

**CUSTODIAL SERVICES PROPOSAL SUMMARY FORM**

PROPOSAL TO:                     Downtown Area School District (DASD)

PROPOSAL FROM:

Name: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone:     (\_\_\_\_) \_\_\_\_\_                     Fax: (\_\_\_\_) \_\_\_\_\_

E-mail:                     \_\_\_\_\_                     Date: \_\_\_\_\_

<b>Cost for seven (7) months of Full-Service Custodial Services (Entire Central Office Building) – See Section 3.0</b>	
<b>Hourly Rate for Substitute Custodial Services (at school locations throughout DASD) – See Section 4.0</b>	
<b>Hourly Rate for Emergencies / Additional Hours See GENERAL REQUIREMENTS Section 2.0</b>	

THE UNDERSIGNED:

- 1. Acknowledges receipt of
  - A. DASD Request for Proposal for Custodial Services dated September 21, 2012 which includes the following:
    - 1. APPENDIX I – Standard Cleaning Frequencies for Daily, Weekly, Monthly, Semi Annual and Annual Schedules
    - 2. APPENDIX II – Description of DASD Central Offices
    - 3. APPENDIX III– Street Addresses and Hours for Substitute Services at School Buildings
    - 4. APPENDIX IV – DASD Policies and Administrative Guidelines
    - 5. APPENDIX V – Cleaning Inspection Sheet
    - 6. APPENDIX VI – DASD Holidays for Maintenance Employees
  - B. Addenda:                     No. \_\_\_\_\_ dated \_\_\_\_\_  
  
  No. \_\_\_\_\_ dated \_\_\_\_\_  
  
  No. \_\_\_\_\_ dated \_\_\_\_\_

Submitted by: \_\_\_\_\_  
(Legal name of person, firm or corporation)

Authorized Representative: \_\_\_\_\_  
(Signature and Printed Name)  
\_\_\_\_\_  
(Title)

If a Corporation ATTEST: \_\_\_\_\_  
(Secretary)

**REQUEST FOR PROPOSAL FOR CUSTODIAL SERVICES  
DOWNTOWN AREA SCHOOL DISTRICT  
540 TRESTLE PLACE  
DOWNTOWN, PA 19335**

**SECTION 1.0**  
**INSTRUCTIONS TO CONTRACTORS**

**General Comments**

This document and all appendices are considered part of the required specifications to the Downingtown Area School District (DASD) Request for Proposal for Custodial Services.

DASD reserves the right to modify any part of the document at its discretion. Modifications will be issued to Contractors in the form of a Proposal Addendum.

DASD reserves the right to reject any and all proposals.

The contractor shall furnish all supervision, cleaning personnel, equipment, supplies, tools and other materials as required for custodial services for DASD in accordance with the specifications and requirements in this request for proposal.

**Pre-Proposal Conference**

Mandatory Pre-Proposal Conference will be:

October 2, 2012

1:00 PM

540 Trestle Place, Technology Conference Room

**Questions regarding the Request for Proposal**

Questions are due by no later than October 12, 2012 at 3:30 PM and are to be emailed to Laurie Peiffer: lpeiffer@dasd.org

**Submission Requirements**

**One (1) original and two (2) copies** of the proposal will be due on October 19, 2012 before 3:30 PM

Sealed Proposals should be delivered by the required date and time to:

Laurie Peiffer  
Supervisor of Financial Services  
Downingtown Area School District  
540 Trestle Place  
Downingtown, PA 19335

Email and/or faxed proposals **will not** be accepted. Late proposals will be disqualified.

**Presentations**

DASD may invite the most responsive firm(s) to give oral presentations and respond to questions.

**Start Date/Contract Term**

The successful contractor will begin service on December 1, 2012. Contract will expire on June 30, 2013.

**Termination/Cancellation**

In the event that contractor is non-compliant with any portion of the contract, DASD will give contractor 10 days written notice to remedy. If the Contractor fails to remedy the non-compliance within 10 days of receipt of the written notice, then final written notice may be given to terminate contract 10 days thereafter.

Irrespective of the notice and opportunity to cure set forth above, DASD may terminate this Contract at any time and for any reason, in its sole discretion, by providing thirty (30) days written notice to the Contractor. In the event that DASD terminates the Contract, it shall be responsible only for the work done before or during the 30 day termination notice period and shall have no further responsibility or obligation to the Contractor.

**Payments**

After approval the invoice will be forwarded for payment. Payment will be made monthly on a net 45 schedule.

**Firm Offer**

Each vendor must agree in advance in written form to submit a proposal with costs figures which will be firm for at least 60 calendar days after the opening date of the proposals.

A written award or contract furnished to the successful offerer, within the time for acceptance specified in the offer, shall be deemed to result in binding contract without further action by either party.

**Contract Award**

The selection of a contractor is planned to be finalized and announced at the School Board Meeting scheduled for November 14, 2012. This decision will be the one that DASD determines to be in its best interest, most responsive to its needs, and offers the greatest benefit for the proposed cost.

DASD reserves the right to choose any contractor deemed as the best overall value for the needs of DASD.

**Addenda**

Any "Addenda" or Instructions to Contractors issued by DASD prior to the time for receiving proposals shall be covered in the proposal and in closing a contract they shall become a part thereof.

**Proposal Format**

Proposals must be submitted in the form outlined here. The materials submitted must be in sequence and related to the Request for Proposal. DASD will make no reimbursement for the cost of developing or presenting proposals in response to the Request.

**A. Company Profile**

History of company, year founded, philosophy or mission statement, description of types and number of accounts served, number of employees,

ownership of company, business classification (corporation, partnership, sole proprietorship) and any other names the company has operated under in the past 10 years.

### **B. Qualifications**

1. Each vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the housekeeping services defined elsewhere in this document. Vendor must have been in cleaning business for a minimum of 10 years.
2. Vendor must submit, along with contact name and phone number, at least 3 public school and / or Intermediate Unit accounts within 30 miles of the DOWNTOWN AREAS SCHOOL DISTRICT attendance boundaries serviced by the vendor for at least 2 years that are similar in size, type, and/or quality of cleaning to this proposal. DASD reserves the right to contact these businesses, institutions, etc. and requests that contact information be included for each account. Failure to comply will result in rejection of proposal.
3. Vendor is required to list all educational contracts lost in the last 3 years along with reason for cancellation or non-renewal. DASD reserves the right to contact these businesses, institutions, etc. and requests that contact information be included for each account. Failure to comply will result in rejection of proposal.
4. Provide certificate of liability insurance that meets the requirements outlined in these Instructions to Contractors.

### **C. Staffing Plan and Policies**

1. Outline number of proposed day and evening cleaning hours.
2. Explain staffing and management plan.
3. Provide organizational chart for the proposed services.
4. Provide resumes or bios for key corporate employees. Include sample bios for any proposed on-site management.
5. Outline employee benefits package including paid vacation, medical coverage, dental coverage, paid uniforms and retirement benefits.

### **D. Operations Plan and Policies**

1. Explain quality control procedures.
2. Explain how vendor will be accountable for service problems and failures.
3. Explain emergency cleaning procedures – in the event of storm damage and / or flooding.
4. Include training plans and procedures that will be implemented at DASD.
5. List grades, qualities, and brand name of chemicals that would be used at DASD. Provide evidence of a green cleaning program and your plan to implement this plan at DASD.

6. Explain security plans and procedures including your company's background check procedure on all personnel. Compliance with the requirements in Section 2.0 – General Requirements is mandatory.
7. Provide description of uniforms to be worn by contract personnel.
8. Explain response to “on-demand”/short notice requests and conference room set-up needs.
9. Location of nearest office.
10. Cleaning Frequencies – Contractor shall fill in and submit the tables that are included in Appendix I – “Standard Cleaning Frequencies for Daily, Weekly, Monthly, Semi Annual and Annual Schedules for the Central Office Building”. These forms must be included in the Contractor's proposal.

