

Facilities General Information

After Hours: Please call **623-535-6077** (this is a forwarded line and does not accept texts)
Water Leaks, doors won't lock, vandalism, anything after hours that cannot wait
Rotates among the shop staff and is monitored 24/7, 365 days a year
Always leave a message (don't text) if no one answers

Director: Dan Ensign 623-547-1590 (Office)
Best method to contact 623-547-4012 (Cell)
Emergency - Call cell, leave a message, then text
General information - email
Construction, Remodels, Employee Issues

Asst Director: Robert Sparks 623-547-1565 (Office)
Best method to contact - 623-547-4013 (Cell)
Cell phone or email, SchoolDude
Job Shop Work Orders, A/C controls

Admin Asst: Leticia Drummond 623-547-1549 (Office)
Normal hours: 7am to 3:30pm
Best method to contact - office phone, email, SchoolDude
A/C Comfort issues, Pest Control scheduling, Fire Alarm scheduling

Custodial Sup: Eddie Carter 623-512-5019 (Cell)
BSE, DSE, LTH, RSF, VHE, VMS, WCM, WSM
Best method to contact - email, SchoolDude

Custodial Sup: Javier Salcido 623-512-0039 (Cell)
BRE, CSE, LES, MPE, PVE, SLE, VES, WTLC
Best method to contact - email, SchoolDude

Most all custodial issues should be directed to SchoolDude

The Day Custodian is responsible for inspecting restrooms, refilling toilet paper, paper towels, exterior trash cans, sidewalks, clean up during business hours, general trimming of plants off sidewalks, downed limbs pulled out of harm's way, etc.

Grounds Sup: Frank Fernandez Jr 623-377-1040 (Cell)
Best method to contact - **SchoolDude**
Grounds crew visits each site for one day then moves on to the next site. They return to each school approximately every 20 business days.

SchoolDude: Work order program found on District website
Any issue (except employee issues) should be put in SchoolDude
Comfort, vandalism, clean-up, furniture moving, light bulbs, general repairs, etc.
Include as much information as possible, including photos.

Technology: Computers, projectors, cameras, cell phones, phones, intercoms, tv's, audio enhancement, sound systems, etc. should be directed to the Technology Department using their [help ticket system](#).

Not sure who to call or what to do? Call Leticia Drummond 623-547-1549 or enter a SchoolDude.

After hours call 623-535-6077(no texts)

For Emergencies do not use SchoolDude