



Escambia County
School District

Escambia County Florida



Maintenance Department

Cold Weather Plan

PURPOSE

The purpose of the Cold Weather Plan is to have a procedure for the Maintenance Department which can be implemented prior to a hard freeze. This plan will be most valuable during the Christmas Holidays when the schools are unoccupied. This plan will save valuable time in making decisions and preparations for an impending hard freeze and reduce the possibility of injury to employees, and damage and repairs to district vehicles, schools and ancillary/auxiliary facilities.

Freezing temperatures can and have caused serious damage to district buildings, but these conditions can also create unsafe driving and work conditions.

The Cold Weather Plan was designed for the winter season (November, December, January, February). There is usually some forewarning for a hard freeze, but during the holiday period, between December 20th and January 4th, the Maintenance Department is usually understaffed and the schools are unoccupied making this a more difficult time to prepare and protect facilities from freezing conditions.

The Cold Weather Plan will also provide the district with a Damage Assessment and Recovery Plan from unavoidable damages. The repair and renovations of the facilities would be handled using similar procedures outlined in our Hurricane Preparedness Plan.

COLD WEATHER PLAN

The following sequence of events is to take place in anticipation of and in preparation for freezing temperatures.

BEGINNING OF COLD WEATHER SEASON:

1. Send letter to principals.
2. Take preventative steps outlined in plan.

PROTECTIVE MEASURES

VEHICLES

Make sure your vehicle is ready before driving in winter weather. In addition, to our regular inspections, pay extra attention to the following items:

Coolant Level and Anti-freeze Amount. Make sure the cooling system is full and there is enough anti-freeze in the system to protect against freezing. This can be checked with a special coolant tester.

Defrosting and Heating Equipment. Make sure the defrosters work. They are needed for safe driving. Make sure the heater is working and that you know how to operate it. If you use other heaters and expect to need them (e.g., mirror heaters, battery box heaters, fuel tank heaters), check their operation.

Wipers and Washers. Make sure the windshield wiper blades are in good condition. Make sure the wiper blades press against the window hard enough to wipe the windshield clean. Otherwise they may not sweep off snow properly. Make sure the windshield washer works and there is washing fluid contained in the washer reservoir. Use windshield washer anti-freeze to prevent freezing of the washer liquid. If you can't see well enough while driving (for example, if your wipers fail), stop safely and fix the problem.

Lights and Reflectors. Make sure the lights and reflectors are clean. Lights and reflectors are especially important during bad weather. Check from time to time during bad weather to make sure they are clean and working right.

Windows and Mirrors. Remove any ice, snow, etc., from the windshield, windows, and mirrors before starting. Use a windshield scraper, snow brush, and windshield defroster as necessary.

Hand Holds, Steps, and Deck Plates. Remove all ice and snow from hand holds, steps, and deck plates which you must use to enter the cab or to move about the vehicle. This will reduce the danger of slipping.

Exhaust System. Exhaust system leaks are especially dangerous when cab ventilation may be poor (windows rolled up, etc.). Loose connections could permit poisonous carbon monoxide to leak into your vehicle. Carbon monoxide gas will cause you to be sleepy. In large enough amounts it can kill you. Check the exhaust system for loose parts and for sounds and signs of leaks.

PROTECTIVE MEASURES continued

Freezing conditions can make roads and bridges for unsafe driving conditions.

Slippery Surfaces. Drive slowly and smoothly on slippery roads. If it is very slippery, you shouldn't drive at all. Stop at the first safe place.

The following are some safety guidelines:

Start gently and slowly. When first starting, get the feel of the road. Don't hurry.

Adjust turning and braking to conditions. Make turns as gentle as possible. Don't brake any harder than necessary, and don't use the engine brake or speed retarder. (They can cause the driving wheels to skid on slippery surfaces.)

Adjust speed to conditions. Don't pass slower vehicles unless necessary. Go slow and watch far enough ahead to keep a steady speed. Avoid having to slow down and speed up. Take curves at slower speeds and don't brake while in curves. Be aware that as the temperature rises to the point where ice begins to melt, the road becomes even more slippery. Slow down more.

Adjust space to conditions. Don't drive alongside other vehicles. Keep a longer following distance. When you see a traffic jam ahead, slow down or stop to wait for it to clear. Try hard to anticipate stops early and slow down gradually.

