

FACILITY MAINTENANCE PLAN

FREMONT SCHOOL DISTRICT

SAU # 83

Updated October 7, 2013

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## **MISSION & PURPOSE**

The Facilities Maintenance Department will provide a safe, clean, orderly, cost-effective school environment that supports and contributes to the school district's mission of educating our children to meet the life-long intellectual, physical, and emotional demands of the 21<sup>st</sup> century. The department will also provide highly maintained school facilities to support the needs of the community.

- To preserve the taxpayer's investment in the school buildings.
- To help the buildings function as intended and operate efficiently.
- To prevent failures of building systems that would interrupt occupants' activities.
- Sustain a safe and healthful environment that is in good repair and structurally sound.
- Provide maintenance in a cost-effective manner.

Updated for Review on October 7, 2013

Scott Brown          Director of Facilities

## 1 - SAFETY

### General Safety Procedures

1. Emergency Phone Numbers: **Fire:** 911 or 895-2512  
  
**Ambulance:** 911  
  
**Police:** 911 or 895-2229 or 895-3425 ext 1  
  
**Poison Control:** 1-800-222-1222
2. Wear appropriate clothing and Personal Protective Equipment (PPE) for the work being done.
  - a. Wear rubber gloves when cleaning washrooms or locker rooms or when using toxic chemicals'
  - b. Wear safety glasses or goggles when working close to liquid chemicals or when using hand tools.
  - c. Wear steel toe shoes or boots when operating lawn mowing equipment.
  - d. Wear hard hat when working beneath objects that may fall.
3. Follow manufacturer's instructions when mixing chemicals. Always mix chemicals in a well ventilated area with spill protection.
4. Always read the Material Safety Data Sheet (MSDS) prior to working with new products for the first time or whenever there are questions about how to properly handle the material. MSDS will be available in the Maintenance Office and in each custodial closet where the materials are used.
5. NEVER ever use chains and padlocks to secure exit doors. Security is of great importance. Students and staff will prop doors open and create other nuisances, but in the interest of safety, exit doors must function properly.
6. Always use proper lifting techniques when lifting heavy objects. Lift with the legs. Keep the back straight. Do not twist the body and lift at the same time. Request assistance.
7. Do not use tools that are broken or that have missing guards, shields, or other protective components. Report broken tools to the Maintenance Supervisor / Facility Director.

8. All maintenance department employees shall complete asbestos training within 60 days of hire as required by federal law.
9. No employee shall attempt to perform tasks for which he or she has not been trained and authorized to perform by the Maintenance Supervisor.

## **Chemical Hazards**

### **Use, Storage and Disposal of Chemicals:**

Toxic, flammable, or otherwise hazardous chemicals are most commonly encountered in the custodial closets, kitchens, science laboratories, and storage rooms. It is important to know how to use, store and dispose of chemicals and other hazardous substances used by custodians in their areas of responsibility. Safety precautions and guidelines for each of these three aspects of safe practices for chemicals are presented next.

### **Chemical Use:**

No one should use any substance, even household products, without understanding what dangers exist and how to use the product safely. Chemical substances should be used only in the manner and for the purpose for which they were intended. Before using any chemical, the custodian should learn about possible hazards, disposal and emergency treatment measures, and handling procedures. All of this information can be found on either the label on the product or its Material Safety Data Sheet (MSDS), which will be available at each site for all chemicals. The major safety precaution to take when working with chemicals is to avoid contact as much as possible. This can be accomplished in many ways. Among the points to remember when working with chemicals:

- Avoid using hazardous chemicals for any task that can be done some other way.
- If you must use a hazardous substance, always wear protective clothing (gloves, goggles, or shoes) as appropriate.
- Mix chemicals only in approved combinations and to the proper dilution levels. Prepare mixtures in a safe area.
- Do not splash or spill liquids.

### **Chemical storage:**

Proper storage of chemicals can avoid many accidents. Certain chemicals should not be stored near each other, because of the risk of combining fumes or spills. For example bleach and ammonia may leak or evaporate from improperly sealed containers. If these fumes combine, they react to form an extremely toxic gas. Acids with alkalis, and chemicals with petroleum products such as cleaning liquids, are also hazardous combinations. Other points to note about chemical storage:

- Never transfer chemicals into an unlabeled container.
- Store potentially flammable chemicals in approved containers and areas. NEVER store chemicals in boiler rooms.  
Keep chemicals away from sources of heat, such as furnaces or sunshine.
- Chemical storage areas should not be crowded and should have a systematic, easy to reach arrangement.

