

PERMITS

PERMITS ARE REQUIRED FOR ALL ACTIVITIES OUTSIDE OF REGULAR SCHOOL HOURS.

2 TYPES

- ✓ Permit with custodian (Form A)
- ✓ Gym permits (Form B)

NO Permit = NO electricity and NO heat

LINK TO PERMIT FORMS:

See Circular – FMT-5

PHONE: 617-635-9163
FAX: 617-635-9306

AFTER SCHOOL HOURS SUPPORT

MUNICIPAL PROTECTIVE SERVICES

617.635.4844
(AVAILABLE 24 HOURS A DAY)

WHO DO I CALL FOR...?

DEPT	NAME	PHONE	
CAMPBELL RESOURCES			
Air Quality/ Environmental	Jeff Lane	635-8300	
Alterations & Repairs	John Linehan Edward Murphy Robert Ridlon James Marcello		
Representative	Brian O'Callahan		
Electrical	Elias Semaan		
Exterior Grounds	Hon Ng		
Fire Alarms	Richard Deraney		
Fire Safety/Drills	Stephen Griffin		
Heating	Nicholas Sacramona		
Intrusion Alarms	Daniel McLean		
Plumbing	Mike Messersmith		
Roofing	Brian Savage		
Energy			
Materials Distribution	John McIntosh		
COURT STREET			
Custodial Services	Paul Wood		635-9162
Dumpsters/Recycle	Wallace Morant	635-9162	
Furniture	Louise Donner	635-8119	
Pest Control	Andy Puleo	635-9127	
PERMITS			
Permits – Building	Michelle Ciampa	635-9163	
Permits – Gyms	Maria Lew- Houston	635-9126	

BOSTON PUBLIC SCHOOLS FACILITIES MANAGEMENT



PLANNING & ENGINEERING

CAMPBELL
617.635.8300
COURT ST.
617.635.9135

BUILDING SERVICES/CUSTODIAL
COURT ST.
617.635.9162

BOSTON PUBLIC SCHOOLS
DEPARTMENT OF
FACILITIES MANAGEMENT
26 COURT ST.
2ND FLOOR
BOSTON, MA 02108

OUR MISSION

Facilities Management ensures that all Boston Public Schools are maintained, cleaned, repaired and renovated to obtain an optimal learning environment. All buildings shall be clean, safe and supplied with all necessary equipment and materials required to produce an inviting educational setting.

LEADERSHIP

KHADUJAH BROWN

Director
klbrown@boston.k12.ma.us
617-635-9129

ROBERT HARRINGTON

Assistant Director
Construction & Maintenance
rharrington@boston.k12.ma.us
617-635-9137

ANTHONY POMELLA

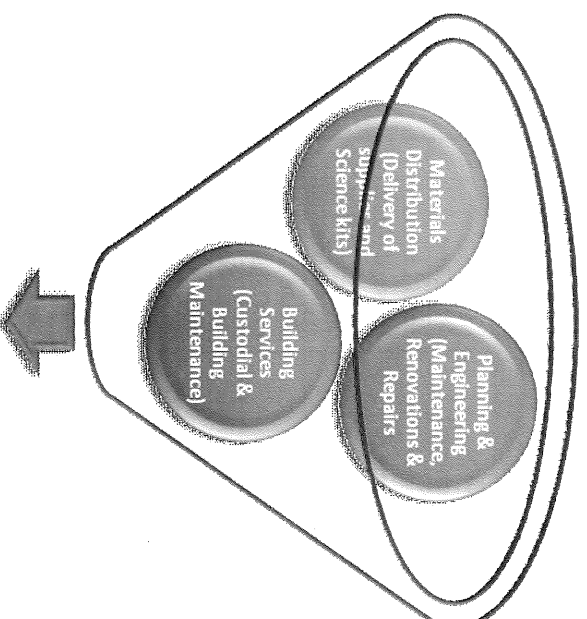
Assistant Director
Design & Development
apomella@boston.k12.ma.us
617-635-9133

ANDY PULEO

Senior Engineer
apuleo@boston.k12.ma.us
617-635-9127

PAUL WOOD

Assistant Director
Building Services
pwood@boston.k12.ma.us
617-635-9162



BPS Facilities Management

FREQUENTLY ASKED QUESTIONS

HOW DO I KNOW WHO MY PLANNING & ENGINEERING REPRESENTATIVES ARE?

Each school is given a handout of their school specifying their representative from each division. If you do not have one for your school, please contact Maria Lew-Houston at 617-635-9126.

HOW DO I REQUEST REPAIRS WITHIN MY BUILDING?

Circular FMT-2

WHY CAN'T I PAINT ROOMS IN MY BUILDING?

Due to safety and environmental issues, all painting is to be authorized **AND** completed by Planning & Engineering..

HOW OFTEN IS THE FIRE ALARM TESTED?

Fire Alarms are tested monthly as required by the Boston Fire Department

HOW MANY TIMES A YEAR DO I HAVE TO HAVE FIRE DRILLS?

By policy, schools are to complete 4 drills a year.
See Circular FSE-2

WHO IS RESPONSIBLE FOR THE SUPERVISION OF CUSTODIAL STAFF?

See Circular FMT-1

WHAT IS THE PROCEDURE FOR FILING AN OCCUPANCY PERMIT FOR AN EVENT AT MY SCHOOL?

See Circular FMT-5

HOW DO I REQUEST PEST CONTROL SERVICES?

See Circular FMT-11

HOW DO I KEEP TRACK OF CHEMICALS STORED/USED IN MY BUILDING?

See Circular FMT-7

WHAT IS THE DISTRICT POLICY FOR RECYCLING?

See Circular FMT-09

WHAT IS THE PROCEDURE FOR HAVING VOLUNTEER PROJECTS COMPLETED IN MY BUILDING?

School must submit a **Permit for Volunteer Projects** form that can be obtained by contacting Andy Puleo at 617-635-9127.

If approved, Facilities Management will work with the school to ensure that safety and environmental measures are in place and that the artist/group uses appropriate materials..