



Saint Louis Public Schools Facilities Department Leaders' Handbook

2025-2026





DIRECTORY

Facilities Department

Contact Numbers

Service Response Center

B&G Administrative Team

(314) 535-2500

BG_Admins@slps.org

Zone 1 Custodial Manager	Frank Lyles	(314) 337-2168	frank.lyles@slps.org
Zone 2 Custodial Manager	Joy Conway	(314) 934-5259	joy.conway@slps.org
Zone 3 Custodial Manager	Kristopher Robinson	(314) 934-8925	kristopher.robinson@slps.org
Zone 4 Custodial Manager	JoAnn Baker	(314) 295-7639	JoAnn.Baker@slps.org
Zone 5 Custodial Manager	Ron Davis	(314) 327-5224	ron.davis@slps.org
Custodial Trainer	Ronald Jones	(314) 285-6731	ronald.jones@slps.org
Custodial Trainer	Keith Baker	(314) 934-8925	keith.baker@slps.org
Trade Lead, Carpenter	TBD	(314) ***_****	TBD
Trade Lead, HVAC	Thomas Durham	(314) 934-5304	thomas.durham@slps.org
Trade Lead, Plumber	Thomas Exson	(314) 934-5443	thomas.exson@slps.org
Trade Lead, Electrician	Isaac Smith	(314) 934-5246	isaac.smith@slps.org
Energy Analyst	Isa Al Musawi	(314) 532-0924	isaj.almusawi@slps.org
Asst. Dir. – Maintenance Services	Rashad Sullivan	(314) 940-1724	rashad.sullivan@slps.org
Asst Dir. – Custodial Services	Karen Sutton	(314) 934-5263	karen.sutton@slps.org
Project Manager	Tim Giegling	(314) 930-5843	tim.giegling@slps.org
Project Manager	Kevin Boyd	(314) 285-6737	kevin.boyd@slps.org
Grounds Manager	Tracy Coates	(314) 934-5292	tracy.coates@slps.org
HVAC Manager	Michael Wilborn	(314) 320-9767	michael.wilborn@slps.org
Warehouse Supervisor	Sharon Johnson-Norman	(314) 934-5278	sharon.johnson@slps.org
Ervin Yarbough	Inventory Project Technician	(314) 719-7348	ervin.yarbough@slps.org
Brian McClain	Inventory Project Technician	(314) 349-9021	brian.mcclain@slps.org
Operations Budget Manager	Motunrayo Animashaun	(314) 345-2557	motunrayo.animashaun@slps.org
Contract Compliance Manager	Timothy Shultz	(314) 309-8363	timothy.shultz@slps.org
Admin, Technology Services (Building Use Permits)	Deborah Perkins	(314) 345-2421	deborah.perkins@slps.org
Director of Facilities	Anthony Graphenreed	(314) 879-4249	anthony.graphenreed@slps.org
Secretary III	Regina Brown	(314) 535-2500	regina.brown@slps.org
Secretary III	Marceisha Brothers	(314) 535-2500	marceisha.brothers@slps.org
Secretary II	Regina Hughes	(314) 535-2500	regina.hughes@slps.org
Director of Operations	Jerranetta Brookings	(314) 349-6620	jerranetta.brookings@slps.org
Chief Operations Officer	Square Watson	(314) 934-5281	square.watson@slps.org



Overview

The Facilities Department is responsible for all aspects of taking care of your building including cleaning, maintenance, grounds, moving, capital projects, utilities and energy management, carpentry, air conditioning and heating, electrical and lighting, plumbing, painting, locks, fire alarms, clocks and PA systems.

Custodians perform hourly checks throughout the school day. These checks include the inspection and maintenance of restrooms, hallways, stairwells, and main entrances to ensure cleanliness and safety. In addition to these interior checks, custodians also perform a grounds inspection once a day to ensure the area stays free of debris and is welcoming.

Each school is assigned a Zone Manager who is the front-line supervisor for any custodial and/or building maintenance issues. The Zone Manager school assignments can be found on the SLPS website under District Info / Operations / Facility Zone Manager at <https://www.slps.org/Page/28621> .

If any maintenance concerns arise, principals should instruct their secretary or custodial staff to submit a work order through Asset Essentials, our work order system.

