



Ironhouse Sanitary District Facility School Tours

Date: _____

Total Pages: 4

To: Ironhouse Sanitary District School Tours

Email: isdoutreach@isd.us.com

Voice Number: 925-625-2279

From: _____

Voice Number: _____

Email: _____

INSTRUCTIONS

Dear Oakley Educator:

Thank you for your interest in touring the Ironhouse Sanitary District Water Recycling Facility.

Please note that tours are only available to Oakley Schools.

1. Please read the Tour Policy and initial that you have read each on each line provided.
2. Complete the School Group Tour Request Form (Use separate forms for additional tours)
 - a. Include the names and contact information for chaperones in your group.
 - b. Don't forget to select a date that you want to tour.
 - c. PLEASE PRINT CLEARLY & LEGIBLY
3. Return the completed:
 - a. Initialed Tour Policy,
 - b. Tour Request form (Including the names and contact information for chaperones in your group.)
4. You will receive a tour confirmation and directions after all completed paperwork has been received and approved.

Thank you



Ironhouse Sanitary District Facility School Tours TOUR POLICY GUIDELINES

Thank you for your interest in touring the Ironhouse Sanitary District Water Recycling Facility. We look forward to providing you with an interesting, informative, fun and academically relevant learning experience that will benefit you and your students/group. To ensure a safe and rewarding visit we ask that you read and adhere to the following Tour Policy Guidelines.

INSTRUCTIONS: Please read and review with your students and chaperones, and sign below in the space provided. Return with your completed Tour Request Form.

This completed form must be returned before your tour is confirmed:

School tour programs are for grades 5 to 12 only. Please no underage siblings.

There must be a ratio of 1:5 – 1 adult per 5 students for all 5th to 12th grade school groups. School groups must not exceed 40 students; including chaperones.

All tour participants must dress appropriately in order to comply with CAL-OSHA standards. This includes: No sandals, flip-flops, and backless, open, or open-toe shoes – everyone must wear sturdy, close-toe shoes and socks.

No shorts or short skirts – must wear long pants or ankle-length skirts (We recommend not wearing pants/slacks that drag on the ground).

DO NOT TOUCH any switches, buttons and equipment at any time. For your safety, please do not touch anything but the handrails while on the tour.

For your safety listen to, and follow the directions of the tour guides throughout the visit! Except for emergency calls, **DO NOT** use cell phones during the tour. Turn off or put on silent mode.

Ironhouse Sanitary District's Water Recycling Facility is open during tour hours. Be mindful that there are people working throughout the facility and that tour participants must follow directions and be orderly. **No running or shouting!** Noncompliance at any time during the visit will not be tolerated. You will be asked to leave for failing to comply.

Visitors must wash hands thoroughly. The Ironhouse Sanitary District strictly adheres to all public health and safety guidelines and is proud to exceed all state and federal wastewater treatment standards. However, in order to avoid the possibility of any health risks all wastewater treatment plant visitors are required to wash their hands at the conclusion of the tour. The restroom and surrounding area must also be kept tidy – chaperones are required to monitor their group and leave restrooms tidy.

For your safety, outdoor tours will be cancelled during inclement weather.

Please sign below that you have read and plan to adhere to all guidelines above.

Teacher's Signature: _____



Ironhouse Sanitary District Facility School Tours TOUR POLICY GUIDELINES

Today's Date

IRONHOUSE SANITARY DISTRICT WATER RECYCLING FACILITY TOUR <i>PLEASE DO NOT REQUEST MULTIPLE TOURS ON ONE FORM, USE A SEPARATE FORM FOR EACH TOUR</i>			
TOUR DATE REQUESTED	_____ FIRST CHOICE	_____ SECOND CHOICE	_____ THIRD CHOICE

Contact Person School Name

Contact Telephone Contact FAX Email

Street Address City Zip Code

Grade Level # of Students + # of Chaperones * = Group Total

****There must be a ratio of 1:5 – 1 adult per 5 students for all 3rd to 12th grade school groups***

ADA/Special Needs Requirements: Yes No _____
Explain

Do you have a special interest or focus while on your tour? Yes No

Explain

ISD Personnel to Complete Items Below

Date & Time Request Received: _____ Tour Status: Confirmed Cancelled

Confirmed Tour Date & Time: _____ Comments: _____

Confirmation sent on _____:

Telephone USPS Letter

Fax Email

Please email, mail or FAX to:
 Water Recycling Facility Tours
 Ironhouse Sanitary District
 450 Walnut Meadows Drive
 Oakley, CA 94561
 Phone: 925-625-2279 Fax: 925-625-0169
 isdoutreach@isd.us.com

SCHOOL GROUP ATTENDEE LIST (Please list everyone in your group. Use additional pages of page two as necessary.)

	Name	Address	City, State, Zip	Email (Please print clearly)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				