**E. Pricing**

1. Please show pricing for full-service custodial services at DASD's Central Office on an annual basis.
2. List hourly rates for substitute custodial services at school locations throughout DASD.
3. List hourly rates for emergency situations and work not included in the original contract price.
4. Prices must be submitted on the “Custodial Services Proposal Summary Form” (Page 1 of this RFP).

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**SECTION 2.0**  
**GENERAL REQUIREMENTS**

**Insurance and Bonds**

The contractor shall provide at all times during the contract period the following insurance coverage:

1. Worker's Compensation Insurance, Statutory Benefits and Employer's Liability Insurance with limits of not less than \$500,000.00.
2. Commercial General Liability Insurance with limits of not less than \$5,000,000.00 for bodily injury and \$5,000,000.00 for property damage per occurrence, including Contractual Liability coverage.
3. Motor Vehicle Liability Insurance with an employer's non-ownership endorsement. Limits of liability shall not be less than \$1,000,000.00 combined single limit.
4. Third Party Fidelity bond of \$50,000 per employee along with umbrella coverage in the amount of not less than \$5,000,000.00.
5. Insurance policies must be provided by carriers with an A- rating (or better) and a financial size class of VII (or better).
6. Each proposal must be accompanied by a certified check, or a Bid Bond, payable to the order of the Downingtown Area School District, in the amount of ten percent (10%) of the total proposal cost submitted for the services under Section 3.0, "Full Service Custodial Services, Central Office Building." The Bid Bond must be issued by a corporate surety authorized to do business as a surety in Pennsylvania, in order to guarantee that the contractor will enter into a contract on the terms and conditions set forth herein, should the contract be awarded to the contractor. If the successful contractor shall default by failure to enter into a contract or failure to provide performance and payment bonds, the contractor shall be liable to the School District for the entire difference between the proposal of the successful contractor and any higher amount for which the School District may contract for the project, together with any advertising, legal, and other expenses incurred by the School District by reason of the default. The bid bond and/or certified check required by this paragraph shall not constitute or be deemed to constitute a limitation of the contractor's liability to the School District or the School District's rights hereunder, or a penalty or liquidated damages sum, or an exclusive remedy of the School District.
7. The successful bidder will be required to furnish a performance bond and a payment bond each in the amount which equals 110% of the total proposal cost submitted for the services under Section 3.0, "Full Service Custodial Services, Central Office". Bonds shall be written by a responsible surety company authorized to do business in the Commonwealth of Pennsylvania and satisfactory to DASD. Bonds shall be submitted to DASD within 7 working days after acceptance of a contract.

8. The Contractor shall furnish certificates of insurance to DASD within 7 working days after acceptance of a contract. All policies must be in full force and effect. DASD will reject certificate(s) of insurance if the policy expiration dates are not current.
9. DASD must have 10 days notice of cancellation or change in insurance coverage and give its approval.

### **Indemnification**

The contractor shall indemnify and hold harmless the DOWNTOWN Area School District and its directors, officers, administrators, agents and employees, from and against all claims, damages, losses, and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, materials and equipment required to produce the services required by the contract provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The contractor assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the contractor and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

### **Personnel**

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.

All employees must undergo and pass a thorough background screening and check prior to employment with contractor. Contractor must perform both social security verification and criminal history screenings.

Criminal background documentation must be submitted to DASD for review before any individual will be permitted to perform services on DASD property.

If the criminal background documentation indicates any arrests and/or convictions, then DASD's Human Resources Department will determine if the individual will be permitted to work on DASD property. This determination will be at the sole discretion of DASD.

Criminal background documentation must include the following:

- 1) Act 24 Arrest / Conviction Report & Certification (Form PDE-6004)
- 2) Act 34 Criminal Record Background (Pennsylvania State Police Request for Criminal Record Check) – ePatch
- 3) Act 151 Child Abuse Clearance – PA Department of Welfare
- 4) FBI Background Check (Fingerprint) – Cogent

Additional information is located at:

<http://dasd-sharepoint.dasd.org/District/Departments/hr/employment/Pages/default.aspx>

All criminal background documentation must be dated no more than one (1) year prior to the date that it is submitted to DASD.

DASD reserves the right to request more current criminal background documentation at any time that the Contractor is performing services on school district property.

DASD reserves the right to implement any criminal background checks or review procedures that are implemented by any government agency or authority. This applies throughout the duration of time that the Contractor is performing services on school district property.

Any and all cost incurred to obtain and submit criminal background documentation shall be the paid by the Contractor.

DASD reserves the right to review any and all criminal records that pertain to individual(s) who perform services on school district property. This review can take place at any time that the individual(s) are engaged in services on school district property.

If DASD decides that information found on any criminal record prohibits access to school district property, then the Contractor shall remove this individual(s) immediately.

Only those personnel who have been properly trained shall be assigned duties under this contract.

No part of this contract may be subcontracted to any other service provider without the express written consent of DASD.

All personnel shall be dressed in uniforms in a manner authorized by the contractor and approved by DASD. The personnel shall be neat and clean in appearance. Uniforms and picture identification badges shall be worn which fully identify the worker as a member of the contractor's work force.

All personnel must have the ability to lift and / or exert up to 50 pounds of force frequently, lift and/or exert up to 20 pounds of force constantly to move objects.

The contractor shall maintain a pool of trained / qualified substitutes, available at short notice (2 to 4 hours) to insure that the facility is adequately staffed in the event of illness or injury.

The Contractor must be available between the hours of 8:00 AM and 8:00 PM, Monday through Friday – with the exception of DASD holidays (listed in **Appendix VI**)



Contractor will pay at least the minimum wage rate. Contractor will pay all taxes pertaining to its employees as required by law. All employees will be bonded in the amount of \$50,000 (3rd Party Fidelity Bond).

Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the work force upon request of the authorized DASD representative.

### **Safety**

The contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions outlined by OSHA for the employees, and the district's students and staff.

### **Security**

The contractor shall be responsible for training employees in security requirements of DASD, and shall be responsible for the enforcement of the same.

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all DASD property, materials, equipment and accessories which might be exposed to the Contractor's personnel.
2. Guns, knives or other dangerous weapons are not allowed on DASD property.
3. Keys shall be properly handled to maintain property security and safety. Additionally, contractor shall be fully responsible for the replacement of any lost keys. Please outline your key control procedures.

### **Tobacco, Alcohol and Drug Policies**

The DASD School Board has declared all District facilities and properties to be officially designated smoke-free environments.

It is the policy of DASD to maintain a drug-free and alcohol-free workplace. In order to further this goal and to comply with the requirements of the Drug-Free Workplace Act of 1988, the School Board has adopted specific Board policies and Administrative Guidelines.

### **DASD School Board Policies and Administrative Guidelines**

Contractor staff performing services on DASD property must comply with all DASD School Board Policies and Administrative Guidelines (see **Appendix IV**).

### **Emergencies / Additional Hours**

All emergency conditions shall be promptly reported to the District's authorized representative. An hourly cost for emergency services and /or additional hours occurring after regular work hours shall be included in the Contractor's pricing.

Billing for emergencies / additional hours shall be based on actual hours worked at the DASD facility – no travel time and no minimums apply.

Emergencies / additional hours must be approved in advance and in writing by the authorized DASD representative.

**Damage**

Contractor shall be responsible for the repair/replacement to the satisfaction of DASD's representative of any damage to the facility caused by any employee of this contract.

**Contract Manager**

A contract manager shall be appointed within five (5) days after receipt of contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. The Contract Manager assigned to DASD shall be the main contact person for routine daily matters. DASD reserves the right to interview proposed candidates before contract award.

