps.org">frank.lyles@slps.org</a>
Zone 2 Custodial Manager	Joy Conway	(314) 934-5259	<a href="mailto:joy.conway@slps.org">joy.conway@slps.org</a>
Zone 3 Custodial Manager	Kristopher Robinson	(314) 934-8925	<a href="mailto:kristopher.robinson@slps.org">kristopher.robinson@slps.org</a>
Zone 4 Custodial Manager	JoAnn Baker	(314) 295-7639	<a href="mailto:JoAnn.Baker@slps.org">JoAnn.Baker@slps.org</a>
Zone 5 Custodial Manager	Ron Davis	(314) 327-5224	<a href="mailto:ron.davis@slps.org">ron.davis@slps.org</a>
Custodial Trainer	Ronald Jones	(314) 285-6731	<a href="mailto:ronald.jones@slps.org">ronald.jones@slps.org</a>
Custodial Trainer	Keith Baker	(314) 934-8925	<a href="mailto:keith.baker@slps.org">keith.baker@slps.org</a>
Trade Lead, Carpenter	Wilton Cheatham	(314) 536-4862	<a href="mailto:wilton.cheatham@slps.org">wilton.cheatham@slps.org</a>
Trade Lead, HVAC	Thomas Durham	(314) 934-5304	<a href="mailto:thomas.durham@slps.org">thomas.durham@slps.org</a>
Trade Lead, Plumber	Thomas Exon	(314) 934-5443	<a href="mailto:thomas.exon@slps.org">thomas.exon@slps.org</a>
Trade Lead, Electrician	Isaac Smith	(314) 934-5246	<a href="mailto:isaac.smith@slps.org">isaac.smith@slps.org</a>
Energy Analyst	Isa Al Musawi	(314) 532-0924	<a href="mailto:isaj.almusawi@slps.org">isaj.almusawi@slps.org</a>
Asst. Dir. – Maintenance Services	Rashad Sullivan	(314) 940-1724	<a href="mailto:rashad.sullivan@slps.org">rashad.sullivan@slps.org</a>
Asst Dir. – Custodial Services	Karen Sutton	(314) 934-5263	<a href="mailto:karen.sutton@slps.org">karen.sutton@slps.org</a>
Project Manager	Tim Giegling	(314) 930-5843	<a href="mailto:tim.giegling@slps.org">tim.giegling@slps.org</a>
Project Manager	Kevin Boyd	(314) 285-6737	<a href="mailto:kevin.boyd@slps.org">kevin.boyd@slps.org</a>
Special Assignment to Project Managers	Jolene Dixon	(314) 535-2500	<a href="mailto:jolene.dixon@slps.org">jolene.dixon@slps.org</a>
Grounds Manager	Tracy Coates	(314) 934-5292	<a href="mailto:tracy.coates@slps.org">tracy.coates@slps.org</a>
HVAC Manager	Michael Wilborn	(314) 320-9767	<a href="mailto:michael.wilborn@slps.org">michael.wilborn@slps.org</a>
Warehouse Supervisor	Sharon Johnson-Norman	(314) 934-5278	<a href="mailto:sharon.johnson@slps.org">sharon.johnson@slps.org</a>
Operations Budget Manager	Motunrayo Animashaun	(314) 345-2557	<a href="mailto:motunrayo.animashaun@slps.org">motunrayo.animashaun@slps.org</a>
Contract Compliance Manager	Timothy Shultz	(314) 309-8363	<a href="mailto:timothy.shultz@slps.org">timothy.shultz@slps.org</a>
Admin, Technology Services (Building Use Permits)	Deborah Perkins	(314) 345-2421	<a href="mailto:deborah.perkins@slps.org">deborah.perkins@slps.org</a>
Director of Facilities	Anthony Graphenreed	(314) 879-4249	<a href="mailto:anthony.graphenreed@slps.org">anthony.graphenreed@slps.org</a>
Administrative Assistant	Carmelita McCray	(314) 535-2500	<a href="mailto:carmelita.mccray@slps.org">carmelita.mccray@slps.org</a>
Administrative Assistant	Sarah Rugo	(314) 535-2500	<a href="mailto:sarah.rugo@slps.org">sarah.rugo@slps.org</a>
Chief Operations Officer	Square Watson	(314) 934-5281	<a href="mailto:square.watson@slps.org">square.watson@slps.org</a>
Director of Operations	Jerranetta Brookings	(314) 349-6620	<a href="mailto:jerranetta.brookings@slps.org">jerranetta.brookings@slps.org</a>



# Overview

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The Facilities Department is responsible for all aspects of taking care of your building including cleaning, maintenance, grounds, moving, capital projects, utilities and energy management, carpentry, air conditioning and heating, electrical and lighting, plumbing, painting, locks, fire alarms, clocks and PA systems.

