



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5029  
PAGE: 1 OF 2  
EFFECTIVE: 9-29-92  
REVISED: I-I 2-99

CATEGORY: **Support Service, Security Program**

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

**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.

**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 Maintenance and Operations Department, Business Services Division, Administrative/Operational Support.
2. **Window replacement** cost includes travel time, price of glass, and labor for installation.
  - a. **Travel time:** One-half hour for two workers = \$36.67.
  - b. **Jalousie (slatted) windows:** \$19.50 per slat including installation.
  - c. **Glass and labor for installation:**

Maximum Area of Each Glass	Clear or Translucent	Colored or Wire
2 sq. ft.	\$35.00	\$40.00
4 sq. ft.	40.00	80.00
6 sq. ft.	50.00	100.00
8 sq. ft.	56.00	120.00
10 sq. ft.	62.00	140.00
16 sq. ft.	80.00	192.00

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

Traveltime .....	\$36.67
Jalousie (1 x \$19.50) .....	19.50
Two windows @ 9 sq. ft. ea. (2 x \$59.00) .....	118.00
Totalcost .....	\$174.17

**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 \$3 1.96.

b. **Price chart for replacement or recharge:**

<b>Items</b>	<b>Replacement</b>	<b>Recharge</b>
2½ gal. water	\$55.65 + travel time	Travel time only
5 lb. CO,	89.59 + travel time	\$11 .00 + travel time
10 lb. CO,	129.00 + travel tithe	11 .00 + travel time
15 lb. CO,	146.77 + travel time	11 .00 + travel time
5 lb. dry chemical	22.57 + travel time	10.50* + travel time
10 lb. dry chemical	25.08 + 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	19.14 + travel time	
Fire blanket and cannister	42.44 + travel time	

\* Add also dry chemical charge of \$1.65 per pound of agent.

\*\*Add also Halon 1211 agent charge of \$26.50 per pound.

D. **IMPLEMENTATION** (See Procedure 5025.)

E. **FORMS AND AUXILIARY REFERENCES**

F. **REPORTS AND RECORDS**

G. **APPROVED BY**



Superintendent of Public Education