



Jon J.P. Fernandez
Superintendent of Education

Accredited by the Western Association of Schools & Colleges

"Home of the SHARKS"

Simon A. Sanchez High School

395 Juan Jacinto Road

Yigo, Guam 96929

Telephone: (671) 653-2313

www.simonsanchez.org



Carla D. Masnayon
Principal

March 11, 2016

To: Department of Public Health & Social Welfare, Director
From: Principal
Subject: School Sanitation Pilot Program

Buenas yan Hafa Adai from the Home of the Sharks! First and foremost, thank you very much for the opportunity to work with your staff in regards to the School Sanitation Pilot Program. Their extensive knowledge and collaborative nature was very helpful in ensuring that Simon Sanchez High School received the assistance from the community.

Please find attached to this email our action plan and samples of our Weekly Custodial Checklist, GDOE inspections, and extensive list of work orders submitted through our Munis Work Order System. Also included are a few of communication thread between SSHS and Facilities & Maintenance.

I recommend keeping Ms. Claire Baradi as the Lead Inspector for Simon Sanchez High School. She has been with the school during the initial and throughout the follow-up re-inspections. She has seen first-hand the progress the school has made. Should you have additional inquiries, please do not hesitate to call or email me at cdmasnayon@gdoe.net.

Thank you very much for the assistance and your continued support.


Carla D. Masnayon

Attachments

Our mission is to empower students to become productive citizens of the 21st century through a commitment to academic excellence, career preparation and civic engagement.

Rebecca A. Duenas
Assistant Principal

Melvin M. Finona
Assistant Principal

Dr. Kelly R. Sukola
Assistant Principal

Jessica P. Fejeran
Assistant Principal

SSHS SCHOOL SANITATION ACTION PLAN

Preface: DPHSS Sanitation Division conducted a comprehensive inspection of the campus on October 5,6,8, 2015. A total of 70 demerits were incurred during the initial inspection in October 2015. Follow up inspections were conducted on December 3, 29-30, 2015; January 5, 2016 and February 12, 2016:

Action Activities	Person Responsible	Timeline	Status
Establish a running list of observed deficiencies / violations	DEH	October 2015	Completed. Initial inspection completed in October 2015, Follow-up inspections were held in January 2016 and February 2016.
Continuously monitor work orders	Administrative Officer	Ongoing	On going.
Enlist internal / external stakeholders by forming a school improvement team	Administration	December 2015	Members of the team have been identified. The district has also established a school safety liaison team comprised of 2 members from Machananao Elementary school who are trained to inspect deficiencies.
Establish a baseline list of Do's / Don'ts based on critical areas of deficiencies AND present to faculty and staff	Principal	October 2015	Completed and presented to the faculty and staff during a faculty meeting in October 2015. See attached guidelines.
Report and monitor all deficiencies using the Munis Work Order system.	Administrative Officer	Ongoing	Staff reports all deficiencies to AO to input into Munis.
Conduct quarterly walkthroughs throughout the campus	Administration	Quarterly	November (2 nd quarter) walkthrough completed and inputted into the Munis Work Order system. February (3 rd quarter) walkthrough deadline is end of February, 2016
Establish student involvement opportunities to assist in maintaining school cleanliness	Student Body Association	Ongoing	Various clubs and organizations have adopted areas of the campus and have agreed to maintain cleanliness.
Enlist/solicit community partners to help address school deficiencies	Administration	Ongoing	The Yigo Mayor's Office has been a very strong community partner of the school.
Train school safety liaisons and	District DOE	Completed	SSHS School Safety Liaison team received

SSHS SCHOOL SANITATION ACTION PLAN

administrators in understanding the critical violations			training from DPHSS regarding the public health regulations.
Solicit help from PATSO officers to assist in schoolwide inspections from a community partner standpoint	PATSO	Pending	Pending. PATSO unable to obtain a quorum during meetings.

School Safety Liaison Team assigned to SSHS: ALVINA LYNN TOVES & PHILIP TENORIO (from Machananao ES)

School Safety Liaison Team for SSHS: GREGORIO PEREZ & REYMUNDO VILLAFLOR

BENEFITS	DISADVANTAGES
✓ School Building Sanitations (SBS) Manuals (1-4) were comprehensive in nature ✓ SBS Guidance Manual for School Building Sanitation was most helpful compared to the old blue booklet that we have been using. This document provides a description of the regulation but also helpful is the information provided as to WHY the regulation is a Public Health issue. ✓ Increased work orders due to the school's citation.	• It was difficult to meet the timelines due to the various activities and emergencies throughout the day. SSHS was on a bomb threat watch for two months putting the school on alert for any bomb threats. Checklist for the next quarter was delayed. • Some items on the checklists completed by the cleaning vendor were in fact really not completed according to either the teachers or inspections. Therefore, some other form of feedback from the school should also be incorporated into the checklists. • Due to the \$100 million RFP from PL 32-121, major regulation violations such as school-wide painting, major repairs to the existing facilities are on hold.

SSHS was behind in the timeline from the beginning so items that were used from the manuals were the Guidance Manual for regulations, Teacher Classroom Checklist, Ratios Worksheet (documented in the 14 points submitted to Deputy Cruz).

SSHS SCHOOL SANITATION ACTION PLAN

As a result of the SSHS re-inspections, the District was able to focus on the following items:

1. The revised weekly Custodial Checklists are submitted to F&M. In the beginning schools were unsure if this process was still active so schools were not submitting them regularly. Also this pushed the custodial vendors to establish a daily checklist submitted to the school documenting the work that was completed the night before. The daily checklist is compiled and submitted weekly along with the Custodial Checklist. At the end of the month, information from the checklists will verify whether the custodial vendor will receive the entire payment.
2. The Department established the School Health & Safety Liaisons for all the schools. Each school identified a team of two staff members assigned to be the Liaisons. In December 2015, they received comprehensive training on the Public Health regulations. The teams were assigned to inspect other schools and work with schools to meet regulations. The team provided another set of eyes for the schools to continue to address deficiencies before Public Health comes in and issues demerits.
3. There has been an increased number of work requests submitted by both faculty and staff as a result of the continued inspections. (Attachment: Munis Work Order report and in-house Work Request Log Sheets)
4. Two independent inspections were conducted by the GDOE School Health & Safety Liaison team assigned to SSHS on December 24, 2015 and February 29, 2016. Fire extinguishers that were recently replaced did not match the brackets already installed on the wall, hence it continued to be a citation.

**FACILITIES MAINTENANCE DIVISION
SIMON SANCHEZ HIGH SCHOOL**

EXPENSE REPORT AS OF 1/31/16

Initial Inspection Costs Labor & Materials	75,980.45
Recent Acitivity Completed Re-Inspection (Inc. Elevator)	46,717.00
Pedning Works Estimated	
Room 308 Floor	7,500.00
Room 316 Wall Panels	1,750.00
Canopy Issues @ \$110/Linear Foot X 150 Feet	16,500.00
Gym Roll Up Door X 1 of 2	10,000.00
Peeling Paint Varoious Locations \$2/Square Foot	10,000.00
Miscellaneous MUNIS Work Orders	82,015.00
Sub Total	127,765.00

Grand Total 250,462.45