Custodians perform hourly checks throughout the school day. These checks include the inspection and maintenance of restrooms, hallways, stairwells, and main entrances to ensure cleanliness and safety. In addition to these interior checks, custodians also perform a grounds inspection once a day to ensure the area stays free of debris and is welcoming.

Each school is assigned a Zone Manager who is the front-line supervisor for any custodial and/or building maintenance issues. The Zone Manager school assignments can be found on the SLPS website under District Info / Operations / Facility Zone Manager at <https://www.slps.org/Page/28621>.

If any maintenance concerns arise, principals should instruct their secretary or custodial staff to submit a work order through Asset Essentials, our work order system.

## Work Order Requests:

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All work order requests for maintenance or repairs must be submitted electronically using our new work order system, Asset Essentials. The only staff members who are authorized to submit work orders are custodians, secretaries, and building administrators. **Instructions on how to register and submit work orders can be found on pages 4&5.**

**In case of an emergency, call our Service Response Center immediately at (314) 535-2500.**

### Work Order Priorities:

#### **Critical (24 hours)**

Definition: Failure to take immediate action that may result in bodily harm to students, staff & visitors or pose a great threat to the property and interrupt the primary mission of the facility.

A critical work order can be downgraded to a routine work order if the reason for the emergency priority has been mitigated. Building principal will be notified of work order “change in status” by email.

Examples: Water main breaks, sewer back-ups, utility outage, health and safety risks, someone locked in a room, unable to secure building, no hot water in kitchen, someone stuck on an elevator, major leaks, exposed wires.

#### **High (1-5 days)**

Definition: Failure to take action within that predetermined period could jeopardize safety, facility assets, or interrupt facility operations.

A high priority work order can be downgraded to a routine work order if the reason for the urgency priority has been mitigated.

Examples: Localized power outages (one or a few rooms), Seasonal air conditioning and heating system repair for individual rooms, removal of graffiti, moderate leaks, alarm issues, stinging insects (and someone has been stung), rodents in kitchen or cafeteria, dumpster blocked by dumped items



### **Medium (5-10 days)**

Definition: Work which should be performed at the first available opportunity but until that time the facility can continue their mission without interruption.

Examples: Trip hazards, problems with bells, requests for lock change due to change in teachers, cracked but not broken window, interior door not closing properly but can be locked

### **Low (7-15 days)**

Definition: Non-safety or security threatening work which can be scheduled around higher-priority work.

Examples: Rodents in non-food areas, slow leaks, potholes that are 2” deep and wider than a basketball, small area without power (an outlet or part of room)

### **Routine (30 days)**

Definition: Non-safety or security threatening work requiring more time due to parts, schedule conflicts, or recurring maintenance tasks.

Examples: One broken toilet in large restroom, damaged drywall, painting, replacing ceiling tiles, slow roof leaks, non-stinging insect pests

### **Deferred - Capital Projects**

Some support projects and special requests will be prioritized for future capital improvements.

## **SLPS Work Order System – Asset Essentials**

<https://assetessentials.dudesolutions.com/SLPS>

When you open your school page, you will land on the “**My Requests**” page. Here you will see all requests for your school.

On the **My Request** page you will see up to date information including the current status of your work order, a work order number, and the date, location and originator of the request. You can sort the list by clicking on the upside-down pyramid shape of lines underneath “WO Status.”

If you are having any issues with access to your Request page, please feel free to contact either the maintenance department at 314-535-2500 or Asset Essentials support services at 1-866-858-7800. They will need you to provide the following account number: 398566912 and your name.

**\*\*As Asset Essentials is updated, all schools will receive updates and information as it pertains to their individual school site.\*\***

<b>Work Order Login and Requests Building Level</b>	<b>Notes</b>
Individuals who should enter work orders at the building level are : <ul style="list-style-type: none"><li>• Principals or their designees</li><li>• Administrative Assistants (clerical)</li><li>• Custodial staff- lead or designee</li></ul>	