Work Order Requests:

All work order requests for maintenance or repairs must be submitted electronically using our new work order system, Asset Essentials. The only staff members who are authorized to submit work orders are custodians, secretaries, and building administrators. **Instructions on how to register and submit work orders can be found on pages 4&5.**

In case of an emergency, call our Service Response Center immediately at (314) 535-2500.

Work Order Priorities:

Critical (24 hours)

Definition: Failure to take immediate action that may result in bodily harm to students, staff & visitors or pose a great threat to the property and interrupt the primary mission of the facility.

A critical work order can be downgraded to a routine work order if the reason for the emergency priority has been mitigated. Building principal will be notified of work order “change in status” by email.

Examples: Water main breaks, sewer back-ups, utility outage, health and safety risks, someone locked in a room, unable to secure building, no hot water in kitchen, someone stuck on an elevator, major leaks, exposed wires.

High (1-5 days)

Definition: Failure to take action within that predetermined period could jeopardize safety, facility assets, or interrupt facility operations.

A high priority work order can be downgraded to a routine work order if the reason for the urgency priority has been mitigated.

Examples: Localized power outages (one or a few rooms), Seasonal air conditioning and heating system repair for individual rooms, removal of graffiti, moderate leaks, alarm issues, stinging insects (and someone has been stung), rodents in kitchen or cafeteria, dumpster blocked by dumped items



Medium (5-10 days)

Definition: Work which should be performed at the first available opportunity but until that time the facility can continue their mission without interruption.

Examples: Trip hazards, problems with bells, requests for lock change due to change in teachers, cracked but not broken window, interior door not closing properly but can be locked

Low (7-15 days)

Definition: Non-safety or security threatening work which can be scheduled around higher-priority work.

Examples: Rodents in non-food areas, slow leaks, potholes that are 2” deep and wider than a basketball, small area without power (an outlet or part of room)

Routine (30 days)

Definition: Non-safety or security threatening work requiring more time due to parts, schedule conflicts, or recurring maintenance tasks.

Examples: One broken toilet in large restroom, damaged drywall, painting, replacing ceiling tiles, slow roof leaks, non-stinging insect pests

Deferred - Capital Projects

Some support projects and special requests will be prioritized for future capital improvements.

SLPS Work Order System – Asset Essentials

<https://assetessentials.dudesolutions.com/SLPS>

When you open your school page, you will land on the “**My Requests**” page. Here you will see all requests for your school.

On the **My Request** page you will see up to date information including the current status of your work order, a work order number, and the date, location and originator of the request. You can sort the list by clicking on the upside-down pyramid shape of lines underneath “WO Status.”

If you are having any issues with access to your Request page, please feel free to contact either the maintenance department at 314-535-2500 or Asset Essentials support services at 1-866-858-7800. They will need you to provide the following account number: 398566912 and your name.

****As Asset Essentials is updated, all schools will receive updates and information as it pertains to their individual school site.****

Work Order Login and Requests Building Level	Notes
Individuals who should enter work orders at the building level are : • Principals or their designees • Administrative Assistants (clerical) • Custodial staff- lead or designee	



Open your internet Browser and log on to: • https://assetessentials.dudesolutions.com/SLPS • Enter your specific e-mail account for your building • Enter the password – Schools1234# • Click Sign In	Building email account format: schoolname@slps.org
Step # 1- • Click on the purple “New” button in the top left corner	
Step # 2- • Work Category – Select the icon that best describes your problem or issue.	
Step #3- • Location – left click the text box, scroll to your building and left click to select.	
Step #4- • Area/Room Number- type in the room number, name, or area of the building.	
Step #5- • Work Requested - Describe your problem or issue and provide the contact person’s name that best knows what needs to be done and where.	Contact person should be the person that enters work order, Principal, Custodian, Zone Manager or Building Secretary, etc.
Step #6- • Priority – Select priority level from the drop-down list	
Step #7- • Attach a picture or document to the work request if you wish to by dragging and dropping or by clicking “add attachment” and selecting the file from your device	
Step #8 – • Click the purple submit button in the top left corner– your request has been completed!	

Your Zone Manager will meet with the principal and/or designee monthly to discuss any concerns that you may have.

If you need assistance with any maintenance concern(s), please contact:

Rashad Sullivan, Assistant Director of Facilities – Maintenance Services at rashad.sullivan@slps.org or (314) 940-1724.