**Contractor's Local Office**

Contractor shall maintain an office location in Chester County at all times that this contract is in effect.

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**SECTION 3.0**  
**FULL SERVICE CUSTODIAL SERVICES**  
**CENTRAL OFFICE BUILDING**

**Facilities**

To the extent possible, detailed information on DASD's Central Office building floor plans and square footage has been furnished to the contractor in **Appendix II**. It shall be the responsibility of the contractor to verify measurements as deemed applicable for the submission of a proposal.

**Expendable Supplies**

DASD will furnish all paper towels, soap, trash bags, feminine hygiene products and toilet paper for the Central Office building.

Contractor shall be responsible for placing in expendable supplies into dispensers on a daily basis.

**Window Cleaning**

Contractor shall be responsible for cleaning exterior and interior windows according to the frequencies requested in **Appendix I**. Annual price provided shall include all window cleaning.

**Level of Cleanliness**

It will be the responsibility of the contractor to provide housekeeping services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations and protection of the physical facility. See detailed cleaning frequencies requested in **Appendix I**.

DASD staff will inspect and document the Level of Cleanliness in the building based on the "Cleaning Inspection Sheet" that is included in **Appendix V**.

**Office Space, Storage Space and Utilities**

DASD will provide a small, securable office space, limited securable storage space and utilities [including phone-line (land-line) access] for contractor's on-site operations.

**Equipment and Supplies/Materials**

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the contractor's responsibility. The initial equipment proposed for DASD must be wholly owned by the contractor or rented by the contractor. The contractor will not be permitted to use or rent DASD equipment. All equipment shall be maintained properly and kept in clean and working condition.

DASD will provide locked storage spaces, but it shall not be responsible for losses, which may be incurred due to theft and/or vandalism.

A listing of all chemicals and equipment which will be used by the successful contractor must be submitted for approval prior to initial service under the contract. Changes may be made only after approval by a duly authorized representative of DASD.

All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Contractor shall maintain all Material Safety Data Sheets (MSDS) on the job site for all chemicals used in the cleaning processes.

Contractor shall comply with all employee right to know requirements for chemicals. Contractor shall provide their employees with appropriate training on the use of equipment.

The Contractor shall furnish all needed safety equipment and protective devices necessary for the safety of all Building occupants and property of DASD.

#### **Scheduling Custodial Services**

The majority of the custodial work shall be done after 5:00 PM to pose a minimum disruption to normal office functions. Services shall be provided every weekday (Monday through Friday), with the exception of DASD holidays (listed in **Appendix VI**).

#### **Conference Room Set-up and Break-down**

The Contractor shall be responsible for moving, set-up and break-down of conference rooms inside the Central Office building. A designated representative of DASD will notify the Contractor what conference room furniture and room layouts are required on a daily basis.

Conference rooms moving, set-up and break-down occur every day based on conference / meeting schedules – from 7:00 AM to 5:00 PM on Monday through Friday – with the exception of DASD holidays listed in **Appendix VI**.

The contractor must have fully trained personnel with the ability to read blueprints and space plans for meeting rooms, conference rooms, and board room set-ups and configuration.

#### **Handling and Storage of Food**

DASD will host meetings after 5:00 PM that will include food services. Contractor shall promptly place leftover food into storage containers and place all items into a DASD refrigerator in the building. DASD will provide storage containers (e.g. Tupperware) for this purpose.

#### **Log book and Work Order Procedures**

DASD maintains a log book of “Custodial Concerns that Require Attention” at the Receptionist desk at the Central Office.

A sample copy of the log sheets is included in **Appendix II**.

DASD staff will fill in the following information:

- Date reported
- Location (inside or outside the building)
- Specific concern / details
- Reported by (name of DASD employee)

Contractor shall check this log book twice on a daily basis and resolve the concern in a prompt and appropriate manner. Contractor shall record the following information for each line item in the log book:

- Resolution
- Date resolved

It is the Contractor's responsibility to resolve every item entered into the log book.

If a specific item requires repairs by a skilled tradesperson (heating and cooling, plumbing, electrical), then the Contractor shall enter a Facilities Work Order in DASD's Computerized Maintenance Management System (CMMS). DASD currently utilizes "SchoolDude" as its CMMS software. The Contractor personnel assigned to Central Office will be provided with a DASD "SchoolDude" account along with access to a computer workstation that will allow the Contractor's staff to enter work orders into the system.

#### **Central Office Building Security**

Contractor is responsible for checking and locking all exterior doors when the last contractor employee leaves the building at the end of a night shift (after 5:00 PM). Contractor employees shall check and lock all exterior doors at the end of a night shift regardless of whether or not DASD employees or meeting attendees are still in the building (authorized people who remain in the building will be able exit using the egress / panic bar on the exterior doors).

At the end of a night shift (after 5:00 PM), Contractor is responsible for "arming" the building intrusion alarm system in any and all areas that are vacant.

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**SECTION 4.0**  
**HOURLY RATE FOR SUBSTITUTE CUSTODIAL SERVICES**  
**(at school locations throughout DASD)**

DASD requests that the Contractor provide an hourly rate for substitute custodians (employees of the Contractor) to perform services at school locations throughout DASD.

These services would be provided as requested by DASD in order to cover absences of DASD custodial staff – vacation days, personal days, leave of absences or illness.

All **GENERAL REQUIREMENTS (Section 2.0)** would apply to services provided under this portion of the contract.

DASD provides all expendable supplies and cleaning supplies / equipment at the schools.

Contractor personnel would operate DASD equipment during the time that they are performing services at the schools.

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**APPENDIX I**  
**Standard Cleaning Frequencies for Daily, Weekly, Monthly,**  
**Semi Annual and Annual Schedules**  
**for the Central Office Building**  
**(See Section 3.0)**

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**This form MUST be included in the Contractor’s proposal**

Contractor shall fill in the “Frequency” column using the following terminology:

- Daily = five (5) days per week
- Weekly
- Monthly
- Semi-annual (DASD winter break and summer break)
- Annual (once a year)

- (1) All composition floors are dust mopped with a chemically treated mop.
- (2) All composition floors are spot mopped with all-purpose cleaner.
- (3) All window and glass partitions are spot cleaned to hand height (70"). Not to exceed 12 feet.
- (4) Desks, chairs and tables will be included in the furniture dusting.
- (5) Vitreous fixtures that will be cleaned, sanitized and polished include toilet bowls, urinals and hand basins.
- (6) Fingerprints will be removed from doors, frames, light switches, kick plates, push plates, handles and railings, where applicable.
- (7) Gymnasium floors will be dust mopped with a chemically treated mop per manufacturer's specifications.
- (8) Low dusting will be done to hand height (70").
- (9) High dusting will be done above hand height (70") and will include shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.

CLEANING SPECIFICATIONS		
Area	Task	Frequency
Offices	Empty waste baskets & replace liners	
	Dust furniture, including desks, chairs & tables	
	Dust interior window ledges	
	Dust telephones	
	Spot clean window glass & glass partitions (3)	
	Spot clean desk tops	
	Dust mop composition floors (1)	
	Spot mop composition floors (2)	
	Vacuum carpet and walk-off mats	
	Spot clean carpet	
	Low dust horizontal surfaces (8)	
	Damp clean baseboards	
	Damp clean window ledges	
	Remove fingerprints from areas (6)	
	Spray buff composition floors	
	High dust horizontal surfaces (9)	
	Remove dust & cobwebs from ceiling areas	
	Dust venetian blinds	
	Wash all windows & glass partitions (both sides)	
	Deep clean all carpeting	
Dust air vents		
Drop & clean light fixtures		



**This form MUST be included in the Contractor’s proposal**

Contractor shall fill in the “Frequency” column using the following terminology:

- Daily = five (5) days per week
- Weekly
- Monthly
- Semi-annual (DASD winter break and summer break)
- Annual (once a year)

- (1) All composition floors are dust mopped with a chemically treated mop.
- (2) All composition floors are spot mopped with all-purpose cleaner.
- (3) All window and glass partitions are spot cleaned to hand height (70"). Not to exceed 12 feet.
- (4) Desks, chairs and tables will be included in the furniture dusting.
- (5) Vitreous fixtures that will be cleaned, sanitized and polished include toilet bowls, urinals and hand basins.
- (6) Fingerprints will be removed from doors, frames, light switches, kick plates, push plates, handles and railings, where applicable.
- (7) Gymnasium floors will be dust mopped with a chemically treated mop per manufacturer's specifications.
- (8) Low dusting will be done to hand height (70").
- (9) High dusting will be done above hand height (70") and will include shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.