Open your internet Browser and log on to: <ul style="list-style-type: none"> <li>• <a href="https://assetessentials.dudesolutions.com/SLPS">https://assetessentials.dudesolutions.com/SLPS</a></li> <li>• Enter your specific e-mail account for your building</li> <li>• Enter the password – Schools1234#</li> <li>• Click Sign In</li> </ul>	Building email account format: schoolname@slps.org
Step # 1- <ul style="list-style-type: none"> <li>• Click on the purple <b>“New”</b> button in the top left corner</li> </ul>	
Step # 2- <ul style="list-style-type: none"> <li>• <b>Work Category</b> – Select the icon that best describes your problem or issue.</li> </ul>	
Step #3- <ul style="list-style-type: none"> <li>• <b>Location</b> – left click the text box, scroll to your building and left click to select.</li> </ul>	
Step #4- <ul style="list-style-type: none"> <li>• <b>Area/Room Number</b>- type in the room number, name, or area of the building.</li> </ul>	
Step #5- <ul style="list-style-type: none"> <li>• <b>Work Requested</b> - Describe your problem or issue and provide the contact person’s name that best knows what needs to be done and where.</li> </ul>	
Step #6- <ul style="list-style-type: none"> <li>• <b>Priority</b> – Select priority level from the drop-down list</li> </ul>	
Step #7- <ul style="list-style-type: none"> <li>• <b>Attach a picture</b> or document to the work request if you wish to by dragging and dropping or by clicking “add attachment” and selecting the file from your device</li> </ul>	
Step #8 – <ul style="list-style-type: none"> <li>• Click the purple <b>submit</b> button in the top left corner– your request has been completed!</li> </ul>	

Your Zone Manager will meet with the principal and/or designee monthly to discuss any concerns that you may have.

If you need assistance with any maintenance concern(s), please contact:

**Rashad Sullivan, Assistant Director of Facilities – Maintenance Services** at [rashad.sullivan@slps.org](mailto:rashad.sullivan@slps.org) or (314) 940-1724.

If you need assistance with any custodial concern(s), please contact:

**Karen Sutton, Assistant Director of Facilities – Custodial Services**, at [karen.sutton@slps.org](mailto:karen.sutton@slps.org) or (314) 934-5263.



The 2024-25 Zone Manager Assignments can be found below, as well as on the district website under District Info/ Operations at <http://www.slps.org/Page/28621>

ZONE MANAGERS - CUSTODIAL TRAINERS - LEAD CUSTODIANS ASSIGNMENT (2025-2026)				
<i>Frank Lyles (Zone 1)</i>	<i>Joy Conway (Zone 2)</i>	<i>Kristopher Robinson (Zone 3)</i>	<i>JoAnn Baker (Zone 4)</i>	<i>Ron Davis (Zone 5)</i>
314-337-2168	314-934-5259	314-934-8925	314-295-7639	314-327-5224
CUSTODIAL TRAINERS				
<i>TBD</i>	<i>Keith Baker</i>	<i>TBD</i>	<i>Ronald Jones</i>	
314-349-8071	314-349-7923	TBD	314-285-6731	Special Assignments
AESM @L'Ouveture	Adams	Adult Basic	Admin. 801	Building Inspections
B & G	Bertha Gilkey	Ashland	Ames	Custodial Supplies/Inventory
Carnahan	Buder	Carr Lane	Beaumont	Backorder Supply Delivery
Froebel	Busch	Carver	Bryan Hill	Manage Building Permits
Hodgen	CSMB/Central VPA	Clyde C. Miller	Des Peres	Monthly Meeting Info (Custodial)
Humboldt	Betty J. Wheeler	Columbia	Naheed Chapman@Wyman	Custodial Interviews
Long	Lyon @Blow	Compton Drew	Gateway Complex	Kronos Review (Custodians)
Madison	Mallinckrodt	Dewey	Henry	Custodial Assignment Sheet (Updates)
Mann	Mason	Food Service	Herzog	AOS Monitoring
McKinley	Meda P	Gateway STEM	Hickey	
Meramec	Metro	Hamilton	Laclede	
Monroe	Mullanphy	ICA @Blewett	ESOL	
Oak Hill	Nottingham	Jefferson	Nance	
Peabody	Shaw	Lexington	Soldan	
Roosevelt	Stix	Vashon	Walbridge	
Shenandoah	Sumner	Washington Montessori	Yeatman	
Sigel	Woodward	Wilkinson @Roe	Woerner	





## Heating and Cooling

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If your building is either too hot or too cold, call the **Service Response Center** at 314-535-2500. The target dates for changing over are:

- October 15 – Heat turned on
- April 15 – Air conditioning turned on

**Actual dates may vary depending upon seasonal conditions.**

Please assist the District with reducing energy costs by making sure all lights are turned off and all computers are shut down each night.