If you need assistance with any custodial concern(s), please contact:

Karen Sutton, Assistant Director of Facilities – Custodial Services, at karen.sutton@slps.org or (314) 934-5263.



The 2025-26 Zone Manager Assignments can be found below, as well as on the district website under District Info/ Operations at <http://www.slps.org/Page/28621>

ZONE SUPERVISORS - CUSTODIAL TRAINERS - LEAD CUSTODIANS ASSIGNMENT (2025-2026)				
Frank Lyles (Zone 1) 314-337-2168	Joy Conway (Zone 2) 314-934-5259	Kristopher Robinson (Zone 3) 314-934-8925	JoAnn Baker (Zone 4) 314-295-7639	Ron Davis (Zone 5) 314-327-5224
CUSTODIAL TRAINERS				
TBD	Keith Baker	TBD	Ronald Jones	
TBD	314-349-7923	TBD	314-285-6731	Special Assignments
AESM @L'Ouverture	Adams	Adult Basic	Admin. 801	Bertha Gilkey
B & G	CSMB/Central VPA	Ashland	Ames	Betty J. Wheeler
Carnahan	Mallinckrodt	Carr Lane	Beaumont	Buder
Froebel	Mason	Carver	Bryan Hill	Busch
Hodgen	Metro	Clyde C. Miller	Des Peres	Lyon @Blow
Humboldt	Mullanphy	Columbia	Naheed Chapman@Wyman	Meda P.
Long	Shaw	Compton Drew	Gateway Complex	Nottingham
Madison	Woodward	Dewey	Henry	Sfix
Mann	Building Inspections	Food Service	Herzog	Building Inspections
McKinley	Manage Building Permits	Gateway STEM	Hickey	Custodial Supplies/Inventory
Meramec	Staff Accountability	Hamilton	Laclede	Backorder Supply Delivery
Monroe	Custodial Assignment Sheet (Updates)	ICA @Blewett	ESOL	Monthly Meeting Info (Custodial)
Oak Hill	Kronos Review (Custodians)	Jefferson	Nance	Custodial Interviews
Peabody	Custodial Interviews	Lexington	Soldan	Kronos Review (Custodians)
Roosevelt		Vashon	Walbridge	
Shenandoah		Washington Montessori	Yeatman	
Sigel		Wilkinson @Roe	Woerner	
SCHOOLS HI-LIGHTED IN THIS COLOR ARE SCHOOLS WITH LEAD CUSTODIANS				
1	1	1	1	
Donnell Allen	TBD	Reginald Davis	Donald Abernathy	
314-368-8721		314-258-2556	314-479-7702	
Lead @Carnahan	Lead @Long	Lead @McKinley	Lead @Roosevelt	
2	5	2	2	
Mark Clark Jr.	Narvell Hall	Marketa Mcorkle	Stephanie Washington	
314-518-0170	314-571-8206	618-567-2716	314-496-0410	
Lead @Central VPA/CSMB	Lead @Lyon @Blow	Lead @Metro	Lead @Sumner	
3	3	3	3	3
Brooklyn Reed	Antwain Holmes	Brenda Bell	Antwaine Lofton	Marco Vantreece
314-379-1838	314-497-9596	314-688-2052	314-443-5445	314-442-1639
Lead @Carr Lane	Lead @Clyde C. Miller	Lead @Compton Drew	Lead @Gateway STEM	Lead @Vashon
4	4	4	4	4
Jeffrey Piggue	Angela Bonnett	George Williams	Rosie Smith	Kevin Hairston
314-349-8071	314-660-9845	314-465-9155	314-780-3341	217-542-4856
Lead @801 Admin. Building	Lead @L'Ouverture	Lead @ Gateway Complex	Lead @Soldan	Lead @Yeatman



Heating and Cooling

If your building is either too hot or too cold, call the **Service Response Center** at 314-535-2500. The target dates for changing over are:

- October 15 – Heat turned on
- April 15 – Air conditioning turned on

Actual dates may vary depending upon seasonal conditions.

Please assist the District with reducing energy costs by making sure all lights are turned off and all computers are shut down each night.