CLEANING SPECIFICATIONS		
Area	Task	Frequency
Lounge	Empty waste baskets & replace liners	
	Dust furniture (4)	
	Dust interior window ledges	
	Dust telephones	
	Spot clean window glass & glass partitions (3)	
	Dust mop composition floors (1)	
	Spot mop composition floors (2)	
	Strip & wax tile floors	
	Vacuum carpet and walk-off mats	
	Spot clean carpet	
	Low dust horizontal surfaces (8)	
	Damp clean baseboards	
	Damp clean countertops	
	Damp clean vending machines	
	Damp clean all washable furniture	
	Remove fingerprints from areas (6)	
	Spray buff composition floors	
	High dust horizontal surfaces (9)	
	Remove dust & cobwebs from ceiling areas	
	Wash all windows & glass partitions (both sides)	
Deep clean all carpeting		
Dust blinds/air vents		
Drop & clean light fixtures		
Clean & sanitize counters & sinks		

**This form MUST be included in the Contractor’s proposal**

Contractor shall fill in the “Frequency” column using the following terminology:

- Daily = five (5) days per week
- Weekly
- Monthly
- Semi-annual (DASD winter break and summer break)
- Annual (once a year)

- (1) All composition floors are dust mopped with a chemically treated mop.
- (2) All composition floors are spot mopped with all-purpose cleaner.
- (3) All window and glass partitions are spot cleaned to hand height (70"). Not to exceed 12 feet.
- (4) Desks, chairs and tables will be included in the furniture dusting.
- (5) Vitreous fixtures that will be cleaned, sanitized and polished include toilet bowls, urinals and hand basins.
- (6) Fingerprints will be removed from doors, frames, light switches, kick plates, push plates, handles and railings, where applicable.
- (7) Gymnasium floors will be dust mopped with a chemically treated mop per manufacturer's specifications.
- (8) Low dusting will be done to hand height (70").
- (9) High dusting will be done above hand height (70") and will include shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.

CLEANING SPECIFICATIONS		
Area	Task	Frequency
Common Areas	Spot clean glass partitions & doors	
	Clean & sanitize water fountains	
	Dust interior window ledges	
	Dust mop composition floors (1)	
	Spot mop composition floors (2)	
	Vacuum carpet & walk-off mats	
	Spot clean carpet	
	Clean under entrance mats (inside & outside)	
	Damp clean baseboards	
	Damp clean window ledges	
	Dust locker tops	
	Spray buff composition floors	
	High dust horizontal surfaces (9)	
	Remove dust & cobwebs from ceiling areas	
	Deep clean all carpeting	
	Clean lobby windows	
	Clean & sanitize water fountains	
	Dust interior window ledges	
Deep clean all carpeting & walk-off mats		

**This form MUST be included in the Contractor’s proposal**

Contractor shall fill in the “Frequency” column using the following terminology:

- Daily = five (5) days per week
- Weekly
- Monthly
- Semi-annual (DASD winter break and summer break)
- Annual (once a year)

- (1) All composition floors are dust mopped with a chemically treated mop.
- (2) All composition floors are spot mopped with all-purpose cleaner.
- (3) All window and glass partitions are spot cleaned to hand height (70"). Not to exceed 12 feet.
- (4) Desks, chairs and tables will be included in the furniture dusting.
- (5) Vitreous fixtures that will be cleaned, sanitized and polished include toilet bowls, urinals and hand basins.
- (6) Fingerprints will be removed from doors, frames, light switches, kick plates, push plates, handles and railings, where applicable.
- (7) Gymnasium floors will be dust mopped with a chemically treated mop per manufacturer's specifications.
- (8) Low dusting will be done to hand height (70").
- (9) High dusting will be done above hand height (70") and will include shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.

CLEANING SPECIFICATIONS		
Area	Task	Frequency
Restrooms / Dressing Rooms	Check restrooms throughout the school day	
	Empty waste baskets & replace liners	
	Clean, sanitize & polish all vitreous fixtures (5)	
	Clean & polish chrome fittings	
	Clean & sanitize toilet seats	
	Clean & polish glass & mirrors	
	Wash & sanitize exterior of containers	
	Dust metal partitions	
	Remove spots, marks, stains & splashes from walls	
	Spot clean metal partitions	
	Sweep floors	
	Damp mop floors with germicidal disinfectant	
	Re-supply expendable restroom dispensers	
	Low dust horizontal surfaces (8)	
	Damp clean baseboards	
	Remove fingerprints from areas (6)	
	High dust horizontal surfaces (9)	
	Remove dust & cobwebs from ceiling areas	
	Wash & sanitize metal partitions	
	Machine scrub floor with germicidal disinfectant	
	Clean, sanitize & polish all vitreous fixtures (5)	
Clean & polish chrome fittings		
Clean & sanitize toilet seats		
Clean & polish glass & mirrors		
Wash & sanitize exterior of containers		

	Clean & sanitize partitions/remove graffiti	
	Scrub & sanitize walls	
	Drop & clean light fixtures	
	High dust horizontal surfaces	

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## **APPENDIX II**

### **Description of DASD Central Offices**

#### Street Address

540 Trestle Place  
Downingtown, PA 19335

540 Trestle Place is a one-story building. DASD owns the building and is the only building occupant. The following departments / functions are housed at Central Office:

- Superintendent's Office
- Academics / Curriculum / Pupil Services
- Human Resources
- Business Office
- Technology
- Transportation
- Facilities

#### Building size

Overall gross area = approximately 55,000 square feet

Office space / occupied area = approximately 32,000 square feet

Warehouse / storage = 23,000 square feet

#### Occupancy

Approximately 60 people are assigned office space at Central Office.

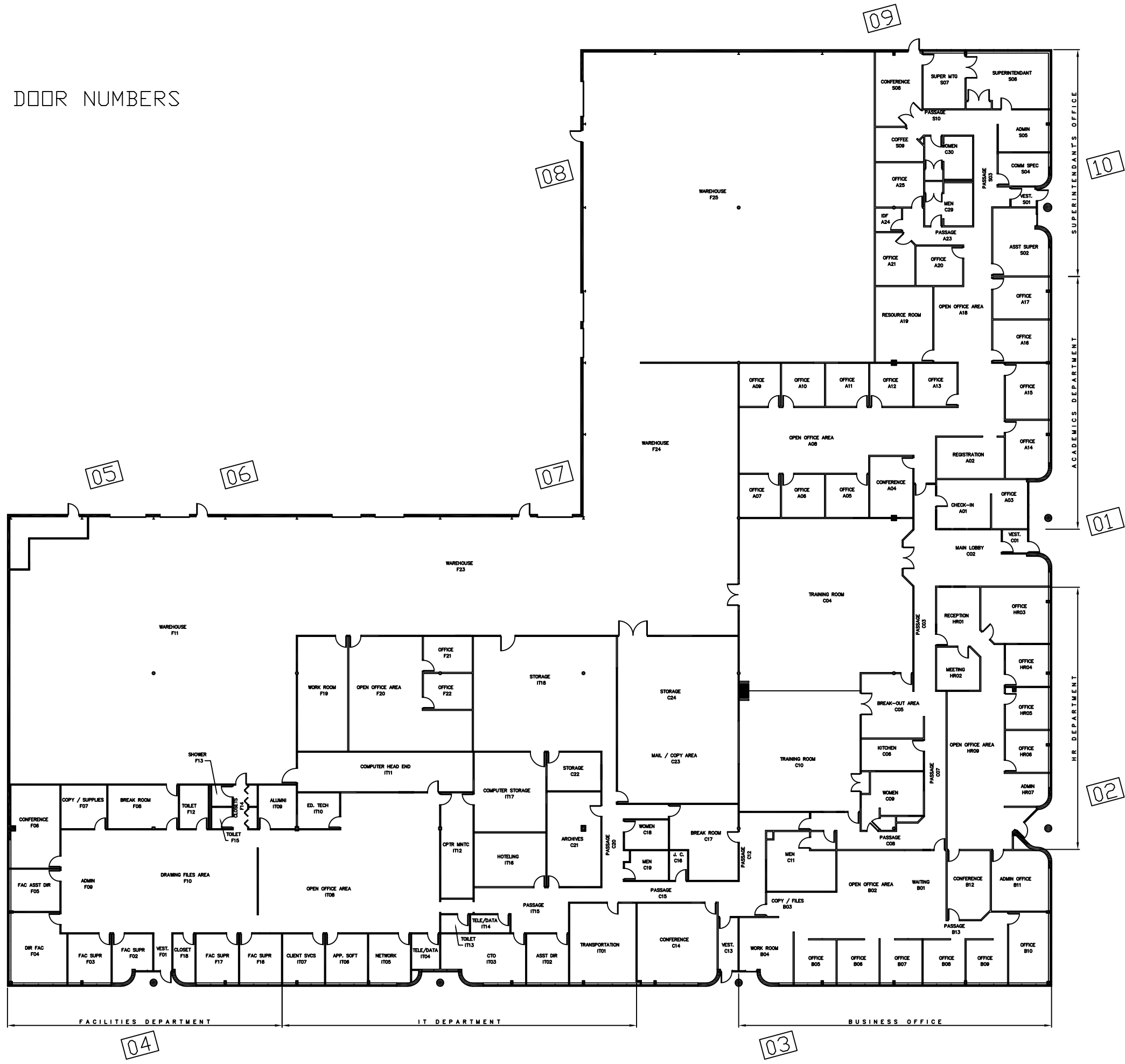
The building houses a number of Staff Development Rooms and Conference Room. DASD staff assigned to school buildings will frequently travel to Central Office to participate in meetings and training sessions.

Public meetings (including, but not limited to, School Board Meetings, Curriculum Council Meetings and Committee Meetings) are held at Central Office. The general public will attend these meetings and will utilize restroom facilities during the course of these meetings.

The following documents are included with this Appendix for the Contractor's reference:

- A. Primary Egress Routes (Building Map)  
540 Trestle Place  
First Floor Plan
- B. Log Sheet – Trestle Place Custodial Concerns that Require Attention  
[Sample Form – includes four hypothetical concerns along with information that would be filled in by the Custodian (in order to document resolution of the issue).]

## EXTERIOR DOOR NUMBERS



540 TRESTLE PLACE

EXTERIOR DOOR NUMBERS

FIRST FLOOR

DRAWING NO.	1 of 1	SCALE	NONE	DATE	11.22.2011
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DOWNINGTON AREA SCHOOL DISTRICT

**DO NOT USE THIS FORM FOR CONFERENCE ROOM RESERVATIONS AND / OR SET-UP REQUIREMENTS**

TRESTLE PLACE CUSTODIAL CONCERNS THAT REQUIRE ATTENTION				FILLED IN BY CUSTODIAN	
DATE REPORTED	LOCATION (INSIDE OR OUTSIDE THE BUILDING)	SPECIFIC CONCERN / DETAILS	REPORTED BY	RESOLUTION	DATE RESOLVED
August 20, 2012	Kitchen next to Staff Development Room B	The refrigerator in the kitchen is leaking water and is leaking out on the floor. I have soaked the water up a couple of times, but someone is going to slip and fall.	Jane Doe	Cleaned up water on the floor. Mitch Dowlin looked at the refrigerator. We adjusted the refrigerator thermostat and cleaned the condensate pan under the refrigerator.	August 20, 2012
August 21, 2012	Pupil Services Offices	There is no air conditioning. All of the offices are warm.	Michelle Clegg	Work Order 38954 - Davey Brown replaced the compressor on AC-8	August 31, 2012
September 4, 2012	Bob Jones's Office	The trash in my office did not get picked up last night	Bob Jones	Picked up trash	September 4, 2012
September 10, 2012	Technology Conference Room	The furniture needs to be dusted	Bill Gates	Dusted furniture	September 10, 2012
<b>DO <u>NOT</u> USE THIS FORM FOR CONFERENCE ROOM RESERVATIONS AND / OR SET-UP REQUIREMENTS</b>					

**APPENDIX III**  
**Street Addresses and Hours for**  
**Substitute Services at School Buildings**

Refer to the **“HOURLY RATE FOR SUBSTITUTE CUSTODIAL SERVICES”** (Section 4.0) of the Request for Proposal.

**Substitute Services at Elementary Schools**

DASD will request that the Contractor provide substitute coverage on as needed basis at the following Elementary School Locations.

Substitute coverage would be required:

- **Monday through Friday**
- **2:45 PM to 11:15 PM**

Beaver Creek Elementary School 601 Pennsylvania Ave. Downingtown, PA 19335	Bradford Heights Elementary School 1330 Romig Rd. Downingtown, PA 19335
Brandywine Wallace Elementary School 435 Dilworth Rd. Downingtown, PA 19335	East Ward Elementary School 435 Washington Ave. Downingtown, PA 19335
Lionville Elementary School 526 W. Uwchlan Ave. Downingtown, PA 19335	Pickering Valley Elementary School 121 Byers Rd. Chester Springs, PA 19425
Shamona Creek Elementary School 501 Dorlan Mill Rd. Downingtown, PA 19335	Springton Manor Elementary School 400 Fairview Rd. Glenmoore, PA 19343
Uwchlan Hills Elementary School 50 Peck Rd. Downingtown, PA 19335	West Bradford Elementary School 1475 Broad Run Rd. Downingtown, PA 19335

**Substitute Services at Middle Schools**

DASD will request that the Contractor provide substitute coverage on as needed basis at the following Middle School Locations.

Substitute coverage would be required:

- **Monday through Friday**
- **2:00 PM to 10:30 PM**

Downingtown Middle School 115 Rock Raymond Rd. Downingtown, PA 19335	Lionville Middle School 550 W. Uwchlan Ave. Exton, PA 19341
--	---



**Substitute Services at STEM Academy**

DASD will request that the Contractor provide substitute coverage on as needed basis at the STEM Academy.

Substitute coverage would be required:

- **Monday through Friday**
- **1:30 PM to 10:00 PM**

STEM Academy 335 Manor Avenue Downingtown, PA 19335
---

**Substitute Services at High Schools**

DASD will request that the Contractor provide substitute coverage on as needed basis at the following High School Locations.

Substitute coverage would be required:

- **Monday through Friday**
- **2:00 PM to 10:30 PM (night shift) or 4:00 PM to 12:30 AM (late shift)**

Downingtown High School – East Campus 50 Devon Dr. Exton, PA 19341	Downingtown High School – West Campus 445 Manor Ave. Downingtown, PA 19335
--	--

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**APPENDIX IV**  
**DASD Policies and Administrative Guidelines**

Contractor shall comply with all DASD Policies and Administrative Guidelines that apply.

DASD Policies and Administrative Guidelines are available on-line at:

<http://dasd-sharepoint.dasd.org/SchoolBoard/Pages/Policies.aspx>

or

[www.dasd.org](http://www.dasd.org) → Home → School Board → Policies

This includes, but is not limited to, the Policies and Administrative Guidelines that are attached to this Appendix:

School Board Policy 323	Tobacco Use
School Board Policy 348	Unlawful Harassment
Administrative Guideline 348	Unlawful Harassment
School Board Policy 551	Drug-Free / Alcohol-Free Workplace
Administrative Guideline 551	Drug and Substance Abuse

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# DOWNINGTOWN AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: July 11, 2012

REVISED:

323. TOBACCO USE	
<p>1. Purpose</p>	<p>The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools. As an educational organization, the district should provide both effective educational programs and a positive example to students concerning the use of tobacco.</p>
<p>2. Definition 35 P.S. Sec. 1223.5</p>	<p>For purposes of this policy, <b>tobacco use</b> shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.</p>
<p>3. Authority 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p>	<p>In order to protect students and staff from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Board prohibits tobacco use by administrative, professional and support employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p>
<p>35 P.S. Sec. 1223.5</p>	<p>The district shall annually notify employees about the Board's tobacco use policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods.</p>
<p>4. Delegation of Responsibility SC 1303-A</p>	<p>The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of tobacco by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.</p>
<p>5. Guidelines</p>	<p>A violation of this policy may be punishable by a civil fine.</p> <p><u>Smoke-Free Environment</u></p> <p>The Board declares all district facilities and properties to be officially designated smoke-free environments. Staff, students, contractors, and members of the public shall observe this restriction at all times.</p>

References:

School Code – 24 P.S. Sec. 1303-A

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: ADMINISTRATIVE EMPLOYEES**

348. UNLAWFUL HARASSMENT

1  
2  
3  
4 1. PURPOSE

5 The Board strives to provide a safe, positive, and respectful learning climate for its  
6 employees. Therefore, it shall be the policy of the district to maintain an  
7 employment environment in which harassment in any form is not tolerated.  
8

9 2. AUTHORITY

10 The Board prohibits all forms of unlawful harassment of employees by all district  
11 students and staff members, contracted individuals and vendors, and volunteers in  
12 the schools.

13  
14 The Board encourages anyone who feels they may have been harassed to report  
15 promptly such incidents to the designated administrators.  
16

17 The Board directs that complaints of harassment shall be investigated promptly,  
18 and corrective action shall be taken when allegations are verified. Confidentiality of  
19 all parties shall be maintained, consistent with the districts' legal and investigative  
20 obligations. No reprisals or retaliation shall occur as a result of good faith charges  
21 of harassment.  
22

23 3. DEFINITIONS

24 The term harassment includes but is not limited to slurs, jokes, verbal taunting or  
25 other graphic or physical conduct relating to an individual's race, color, religion,  
26 ancestry, sex, national origin, age or handicap/disability.  
27

28 For purposes of this policy, harassment of an employee consists of verbal, written,  
29 graphic or physical conduct relating to an individual's race, color, national  
30 origin/ethnicity, gender, age, disability, sexual orientation or religion when such  
31 conduct:

- 32
- 33 a) Is sufficiently severe, persistent or pervasive that it affects an individual's  
34 ability to perform job functions or creates an intimidating, threatening or  
35 abusive work environment.  
36
  - 37 b) Has the purpose or effect of substantially or unreasonably interfering with  
38 an individual's work performance.  
39
  - 40 c) Otherwise adversely affects an individual's employment opportunities.  
41

42 For purposes of this policy, sexual harassment shall consist of unwelcome sexual  
43 advances, requests for sexual favors, and other inappropriate verbal, written  
44 graphic, or physical conduct of a sexual nature when:  
45

**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: ADMINISTRATIVE EMPLOYEES**

- 1 a) Acceptance of unwelcome sexual advances, requests for sexual favors, or  
2 other verbal or physical conduct of a sexual nature is a term or condition of  
3 an individual's continued employment.  
4  
5 b) Submission to or rejection of such conduct is the basis for employment  
6 decisions affecting the individual  
7  
8 c) Such conduct has the purpose or effect of creating an intimidating, hostile or  
9 offensive working environment.

10  
11 Examples of conduct that may constitute sexual harassment include but are not  
12 limited to sexual flirtations, advances, touching or propositions; verbal abuse of a  
13 sexual nature; graphic or suggestive comments about an individual's dress or body;  
14 sexually degrading words to describe an individual; jokes, pin-ups, calendars,  
15 objects, graffiti, vulgar statements, abusive language, innuendoes, references to  
16 sexual activities, overt sexual conduct, or any conduct that has the effect of  
17 unreasonably interfering with a student's ability to work or learn or which creates  
18 an intimidating, hostile or offensive learning or working environment.  
19

20 4. DELEGATION OF RESPONSIBILITY

21 The district shall inform students, staff, parents, independent contractors and  
22 volunteers that unlawful harassment of employees will not be tolerated, by means of  
23 Distribution of Written Policy.  
24

25 Each staff member shall be responsible to maintain a working environment free  
26 from all forms of unlawful harassment.  
27

28 Each employee shall be responsible to respect the rights of district staff and to  
29 ensure an atmosphere free from all forms of unlawful harassment.  
30

31 Students shall be informed that they may choose to report harassment complaints  
32 to counselors.  
33

34 The building principal shall be designated to receive harassment complaints. If the  
35 building principal is the subject of the complaint, the complainant shall report the  
36 complaint directly to the Superintendent or designated administrator.  
37  
38

39 ADOPTED: 03/11/1998  
40 REVISED: 11/14/2001  
41 REVISED: 10/09/2002  
42 REVISED: 02/11/2004  
43 REVISED: 06/13/2007  
44  
45

**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: ADMINISTRATIVE EMPLOYEES**

**ADMINISTRATIVE GUIDELINES FOR**  
**348. UNLAWFUL HARASSMENT**

When an employee believes that improper conduct is occurring toward them, the employee should immediately inform the person that his/her behavior is unwelcome, offensive or inappropriate. If the employee is uncomfortable in addressing the improper conduct, s/he should seek out the guidance of an administrator to determine the best course of action. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the established complaint procedure.

**COMPLAINT PROCEDURE**

1. An employee shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the employee of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The findings of the investigation shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

**DISCIPLINE**

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that an employee has made false accusations, such employee shall be subject to disciplinary action, including termination.

**APPEAL PROCEDURE**

1. If the complainant or accused is not satisfied with the principal's decision, s/he may file a written appeal to the Superintendent.
2. The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the

**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: ADMINISTRATIVE EMPLOYEES**

1 appeal. Copies of the response shall be provided to the complainant, the accused,  
2 building principal and others directly involved, as appropriate.  
3  
4

5 REFERENCES:

6 Authority Sec. 703 of Title VII of Civil Rights Act of 1964

7 Sec. 5(a) PHRC Act

8 Title IX of the 1972 Education Amendments

9 Definitions OCR Guidelines on Sexual Harassment Fed. Reg. Vol. 62 #49

10 PHRC Guidelines;

11 PA Bulletin Vol. II, #5 Policy Memo Office of Civil Rights USDE March 1997

12 Policies #317, 417, 517, 218 and 233  
13  
14

15 ADOPTED: 03/11/1998

16 REVISED: 11/14/2001

17 REVISED: 10/09/2002

18 REVISED: 02/11/2004

19 REVISED: 06/13/2007  
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**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: ADMINISTRATIVE EMPLOYEES**

1           **NOTICE TO INDIVIDUALS COMPLAINING OF UNLAWFUL HARASSMENT**

2  
3  
4   TO:

5  
6   FROM:

7  
8   DATE:

9  
10   The elimination of improper conduct, including any form of harassment, is a high priority for the  
11   School District. It is the established policy of the School District to prohibit all forms of improper  
12   conduct, including sexual harassment. A copy of the School District's policy is attached and we urge  
13   that you read it and become familiar with its provisions. However, we would like to use this notice to  
14   highlight certain information.

