

Operational Areas of Responsibility

<u>Areas of Responsibility</u>	<u>Person Responsible</u>
Air Quality Concerns/Reporting Forms	Allen Misenheimer
All Food Service Items	Lisa Altmann
All Transportation Items	Tim Beck
Asbestos Removal	Allen Misenheimer
Athletic Concerns	Rick Vanhoy
Badges – programming	Rick Towell
Bleacher Items	LA Overcash
Budgets, Purchase Orders, Contracts (Const.)	Kristen Paustian / Christopher Nuckolls
Budgets, Purchase Orders, Contracts (Maint.)	Angela Barringer / Allen Misenheimer
Burglar Alarms	Allen Misenheimer
Bus Cameras	Tim Beck
Cameras – Facility	Brad Wilkinson / Rick Towell
Capital Projects (as assigned)	Jeff Holshouser / Christopher Nuckolls
Card Readers (Doors)	LA Overcash
Construction Renovations	Christopher Nuckolls
Contracts (Construction)	Kristen Paustian / Christopher Nuckolls
Contracts (Maint.)	Angela Barringer / Allen Misenheimer
Custodial Items & Supplies	Dale Eudy / Allen Misenheimer
Departmental Websites	
Athletic Department	Robin Shoe
Construction Department	Kristen Paustian
Maintenance Department	Martha Wilson
Operations Department	Robin Shoe / Kristen Paustian
Safety Department	Brad Wilkinson
School Nutrition Department	Debbie Isley
Transportation Department	Eric Shepherd
Dumpsters	Allen Misenheimer

Areas of Responsibility

Person Responsible

Electric Services	LA Overcash
Elevator Inspections	Allen Misenheimer
Energy Savings Programs & Monitoring	Allen Misenheimer
Fire Alarms	LA Overcash / Allen Misenheimer
Gas Lines	LA Overcash
HVAC Concerns	Allen Misenheimer
Insurance & Reporting	Robin Shoe
Intercoms	LA Overcash
Keying & Rekeying	LA Overcash
Kitchen Equipment Repair	Lisa Altmann / LA Overcash
Leasing Facilities and Fees	Robin Shoe
Lock Down Procedures	Rick Towell
IPM – Pest Control	Allen Misenheimer / LA Overcash
Maintenance and Grounds Items	LA Overcash
Matching Funds Projects	Kristen Paustian / Christopher Nuckolls
Meeting Rooms (WEF) Table & Chair Setup	Robin Shoe / Christopher Nuckolls
New Kitchen Equipment Installation	LA Overcash / Lisa Altmann
Panic Buttons	Brad Wilkinson / Rick Towell
Playground Inspections	Rick Towell / LA Overcash
Pressure Vessels & Inspections	LA Overcash / Allen Misenheimer
Quotes for Services - Capital	Jeff Holshouser / Christopher Nuckolls
Quotes for Services – Maintenance	LA Overcash / Allen Misenheimer
Raptor	Brad Wilkinson / Rick Towell
Safety and safety inspections	Rick Towell
Security Vestibules	Rick Towell / Christopher Nuckolls
Surplus Disposal	Allen Misenheimer
Underground Storage Tanks	Allen Misenheimer
Warehouse Receiving & Delivery	Steve McClary / Allen Misenheimer
Waste Water & Portable Water Systems	LA Overcash