

## **Operational Areas of Responsibility**

<b><u>Areas of Responsibility</u></b>	<b><u>Person Responsible</u></b>
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	Rhonda McDaniel
Operations Department	Robin Shoe / Kristen Paustian
Safety Department	Brad Wilkinson
School Nutrition Department	Debbie Isley
Transportation Department	Eric Shepherd
Dumpsters	Allen Misenheimer

<u>Areas of Responsibility</u>	<u>Person Responsible</u>
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