



ADMINISTRATIVE PROCEDURE

CATEGORY: **Support Service, Security Program**

EFFECTIVE: **3-07-67**

SUBJECT: **Window and Fire Extinguisher Repair or Replacement**

REVISED: **12-6-12**

A. PURPOSE AND SCOPE

- 1. To provide a guide for estimating costs of repairing and/or replacing windows and fire extinguishers. Estimates may be used to bill persons responsible for acts of vandalism.
- 2. **Related Procedure:**
Property damage or loss 5025

B. LEGAL AND POLICY BASIS

- 1. **Reference:** Board policy: G-3000, H-8800.

C. GENERAL

- 1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Auxiliary Services, Deputy Superintendent Business.
- 2. **Window replacement** cost includes travel time, price of glass, and labor for installation.
 - a. **Travel time:** One hour for two workers = \$65.00.
 - b. **Jalousie (slatted) windows:** \$39.00 per slat including installation.
 - c. **Glass and labor for installation:**

Maximum Area of Each Glass	Clear or Translucent	Colored or Wire
2 sq. ft.	\$45.00	\$60.00
4 sq. ft.	50.00	100.00
6 sq. ft.	60.00	120.00
8 sq. ft.	66.00	140.00
10 sq. ft.	72.00	160.00
16 sq. ft.	90.00	212.00

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Example: Three windows were broken during an incident; one jalousie and two clear panes of glass, each 2'3" x 4' = 9 sq. ft.

Travel time	\$ 65.00
Jalousie (1 x \$39.00)	39.00
Two clear windows @ 8 sq. ft. ea. (2 x \$66.00)	<u>132.00</u>
Total cost	\$236.00

Note: If any piece of glass is over 16 sq. ft. or if the total cost is over \$400, district maintenance should be called for an estimate.

3. **Fire Extinguisher Recharge and/or Replacement**

- a. **Travel time:** One hour for one worker is \$65.00.
- b. **Price chart for replacement or recharge:**

Items	Replacement	Recharge
2½ gal. water	\$55.65 + travel time	Travel time only
5 lb. CO ₂	89.59 + travel time	\$18.00 + travel time
10 lb. CO ₂	129.00 + travel time	26.00 + travel time
15 lb. CO ₂	146.77 + travel time	24.00 + travel time
5 lb. dry chemical	36.00 + travel time	10.50* + travel time
10 lb. dry chemical	59.00 + travel time	10.50* + travel time
5 lb. Halon 1211	192.47 + travel time	23.00** + travel time
9 lb. Halon 1211	261.19 + travel time	23.00** + travel time
13 lb. Halon 1211	459.90 + travel time	23.00** + travel time
Fire blanket only	26.00 + travel time	
Fire blanket and cannister	57.00 + travel time	

*Add also dry chemical charge of \$3.80 per pound of agent.

**Add also Halon 1211 agent charge of \$35.00 per pound.

D. IMPLEMENTATION (See Procedure 5025)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

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G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff