

TASB FACILITY SERVICES

Planning • Compliance • Construction • Energy

WE KNOW SCHOOLS INSIDE AND OUT

Dear Texas School District:

Thank you for your interest in the Texas Association of School Boards Facility Services program. Currently, more than 600 school districts and colleges across the state benefit from membership with our program. Facility Services provides expert advice and service to assist school districts with compliance services on an array of topics including: asbestos, integrated pest management, indoor air quality, lead, hazard communication, and other environmental and facility issues that concern your district or college.

Membership with TASB Facility Services provides school districts access to a team of trained and licensed facility consultants, which include scheduled training courses throughout the year and periodic courtesy updates regarding regulatory changes to assist with state and federal regulatory compliance. There are numerous environmental regulations and requirements with which local education agencies must comply or face potential fines and penalties. These fines and penalties may be substantial. TASB Facility Services works to assist your school in its compliance efforts with the array of environmental laws that affect every Texas educational entity.

Enclosed in this packet you will find a list of TASB Facility Services membership benefits, membership application, and a complete training schedule for the 2018-19 membership year. Please do not hesitate to contact a Facilities Consultant near you (listed below) if you have any questions at 1.800.580.8272.

Sincerely,



Shelly Branstetter
Membership Services Manager

Member Services Staff:

Shelly Branstetter, Facility Consultant and Membership Services Manager Extension: 2496
Tara Jones, Administrative Assistant II Extension: 2497

East Region: ESC Regions 4, 5, 6, 7, 8, 13

Grady Slaydon, Regional Manager Extension: 2473
Gary Marek, Facility Consultant Extension: 2872
Ryan Schmidt, Facility Specialist Extension: 2881

North Region: ESC Regions 8-12, 14-19

Clint Alsobrook, Regional Manager Extension: 2870
James Reese, Facility Specialist Extension: 2884
Robert Placek, Compliance Specialist Extension: 2871

Central & South Region: ESC Regions 1, 2, 12, 13, 20

Karen O'Grady, Regional Manager Extension: 3679
Jason Buster, Facility Consultant Extension: 2494
Louis Magee, Facility Specialist Extension: 2495
Amber Meinardus, Compliance Specialist Extension: 2498

*A new member will be charged a one-time charge in the amount of 50% of the membership fee in connection with uploading all member's data for purposes of providing audit and revision of management plan services.



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Membership Benefits

Through the services listed below, membership in the TASB Facility Services program provides districts access to experienced personnel, professional and informative training, assistance with regulatory compliance, prompt and dependable customer service, and substantial cost savings as compared to the cost to a non-member on a wide variety of TASB Facility Services' environmental and facility consulting services.

The following services are included with a TASB Facility Services membership and provided at no additional cost:

Free Training Seminars

- Members receive free, unlimited access to designated scheduled training classes throughout the year
- Many training opportunities held throughout the state
- Training varies by topic and location each year and is outlined in the 2018-19 Training Schedule¹

Compliance Services

- **Asbestos**
 - Access to Licensed Asbestos Management Planner Agency (TDSHS²)
 - Access to Licensed Asbestos Inspector/Management Planners (TDSHS)
 - On-line access to Asbestos Management Plan information and reports
 - Audit and revision of existing asbestos management plan (subject to initial, one-time upload fee³)
 - Management plan updates
 - Six-month surveillance forms and reports (e-mailed each December and June)
 - Annual reminders
 - Periodic courtesy notices regarding regulation changes
 - Provide general assistance to district personnel with TDSHS random audits and inspections
 - Free access to Two-Hour Asbestos Awareness presentation
- **Integrated Pest Management**
 - Assistance with Integrated Pest Management Plan and Procedures
 - Periodic plan updates
 - Periodic courtesy notices regarding regulation changes
 - Monitoring of quarterly IPM Advisory Committee meetings and Updates, if applicable

¹ Schedule subject to change. Please visit www.tasb.org/services/facility-services for the latest schedule.

² Licensing agency – Texas Department of State Health Services (TDSHS)

³ A new member will be charged an initial, one-time charge in the amount of 50% of the full annual membership fee in connection with uploading all member's data for purposes of providing audit and revision of asbestos management plan services.

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▪ Indoor Air Quality

- Access to Licensed Mold Assessment Company (TDLR⁴)
- Access to Licensed Mold Assessment Consultants (TDLR)
- Periodic courtesy notices regarding regulation changes

▪ Lead

- Access to Licensed Lead Firm (TDSHS)
- Access to Licensed Lead Assessment Consultants (TDSHS)
- Periodic courtesy notices regarding regulation changes

Environmental Compliance Assistance

TASB Facility Services staff are available to assist you with general information on compliance with various relevant federal and state regulations and standards. Our program offers guidance on achieving and maintaining compliance with asbestos management plans, hazard communication standards, lead, indoor air quality, and integrated pest management regulations.

The following services are available to TASB Facility Services members under separate agreement and for additional fees at a discount from the non-member price. If interested in any of these services, please contact your TASB Facility Services representative for additional information.

Environmental Compliance

- Onsite environmental compliance consulting and training related to:
 - Asbestos inspection and sampling services
 - Integrated pest management documentation audit and building inspection services
 - Indoor air quality assessment and investigation services
 - Lead assessment and sampling services
 - Onsite training presentations at your district:
 - Asbestos Awareness training
 - Bloodborne Pathogen training
 - Hazardous Communication Awareness training

Custodial/Maintenance & Operations Staffing Analysis

The purpose of the Custodial/Maintenance & Operations Staffing Analysis is to assist districts in establishing department standards, maintaining operational efficiency, and ensuring proper custodial, maintenance, and/or grounds staffing levels for areas that require daily cleaning and routine maintenance. The analysis is based on three criteria: district building and equipment specifications, industry wide standard cleaning times, and custodial staff tasks and work schedules.

⁴ Licensing agency – Texas Department of Licensing and Regulation (TDLR)

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Facility Planning

- **Facility assessment:** The purpose of a facilities assessment is to measure the quality, sustainability, functionality, and educational effectiveness of school facilities. TASB Facility Services will utilize a comprehensive appraisal method tailored for elementary, middle, and high school educational levels as well as support areas with those appraisal criteria categorized into three primary areas that include: school site, systems and components, site safety, and educational adequacy.
- **Long-range facility planning:** The long-range facility plan is developed from an assessment of the facilities and, in conjunction with services from a third-party engineering firm, can include the quality, sustainability, functionality, and educational effectiveness of school facilities, recommended improvements, cost projections, and scheduling recommendations.
- **Bond election assistance:** TASB Facility Services can provide general bond election planning and informational assistance to your district during planning for and throughout the bond election process.

TASB Facility Services members also receive unlimited toll-free telephone access to consultations with experienced professionals. Please go to www.tasb.org for the latest training schedule.



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2018 Training Schedule

October

Region 7 ESC (Kilgore)

October 2	Asbestos Designated Person	8 Hours	8 a.m.–5 p.m.
October 3	Integrated Pest Management Coordinator	6 Hours	8 a.m.–3 p.m.
October 4	Best Practices: Maintenance and Operations	8 Hours	8 a.m.–5 p.m.

October

TASB Campus (Austin)

October 23	Best Practices: Procurement	6 Hours	8 a.m.–3 p.m.
October 24	Best Practices: Efficient Facilities	6 Hours	8 a.m.–3 p.m.

November

TASB Campus (Austin)

November 6–7	16 Hour Asbestos O&M Contractor Class	16 Hours	8 a.m.–5 p.m.
November 8	Best Practices: Maintenance and Operations	8 Hours	8 a.m.–5 p.m.

November

Region 1 ESC (Edinburg)

November 13	Best Practices: Maintenance and Operations	8 Hours	8 a.m.–5 p.m.
November 14	Best Practices: Accessibility for Persons with Disabilities	8 Hours	8 a.m.–5 p.m.

November

Region 15 ESC (San Angelo)

November 13	Asbestos Designated Person	8 Hours	8 a.m.–5 p.m.
November 14	Integrated Pest Management Coordinator	6 Hours	8 a.m.–3 p.m.
November 15	Best Practices: Construction Fundamentals	8 Hours	8 a.m.–5 p.m.

December

Region 1 ESC (Edinburg)

December 4	Asbestos Designated Person	8 Hours	8 a.m.–5 p.m.
December 5	Integrated Pest Management Coordinator	6 Hours	8 a.m.–3 p.m.
December 6	Indoor Air Quality Coordinator	5 Hours	8 a.m.–2 p.m.

2019 Training Schedule

January

TASB Campus (Austin)

January 15	Asbestos Designated Person	8 Hours	8 a.m.–5 p.m.
January 16	Integrated Pest Management Coordinator	6 Hours	8 a.m.–3 p.m.
January 17	Environmental/Facilities Regulatory Compliance	5 Hours	8 a.m.–2 p.m.

February

Victoria ISD

February 5	Asbestos Designated Person	8 Hours	8 a.m.–5 p.m.
February 6	Integrated Pest Management Coordinator	6 Hours	8 a.m.–3 p.m.
February 7	Indoor Air Quality	5 Hours	8 a.m.–2 p.m.



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March

Region 16 ESC (Amarillo)

March 16	Asbestos Designated Person	8 Hours	8 a.m.–5 p.m.
March 17	Integrated Pest Management Coordinator	6 Hours	8 a.m.–3 p.m.
March 18	Best Practices: Construction Fundamentals	8 Hours	8 a.m.–5 p.m.

March

Region 9 ESC (Wichita Falls)

March 26	Asbestos Designated Person	8 Hours	8 a.m.–5 p.m.
March 27	Integrated Pest Management Coordinator	6 Hours	8 a.m.–3 p.m.
March 28	Best Practices: Construction Fundamentals	8 Hours	8 a.m.–5 p.m.

April

TASB Campus (Austin)

April 2	Best Practices: Procurement	6 Hours	8 a.m.–3 p.m.
April 3	Best Practices: Efficient Facilities	6 Hours	8 a.m.–3 p.m.

April

Dayton ISD

April 9	Asbestos Designated Person	8 Hours	8 a.m.–5 p.m.
April 10	Integrated Pest Management Coordinator	6 Hours	8 a.m.–3 p.m.
April 11	Indoor Air Quality	5 Hours	8 a.m.–2 p.m.

May

TASB Campus (Austin)

May 14	Accessibility for Persons with Disabilities	8 Hours	8 a.m.–5 p.m.
May 15	Hazardous Materials Management and Emergency Response	5 Hours	8 a.m.–2 p.m.
May 16	Best Practices: Construction Fundamentals	8 Hours	8 a.m.–5 p.m.

July

TASB Campus (Austin)

July 16	Asbestos Designated Person	8 Hours	8 a.m.–5 p.m.
July 17	Integrated Pest Management Coordinator	6 Hours	8 a.m.–3 p.m.
July 18	Environmental/Facilities Regulatory Compliance	5 Hours	8 a.m.–2 p.m.

Fees:

Facility Services Members: **FREE**

Non-Members: All classes are \$425

Contact: **TASB Facility Services**

Office: **800.580.8272**

Fax: **512.483.7179**

E-Mail: **facilities@tasb.org**

Web: **facility.tasb.org**

Visit facility.tasb.org for the latest training schedule.



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Facility Services Training Classes

For more information on upcoming classes, contact TASB Facility Services at 512-505-2497 or 800-580-8272. Seating is limited; prompt registration is required to guarantee your choice of training. Please see the current training schedule for course locations. At least two training sessions are held every year at TASB's Austin office (12007 Research Blvd., Austin, TX 78759).

Title: Asbestos Designated Person Training

Subject: This class addresses areas defined in the Asbestos Hazard Emergency Response Act (AHERA) regulations for those responsible for the school's asbestos program. Topics covered include asbestos detection, identification, and assessment; health effect associated with asbestos exposure; control options; relevant federal and state regulations; and management plan components. This class satisfies the current training requirements put forth in AHERA for Asbestos Designated Person training. Although there are currently no refresher requirements, it is a good idea to repeat this class every few years to keep relevant asbestos issues and requirements fresh on you mind.