- 15  
16   1.   The School District's Title IX Coordinator is the Director of Human Resources. If you have  
17   any questions you may contact the Title IX Coordinator at the following address and  
18   telephone number: Downingtown Area School District, 126 Wallace Avenue, Downingtown,  
19   PA 19335. - (610) 269 8440.  
20  
21   2.   The School District will investigate the allegations of improper conduct that you have  
22   brought to its attention. The investigation will be conducted by the Director of Human  
23   Resources. If you have any questions of the School District's investigator, you may contact  
24   the investigator at the following address and telephone number: Downingtown Area School  
25   District, 126 Wallace Avenue, Downingtown, PA 19335 - (610) 269 8440.  
26  
27   3.   During the investigation, you have the rights to (a) provide the School District with  
28   information and documentation concerning the alleged improper conduct; (b) advise the  
29   School District of the identity and location or any possible witness; and (c) all other rights set  
30   forth in law or in School District policy.  
31  
32   4.   The School District is interested in knowing what actions you are seeking in response to the  
33   harassment. Although the law does not require that the School District comply with  
34   requested action in order to eliminate sexual harassment, a collaborative dialogue may be a  
35   useful tool in insuring that sexual harassment is eliminated.  
36  
37   5.   The School District will take reasonable steps to preserve confidentiality and will make every  
38   effort to prevent public disclosure of the names of the parties involved, except to the extent  
39   necessary to carry out the investigation. The School District is interested in knowing your  
40   views about confidentiality issues and will try to accommodate them, subject to the School  
41   District being able to fulfill its commitment to eliminate sexual harassment.  
42  
43   6.   School District employees and students who are alleged to be perpetrators of sexual  
44   misconduct or sexual harassment may be entitled to due process and may be protected by  
45   certain confidentiality rights. Subject to the rights of students or employees, the School  
46   District will make an effort to keep you advised of the progress of its investigation and of any  
47   decisions it reaches concerning the situation. If you have any questions concerning the  
48   progress of the investigation or the actions taken by the School District to remediate any

**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: ADMINISTRATIVE EMPLOYEES**

1 sexual harassment that may have occurred, please feel free to contact the Title IX  
2 Coordinator or the Investigator identified previously in the notice.  
3

4 7. If you are dissatisfied with the progress of the investigation, the progress of the making of  
5 the decision, or the decision reached, you have the right under the policy to appeal to the  
6 Board of School Directors. You may file an appeal by \_\_\_\_\_.  
7

8 8. If it is concluded following the investigation that the allegations have merit and that action  
9 will be taken to remediate the situation, the School District will follow-up with you to make  
10 sure that there is not a recurrence of the improper conduct. If there is any repeat of any  
11 improper conduct, we ask that you notify the Title IX Coordinator and/or the Investigator  
12 immediately.  
13

14 9. The School District has a policy of correcting the discriminatory effects on the complainant  
15 and others of any improper conduct, including sexual harassment. Please feel free to advise  
16 us of the things that you believe that the School District should do to correct the  
17 discriminatory effects of the improper conduct.  
18

19 10. Retaliation by anyone against an individual who has reported improper conduct, including  
20 harassment, is strictly forbidden. If you believe that anyone is retaliating against you in any  
21 way, please notify the Title IX Coordinator and/or the Investigator immediately.  
22

23 Thank you for your assistance and cooperation.

24 I hereby acknowledge receipt of this notice.

25 Date:

26  
27 Signature:  
28  
29  
30  
31

ADOPTED: 03/11/1998  
REVISED: 11/14/2001  
REVISED: 06/13/2007

**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: ADMINISTRATIVE EMPLOYEES**

**348. UNLAWFUL HARASSMENT**  
**INVESTIGATIVE FACT SHEET**

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1. The Complaining Party(ies).

Name: Address:  
Age: Telephone No.  
Date of Birth:  
Sex:

Parents: Address:  
Telephone No.

School/Employer:

Has the Complaining Party been provided with the "notice to Individuals Complaining of Harassment?"  yes  no

Date Notice provided:

Attach copy of Notice with acknowledgment of receipts.

2. The Investigator(s)

Name:  
Address:  
Telephone No.

Name:  
Address:  
Telephone No.

3. Nature of Complaint as Described by Complaining Party(ies):

Date Complaint Made:

Description of Improper Conduct:

Identity of all Participants in the Improper Conduct:

Identify of Witnesses:

What would the complaining party like the School District to do to remedy the situation?

**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: ADMINISTRATIVE EMPLOYEES**

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What is the complaining party's viewpoint with respect to confidentiality?

4. Investigation:

Date: Action Taken:

Date: Action Taken:

Date: Action Taken:

5. Conclusions Reached

6. Action Taken to Eliminate Improper Conduct.

7. Follow-up Action Taken to Insure that Remedial Action is Effective.

ADOPTED: 03/11/1998  
REVISED: 06/13/2007

**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: ADMINISTRATIVE EMPLOYEES**

NOTICE TO VOLUNTEERS AND CHAPERONES

1  
2  
3  
4 The elimination of improper conduct, including any form of harassment, is a high priority for the  
5 School District. It is the established policy of the School District to prohibit all forms of improper  
6 conduct, including any form of harassment. A copy of the School District's policy is attached and we  
7 urge that you read it and become familiar with its provisions.  
8

9 As a volunteer or chaperone in connection with a school sponsored event, you are subject to the  
10 prohibitions in the policy and protected by it. If you believe that you are the victim of any form of  
11 harassment or improper conduct or if you observe what you believe to be any form of harassment or  
12 improper conduct, we urge you to report it to any school principal or administrator in the School  
13 District. We will properly investigate any such complaints in order to take prompt and effective  
14 action to eradicate improper conduct.  
15

16 The School District's Title IX Coordinator is the Director of Human Resources. If you have any  
17 questions you may contact the Title IX Coordinator at the following address and telephone number:  
18 Downingtown Area School District, 126 Wallace Avenue, Downingtown, PA, 19935 - (610) 269 8440.  
19

20 Retaliation by anyone against an individual who has reported improper conduct, including any form  
21 of harassment, is strictly forbidden. If you believe that anyone is retaliating against you in any way,  
22 please notify the Title IX Coordinator immediately.  
23

24 Thank you for your assistance and cooperation.  
25

26 I hereby acknowledge receipt of this notice.  
27

28 Date:  
29

30 Signature:  
31  
32

ADOPTED: 03/11/1998  
REVISED: 06/13/2007

**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: SUPPORT EMPLOYEES**

**551. DRUG-FREE / ALCOHOL-FREE WORKPLACE**

**1. PURPOSE**

The Board recognizes that the misuse of drugs and/or alcohol is a serious problem with legal, physical, social, and economic implications for the whole school community. As such, the Board is very much concerned about the problem that may be caused by the misuse of drugs and/or alcohol by employees, especially as the use relates to the safety, efficiency and productivity of the employees.

The primary purpose and justification for any action on the part of the school staff would be the protection of the health, safety and welfare of students, staff and school property.

It is the policy of the Downingtown Area School District to maintain a drug-free and alcohol-free workplace. In order to further this goal and to comply with the requirements of the Drug-Free Workplace Act of 1988, the following policy is hereby adopted.

**2. DEFINITIONS**

“Alcohol” means ethyl alcohol of any degree of proof, whether rectified or diluted and any beverage containing same, including but not limited to liquor, wine, spirits, fermented beverages, and malt or brewed beverages.

“Controlled Substance” means (i) a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), (ii) a controlled substance in schedules I through V of 35 P.S.780-104 of the “Controlled Substance Drug Device and Cosmetic Act 35 P.S.780-104. (iii) a look-alike drug, or (iv) a designer drug.

“Look-alike drug” means any substance not listed in schedules I through V of 21 U.S.C. 812 35 P.S.780-104 that (i) has a stimulant or depressant effect on humans, other than a prescription drug, which, or the label or container of which, substantially resembles a specific controlled substance, or (ii) is or has been represented to be a controlled substance, stimulant, or depressant.

**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: SUPPORT EMPLOYEES**

1  
2 “Designer drug” means a substance not listed in schedules I through V of 21  
3 U.S.C. 813 35 P.S.780-104 that has a chemical structure similar to that of a  
4 controlled substance that produces an effect substantially similar to that of a  
5 controlled substance.

6  
7 “Conviction” means a finding of guilt (including a plea of nolo contendere) or  
8 imposition of sentence, or both, by any judicial body charged with the  
9 responsibility to determine violations of the Federal or State criminal drug  
10 statutes.

11  
12 “Criminal drug statute” means a criminal statute involving manufacture,  
13 distribution, dispensation, use or possession of any controlled substance as  
14 defined in this policy.

15 “In the workplace” means (i) any school building, grounds, vehicle, or other  
16 site owned, leased or otherwise used whether permanently or temporarily, by  
17 the Downingtown Area School District; or (ii) any site where an employee  
18 conducts, supervises, takes part in or in any way participates in a school-  
19 sponsored or school-approved activity, event or function, including but not  
20 limited to a field trip or athletic event.

21  
22  
23 **REFERENCES:**

24 Current support staff agreements or compensation plans

25 School Code sec. 527

26 Federal Statutes 100-690

27 Purdons Pennsylvania Statutes sec. 780-101 et seq.

28  
29  
30 ADOPTED: 11/08/1989

31 REVISED: 04/14/1993

32 REVISED: 04/14/2004

33 REVISED: 04/19/2006

34 REVISED: 04/09/2008

**DOWNINGTOWN AREA SCHOOL DISTRICT**  
**SCHOOL BOARD POLICY**  
**SECTION: SUPPORT EMPLOYEES**

**ADMINISTRATIVE GUIDELINES FOR**  
**551. DRUG AND SUBSTANCE ABUSE**

1  
2  
3  
4  
5  
6 The manufacture, distribution, dispensation, possession, control or use of a  
7 controlled substance is hereby prohibited in the workplace unless the  
8 employee can establish that said manufacture, distribution, dispensation,  
9 possession, control or use is lawful under the laws of the Commonwealth of  
10 Pennsylvania.

11  
12 The distribution, dispensation, possession, control, use or consumption of  
13 alcohol is hereby prohibited in the workplace.

14  
15 The Superintendent or designee shall inform employees about: (a) the  
16 District's policy of maintaining a drug-free and alcohol-free workplace; (b)  
17 any available drug and alcohol counseling, rehabilitation and employee  
18 assistance programs; and (c) the penalties that may be imposed for employee  
19 drug and alcohol abuse violations.

20  
21 Each employee shall be given a copy of this policy as soon as it is practicable,  
22 which shall satisfy the District's obligation to notify each employee of the  
23 statement required under Sec. 5153(a)(1)(A) of the Act. Each new employee  
24 shall be given a copy of this policy upon commencing employment with the  
25 District.

26  
27 Any employee who violates the terms of this policy shall be subject to non-  
28 renewal, suspension, or other appropriate action, up to and including  
29 dismissal.

30  
31  
32 **REFERENCES:**

33 Current support staff agreements or compensation plans  
34 School Code sec. 527  
35 Federal Statutes 100-690  
36 Purdons Pennsylvania Statutes sec. 780-101 et seq.

37  
38  
39 ADOPTED: 11/08/1989  
40 REVISED: 04/14/1993  
41 REVISED: 04/14/2004  
42 REVISED: 04/19/2006  
43 REVISED: 04/09/2008



**APPENDIX V**  
**Cleaning Inspection Sheet**

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# CLEANING INSPECTION SHEET

BUILDING:  
SECTION:  
INSPECTED BY:

DATE:  
TIME:  
HEAD CUSTODIAN:

EXTERIOR	CLASSROOMS
Flower Beds	Accessories
Grass	Baseboards
Policing	Chalk Trays
Sidewalks	Desks
Misc.	Doors
LOBBY AREA	Filing Cabinets
Baseboards	Floors
Floors	Lights
Furniture	Recycle Baskets
Picture Frames	Sinks
Recycle Baskets	Window Ledges
Misc.	Walls
RESTROOMS and/or LOCKER ROOMS	Waste Baskets
Baseboard	Misc.
Dispensers	CAFETERIA and/or MULTI-PURPOSE RM
Floors	Floors
Lockers	Furniture
Mirrors	Recycle Baskets
Partitions	Walls
Showers	Waste Baskets
Sinks	Misc.
Supplies	STAIRWELLS
Toilets	Landings
Urinals	Railings
Vents	Stairs
Walls	Window Ledges
Misc.	Misc.
CUSTODIAN CART	MISCELLANEOUS
Cart	Filters
Dry and Wet Mops	Windows
Spray Bottle	OFFICE and/or LIBRARY
Vacuum Cleaner	Accessories
Misc.	Book Cases
CORRIDORS	Counters
Baseboards	Desks
Drinking Fountains	Filing Cabinets
Floors	Floors
Picture Frames	Furniture
Recycle Baskets	Lights
Misc.	Picture Frames
	Recycle Baskets
	Telephones
	Walls
	Waste Baskets
	Window Ledges
	Misc.

KEY:  
1-Unsatisfactory  
2-Ineffective  
3-Effective  
4-Very Effective  
5-Excellent



Comments:

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Facilities Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

Head Custodian: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX VI**  
**DASD Holidays for Maintenance Employees**

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
# DOWNINGTOWN

DOWNINGTOWN AREA SCHOOL DISTRICT  
126 Wallace Avenue, Downingtown, Pennsylvania 19335

Lawrence J. Mussoline, Jr., Ph. D.  
Superintendent

[www.dasd.org](http://www.dasd.org)

Telephone: 610-269-8460  
FAX: 610-873-1404

TO: All Maintenance & Custodial Employees  
FROM: James Lill    
SUBJECT: Paid Holidays for the 2012-2013 Fiscal School Year  
DATE: May 21, 2012

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The following holidays are granted in accordance with the Support Staff Compensation Plan for Facilities Employees for the 2012-2013 fiscal school year.

Wednesday, Fourth of July	July 4
Monday, Labor Day	September 3
Thursday, Thanksgiving	November 22
Friday, following Thanksgiving	November 23
Monday, Christmas Eve	December 24
Tuesday, Christmas Day	December 25
Tuesday, New Year's Day	January 1
Monday, Martin Luther King Day	January 21 (*)
Monday, Presidents' Day	February 18 (*)
Thursday afternoon, preceding Good Friday	March 28
Good Friday	March 29
Monday, Memorial Day	May 27

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(\*) Both of these dates are subject to change based on weather or emergency cancellations during the school year. If Professional Development and/or School is held on this date, then it will be considered a regular work day for all maintenance and custodial employees. If these dates are affected, then floating holiday(s) will be granted. Any floating holidays that may be granted must be used on or before June 30, 2013 – no carryover into the next year.

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