Wet brakes. When driving in heavy rain or deep standing water, your brakes will get wet. Water in the brakes can cause the brakes to be weak, to apply unevenly, or to grab. This can cause lack of braking power, wheel lockups, pulling to one side or the other, and jackknife if you pull a trailer.

HEATING & AIR SHOP RESPONSIBILITIES:

Ensure all heating systems are working.

Cold water feed lines to boilers that could possibly freeze need to be stripped with heat tape and wrapped.

SCHOOLS WITH COOLING TOWERS:

Check low temperature controls on cooling tower pumps.

Check cooling tower sump heater.

Check all freeze-stat controls.

Leave make-up water running in cooling tower.

AREAS OF CONCERN:

Penthouses at Woodham Middle School

Mechanical Rooms that have full louvered doors to the outside may need to be partially covered.

Schools should be notified to leave outside faucets dripping.

Can wash faucets to kitchens should be left on at a minimum flow.

Heat in portable classrooms with restroom facilities should remain on at vacant times.

All heating thermostats need to be left on if area is unoccupied for a long period of time.
(Buildings vacated for holidays, etc.)

During periods of extremely cold (freezing) temperatures, all buildings should be periodically checked for heat.

Employees should wear appropriate clothing for protection against cold temperatures, especially when working outside.

PLUMBING SHOP RESPONSIBILITIES:

Have each Principal tell their custodians to leave water running and leave the heat on.

IRRIGATION WELL FREEZE PROTECTION

In order to prevent freeze damage to irrigation storage tanks, the power to the well motor should be removed at disconnect located at well power panel; run the sprinkler system until no water can be seen coming from sprinkler heads. This procedure should only be done if a hard freeze is anticipated.

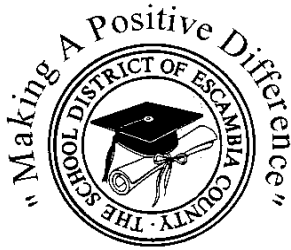
PERSONAL PROTECTION

The most important rule when working in freezing temperatures is to use common sense. Dress appropriately for freezing temperatures. Over dressing can be just as bad as under dressing. Over dressing can make maneuvering very difficult, obstruct your vision, and cause one to perspire, which can lead to frostbite.

When working outdoors and using hand tools, be sure to wear gloves. Metal objects that come into contact with skin can cause frostbite. Freezing metal objects can bond to the skin and tear the flesh. They can also cause the hands to dry and crack.

Never allow yourself to become over-exposed to freezing temperatures. If you feel numbness in your hands or feet, get indoors. If you get wet, find a place to get out of the cold weather and get a new set of dry clothes.

As in working in extremely hot conditions, the same rule applies. Do not allow yourself to be overcome by the weather. Get out of the harsh environment, take a break and warm up, then go back and complete your task.



ESCAMBIA COUNTY SCHOOL DISTRICT

MAINTENANCE SERVICES DEPARTMENT
30 EAST TEXAR DRIVE
PENSACOLA, FL 32503
PH.850/469-5586, FAX 850/469-5548
<http://escambiaschools.org/>
MALCOLM THOMAS, SUPERINTENDENT

MEMORANDUM

TO: All District Employees

FROM: Gregory L. Gibbs, Director – Maintenance and Custodial Services

RE: Cold Weather Plan

In anticipation of any cold weather forecast to be in our area this week and/or over the Christmas and New Year's Holidays, we ask that you assist in protecting our schools and facilities from damages that could be caused by freezing conditions. Please pay attention to developing severe weather and be prepared to follow the precautions set forth in the Maintenance Department Cold Weather Plan:

Precautions from Freeze Damage

When the temperature is predicted to be below 32 degrees, all outside faucets should be left dripping. Several inside faucets should also be left dripping at various locations throughout the building, especially in the can wash areas of the kitchens. The heat should remain on in all buildings, including portable classrooms. Restroom and mechanical room interior doors should remain open to allow heat into these areas. Curtains and drapes should be drawn shut. Please remind your trailer resident of the need to inspect the buildings periodically to ensure there are no problems. If there are problems that have occurred, they should be reported quickly to prevent additional damage. If there are problems after hours, please call the Maintenance Department emergency number – 554-4221.

For additional information, you may also access our website at <http://ecsd-fl.schoolloop.com/maintenance>
Click on "Maintenance Department Cold Weather Procedures."

GLG/lrs