

## Energy Management – 817-306-0864

*Energy Manager Brandon Jordan*

- HVAC Scheduling
- Shut-down procedures for vacation and holidays

## Maintenance & Custodial – 817-306-0864

*Receptionist will direct your call to the appropriate person*

- Alarms – burglar & fire
- District Auction
- Electrical
- Furniture – Submit workorder for broken furniture to be picked up. All excess furniture stays on the campus.
- HVAC Issues
- Landscaping
- Locks, keys, and electronic access control
- Painting offices and buildings - Standardized colors have been established. Any deviation must have prior approval.
- Pest Control – IPM practices are strictly followed. No household sprays or chemicals can be used.
- Plumbing
- Storm Damage
- Warehouse Inventory
- White Fleet Vehicles – Reservations are made through Eduphoria.

## Transportation – GoldStar Transit – 817-306-0684

*General Manager Tina Meads*

- Bus Route Information
- Late buses
- Scheduling buses outside normal home-to-school routes
- Something doesn't look right

## Child Nutrition – 817-232-0880

- Alternative meals
- Free and reduced lunch information
- On-line payments
- Menu
- Student lunch transactions
- Summer feeding program

## Facility Lease Agreements

*Energy Manager Brandon Jordan*

- Facility Lease Agreements
- Seating capacity of areas for lease
- Athletic facility use – *contact athletic department*

## Health Services – 817-306-0864

*Coordinator of Health Services Cheryl Phalen*

- High School Blood Drives – *campus nurse*
- Eye Glasses – *campus nurse*
- Immunization Clinics – *more information on website*
- JPS Health Clinic
- School Health Advisory Committee (SHAC) – *more information on website*

## Operations Department – 817-306-0864 ext. 6206

*Chief Operations Officer Clete Welch*

*Assistant Jackie Nethery*

- Demographic Information
- Landscaping Contractor
- PTA/PTO – Parent building and grounds projects
- Records Management – *Jackie Nethery*
- School Zone Flashers – *Jackie Nethery*
- GoldStar Transportation Issues

## **Emergency Management and Construction – 817-306-0864**

- Construction warranty
- Emergency drills
- Emergency Management Plans
- New construction
- Radio batteries
- Radio checks
- Radio malfunctions