## PA Systems and Clocks

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All PA systems and clocks are managed centrally based on the bell times and schedules established for your building. Clocks will change automatically for daylight savings changes. If you have any issues with your clocks or PA system, contact 314-535-2500.

## Keys & Codes

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All buildings have one door with a card reader to open. Each principal will get 2 cards, one for themselves and one for another designee at the school. All staff will have keys for their classrooms or offices.

If you or a staff member loses their key, send an Incident Report to **Karen Sutton** (for custodians), **or Rashad Sullivan** (for all others). The Incident Report can be found on the district website under Safety and Security @ <http://www.slps.org/domain/7646>

### Key and code requests -

- Exterior Doors and Master Keys: Anthony Graphenreed
- All other keys requested by Building Leadership, Principals and designees: Rashad Sullivan
- Custodian Building Codes: Karen Sutton

**Security codes are assigned and must not be shared with NO EXCEPTIONS.**

## PPE (Personal Protective Equipment) Request Form

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PPE is to be requested by building leaders, administrative staff and any other personnel deemed by building leadership as designee to request. The PPE request form can be found on the district website under Operations Forms @ <https://www.slps.org/Page/160>

Please send all PPE Requests to the Buildings & Grounds admin team at: [BG\\_Admins@slps.org](mailto:BG_Admins@slps.org)

The Administrative Assistants can be reached directly at (314) 535-2500 for any questions or concerns.

***Please note: PPE Request Forms are processed in the order they are received. Please be advised that the team will advise accordingly of any delays or if indeed substitutions need to be made.***



## Grounds Maintenance

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Grounds maintenance and parking lot snow removal are handled by Ideal Landscape. If you have any concerns about grass cutting, tree removal, snow removal, etc. contact our Grounds Manager, Tracy Coates at (314) 934-5292 [tracy.coates@slps.org](mailto:tracy.coates@slps.org)

## Snow Removal

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It is the responsibility of the custodial staff to remove snow and ice from walkways including all sidewalks leading up to and around the school, steps and entryways. Once snow is removed, ice melt must be applied. Custodians must ensure all snow equipment is operational before each snow event, equipment is secured after use and an adequate supply of salt is on hand. Snow removal is a priority and may cause a delay in cleaning some areas in the school.

## Storage in Buildings (Uniform Fire Code: 902)

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### Equipment Rooms:

Furniture and other combustible materials **shall not** be stored in **BOILER** rooms, **MECHANICAL** rooms, or **ELECTRICAL** rooms.

### Ceiling Clearance:

Storage of combustible materials in buildings shall be orderly and maintained not less than 2 feet from the ceiling and not less than 18 inches below sprinkler head deflectors.

### Exits:

No materials shall be stored in exits or exit enclosures.

## Furniture/Moving Requests

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To remove any items from your building including old furniture, textbooks, computers, other equipment, etc., complete an [SD-107](#) Delivery Transfer form.

Please put all items in one location so that they can be easily located and picked up. Facilities will send someone to remove the items and either put them in the warehouse or dispose of them depending on the condition. For further assistance, contact Sharon Johnson-Norman, Warehouse Supervisor at [Sharon.Johnson@slps.org](mailto:Sharon.Johnson@slps.org) or **314-934-5278**.





## Building Permits

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A building permit should be completed for all requests to use a school property either after hours or by an outside group. The instructions and Application for Use of Premises form can be found on the website and the form is to be completely filled out by the applicant. Once approved by the building principal, the school should submit the completed Building Use Permit form to **Deborah Perkins** at [Deborah.Perkins@slps.org](mailto:Deborah.Perkins@slps.org) at least **ten (10) days prior** to the first event and/or meeting. Fees may be assessed to cover costs depending on the situation.

Building Permit procedures and forms can be found on the District's website under District Info/ Operations/ Operations Forms @ <http://www.slps.org/Page/160>.

## Lead Stabilization

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On June 11, 2009 the SAB approved the Lead Stabilization Project. The project included the reduction of lead hazards within the 3—6 year old child occupied areas of schools. The hazards are peeling paint and dust on walls, floors, doorway, windows (interior) and chipping paint lying on the exterior grounds of each school.

**Do not relocate PK, Kindergarten or 1st grade classrooms.** Any changes in these rooms must be coordinated with the Deputy Superintendent of Operations to make sure young children are in classrooms that have been properly remediated.

## Volunteer Crews

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Contact the Building Commissioner if there are any groups that want to volunteer to do work in your building including painting, repairs, grounds, etc. **Any work by volunteers must be authorized by the Chief of Operations or Director of Facilities to ensure safety procedures are followed.**