Title: Integrated Pest Management Coordinator Training

Subject: This course meets the requirements outlined by the Texas Structural Pest Control Services department within the Texas Department of Agriculture (TDA) for training a school district's Integrated Pest Management (IPM) coordinator. Topics include regulatory requirements, administration of IPM in school pest control programs, principles of IPM, and pesticide safety practices. This class satisfies the requirements for both the initial IPM Coordinator training and provides all six continuing education units to be completed every three years as required by current regulations.

Title: Indoor Air Quality Coordinator

Subject: This course is designed to help school officials manage indoor air quality complaints and concerns in a timely manner. Attendees receive information to establish a foundation for a good indoor air quality program. Topics will include Environmental Protection Agency (EPA) Tools for Schools program, ventilation problems, mold, bacteria, odors and the tools to help with crisis intervention when it comes to complaints about air quality within a building.



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Title: Environmental/Facilities Regulatory Compliance (Austin Training Only)

Subject: This class offers an in-depth look at environmental and facility regulations that currently affect schools, and ways to maintain compliance with these regulations. Topics include: above ground storage tanks, tier II reporting, backflow prevention testing, playground safety, boilers, gas lines, swimming pools, and many more. This class will present a topic, discuss current relevant regulations, and then layout requirements to maintain compliance.

Title: Asbestos O & M Contractor (Austin Training Only)

Subject: This two-day course includes information on clean-up of asbestos spills and repairing damaged asbestos-containing materials. Attendees are also trained in the proper use of respirators, protective clothing, HEPA vacuums and repair procedures, as well as personnel air monitoring procedures, fit-testing protocols, setting up mini-enclosures and regulated areas, and personal decontamination procedures.

Title: Hazardous Materials Management and Emergency Response

Subject: This eight-hour course is designed to give an overview of practical measures that may assist in the prevention of hazardous material accidents, incidents, or exposures that may cause health impairment, injury, fire, or interference with operations. It will cover federal, state, and local regulations related to both utilizing and housing hazardous materials, both in a laboratory setting and in other facilities. Topics will include: inventory, handling, storage, and employee training. The course material is delivered with a focus around hazardous materials commonly found at educational institutions.

Title: Best Practices: Maintenance and Operations

Subject: Participants will explore points of emphasis for the effective and efficient operation of a school maintenance, operations and grounds departments. This course will examine staffing, processes, training, equipment and best practices for custodial services, maintenance, and grounds. Topics discussed will also include preventative maintenance, facility inspection, routine process scheduling, and work order processing.



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Title: **Best Practices: Construction Fundamentals**

Subject: This course will examine key concepts and factors associated with a school construction project. Topics will include architect selection, delivery methods, design processes, project oversight and program structure. Participants will also be invited to discuss best practices and common pitfalls related to a school facility construction project.

Title: **Best Practices: Accessibility for Persons with Disabilities**

Subject: Public school districts in Texas fall under both state and federal regulations pertaining to accessibility for persons with disabilities in district facilities. This session will discuss the differences between the state Architectural Barriers Program that is administered by the Texas Department of Licensing and Regulation (TDLR), and the federal Americans with Disabilities Act (ADA) that is enforced by several federal agencies.

Title: **Best Practices: Procurement**

Subject: Schools, especially M&O departments, buy a lot of goods and services. Operations departments buy everything from custodial chemicals to burnishers. Maintenance departments procure everything from nuts and bolts to light bulbs and tractors. Transportation departments must purchase oil, tires, and fuel for bus and vehicle fleets. Facility departments often have the responsibility to lock down everything from electricity contracts to professional services and service contracts. We'll discuss the options and methods that will help you to follow best practices throughout the purchasing process.

Title: **Best Practices: Efficient Facilities**

Subject: Ever wonder about how far the energy industry has come over the past few years? With the constant squeezing of school budgets and growing cost to maintain facilities, we are often asked about opportunities for schools to make the most out of their resources. Many districts have easy opportunities to not only obtain substantial savings but to improve the learning environment as well. We'll discuss everything from the pros and cons of various lighting to behavioral techniques you can employ in the classroom to getting the most out of your old HVAC equipment. From routine maintenance to today's hi-tech controls systems, a lot has changed. Join us to get up to date and gain the tools necessary to take advantage of today's energy and facility opportunities.



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