PA Systems and Clocks

All PA systems and clocks are managed centrally based on the bell times and schedules established for your building. Clocks will change automatically for daylight savings changes. If you have any issues with your clocks or PA system, contact 314-535-2500.

Keys & Codes

All buildings have one door with a card reader to open. Each principal will get 2 cards, one for themselves and one for another designee at the school. All staff will have keys for their classrooms or offices.

If you or a staff member loses their key, send an Incident Report to **Karen Sutton** (for custodians), **or Rashad Sullivan** (for all others). The Incident Report can be found on the district website under Safety and Security @ <http://www.slps.org/domain/7646>

Key and code requests -

- Exterior Doors and Master Keys: Anthony Graphenreed
- All other keys requested by Building Leadership, Principals and designees: Rashad Sullivan
- Custodian Building Codes: Karen Sutton

Security codes are assigned and must not be shared with NO EXCEPTIONS.

PPE (Personal Protective Equipment) Request Form

PPE is to be requested by building leaders, administrative staff and any other personnel deemed by building leadership as designee to request. The PPE request form can be found on the district website under Operations Forms @ <https://www.slps.org/Page/160>

Please send all PPE Requests to the Buildings & Grounds admin team at: BG_Admins@slps.org

The Administrative Assistants can be reached directly at (314) 535-2500 for any questions or concerns.

Please note: PPE Request Forms are processed in the order they are received. Please be advised that the team will advise accordingly of any delays or if indeed substitutions need to be made.



Grounds Maintenance

Grounds maintenance and parking lot snow removal are handled by Ideal Landscape. If you have any concerns about grass cutting, tree removal, snow removal, etc. contact our Grounds Manager, Tracy Coates at (314) 934-5292 tracy.coates@slps.org

Snow Removal

It is the responsibility of the custodial staff to remove snow and ice from walkways including all sidewalks leading up to and around the school, steps and entryways. Once snow is removed, ice melt must be applied. Custodians must ensure all snow equipment is operational before each snow event, equipment is secured after use and an adequate supply of salt is on hand. Snow removal is a priority and may cause a delay in cleaning some areas in the school.

Storage in Buildings (Uniform Fire Code: 902)

Equipment Rooms:

Furniture and other combustible materials **shall not** be stored in **BOILER** rooms, **MECHANICAL** rooms, or **ELECTRICAL** rooms.

Ceiling Clearance:

Storage of combustible materials in buildings shall be orderly and maintained not less than 2 feet from the ceiling and not less than 18 inches below sprinkler head deflectors.

Exits:

No materials shall be stored in exits or exit enclosures.

Furniture/Moving Requests

To remove any items from your building including old furniture, textbooks, computers, other equipment, etc., complete an [SD-107](#) Delivery Transfer form.

Please put all items in one location so that they can be easily located and picked up. Facilities will send someone to remove the items and either put them in the warehouse or dispose of them depending on the condition. For further assistance, contact Sharon Johnson-Norman, Warehouse Supervisor at Sharon.Johnson@slps.org or **314-934-5278**.



Building Permits

A building permit should be completed for all requests to use a school property either after hours or by an outside group. The instructions and Application for Use of Premises form can be found on the website and the form is to be completely filled out by the applicant. Once approved by the building principal, the school should submit the completed Building Use Permit form to **Deborah Perkins** at Deborah.Perkins@slps.org at least **ten (10) days prior** to the first event and/or meeting. Fees may be assessed to cover costs depending on the situation.

Building Permit procedures and forms can be found on the District's website under District Info/ Operations/ Operations Forms @ <http://www.slps.org/Page/160>.

Lead Stabilization

On June 11, 2009 the SAB approved the Lead Stabilization Project. The project included the reduction of lead hazards within the 3—6 year old child occupied areas of schools. The hazards are peeling paint and dust on walls, floors, doorway, windows (interior) and chipping paint lying on the exterior grounds of each school.

Do not relocate PK, Kindergarten or 1st grade classrooms. Any changes in these rooms must be coordinated with the Deputy Superintendent of Operations to make sure young children are in classrooms that have been properly remediated.

Volunteer Crews

Contact the Building Commissioner if there are any groups that want to volunteer to do work in your building including painting, repairs, grounds, etc. **Any work by volunteers must be authorized by the Chief of Operations or Director of Facilities to ensure safety procedures are followed.**