### **Chemical Disposal:**

Improper disposal of substances such as cleaning chemicals used on the job can cause serious problems. Material Safety Data Sheets contain information about the safe disposal procedures for the chemical substances used. Some general rules to follow:

- Never flush corrosive or volatile materials into the sewage system.
- Always discard unused portions of mixed chemicals unless information on the label specifically states the mixture may be kept for later use. If this is done, label and store the mixed solution properly.
- In case of spills properly dispose of materials used to clean up spill.

### **Fluorescent Light Bulb Recycling**

Most fluorescent and mercury lamps are hazardous and require special handling. Nationwide, there are over 600 million lamps discarded each year. Until recently, regulations have made it difficult and expensive to properly manage used lamps and most end up in municipal landfills. Now the USEPA has included mercury lamps in the Universal Waste Rule (UWR), a new federal regulation that reduces the cost and regulatory burden on generators who recycle. The NH Department of Environmental Services enforces the Universal Waste Rule in New Hampshire.

FOLLOW THE GUIDELINES BELOW TO PROPERLY DISPOSE OF THEM:

Guidelines for packing and shipping Fluorescent lamps:

- Contractor can provide boxes to pack lamps and ballasts. Acceptable shipping containers include manufactures' boxes in which the new lamps were shipped, contractor provided four-foot, five-foot, eight-foot, T-26 and T-43 boxes. All other boxes, must be approved by Contractor prior to use.
- Fill boxes to capacity with lamps.
- All precautions should be taken to eliminate breakage of lamps. Extra charges may result from broken lamps.
- Do not tape lamps together. This results in excess handling of lamps and additional charges.
- If a box of lamps break, place the entire box in a plastic bag immediately. DO NOT open the box. Close and seal the bag. Notify the Contractor of any broken lamps prior to shipment.
- Contractor will complete the Lamp Recycling Manifest and leave a copy at the facility.
- Label boxes and accumulation "Spent Mercury-Containing Lamps for Recycling", along with the starting date of the accumulation.
  - Call **United Recycling** for pick-up at 603-422-7711

## **Electrical Hazards**

Working with electricity can be a shocking experience for those not familiar with the hazards of this area. Besides the risk of electrical shock, many fires are caused by electrical misuse or malfunction. Receiving proper training and paying careful attention to safety precautions are important for any tasks involving electricity. Electricity is encountered throughout any school building. Particular electrical hazards occur in kitchens, workshops, and machine rooms. However, it is also possible to find such common hazards as **damaged cords** or equipment in areas where they might be overlooked – for instance, lounges and offices. The custodian should be alert for such potential problems throughout the school. Coffee pots, hot plates, and microwave ovens are common hazards. Equipment with heating elements, such as laminators should be carefully monitored and not left unattended. Electrical hazards also exist any time a custodian uses or services a vacuum, power tool or other piece of equipment. An understanding of what happens as a result of carelessness with electricity may help avoid electric shocks.

Electric current flows through the path of “least resistance.” This path can be the human body, such as happens when a defective piece of electrical equipment is handled when standing on a wet surface. The risk of shock is lessened by the use of a grounding plug or wire, which provides a better path. Insulating the body, such as by wearing rubber gloves or rubber soled shoes, also helps. Here are some general points to remember about electrical safety:

- **Never use defective equipment, or equipment with a cracked, frayed, spliced, or worn electric cord or missing the grounding plug.**
- **Always grasp the plug, not the cord, to unplug equipment.**
- **Outlets with Ground Fault Circuit Interrupt (GFI) protection devices should be available for use in all areas around water supplies and in damp areas.**
- **Always use GFI outlets for tasks involving electrical equipment when they are available.** For example, use a GFI for power source for a wet/dry vacuum when picking up scrub water. Portable GFI outlets may be used for areas where they have not been permanently installed but are necessary for safety.
- Never use electrical equipment around liquids, unless designed for this.

## **Fire Hazards**

Fire safety means both preventing fires and taking the correct steps if a fire should occur. Fire prevention is the responsibility of all building occupants, but the maintenance staff has a special role to play. Good custodial housekeeping practices (for example, keeping litter and debris out of buildings, cleaning equipment, and vents properly) are important precautions to take against fire hazards. The State Fire Code under RSA 153:5 regulates many safety practices in schools. Briefly, the code covers fire resistance ratings of building materials, use of smoke detectors and fire alarms, storage of flammable and combustible materials, required means of egress and other related topics.

**The custodian is in a unique position to recognize and eliminate potential fire hazards in many of these areas. Any time a problem is noted, the custodian should notify either the maintenance supervisor or a school administrator.** Custodial tasks can sometimes affect the level of fire resistance of an area. In many cases, the structural integrity of all or part of a building is necessary for adequate fire protection. School staff members should never cause holes in partitions or doors, mar the surface of walls, floors, and floor coverings, or create gaps between frames and windows or doors without considering whether a possible fire hazard will arise. Damage is not the only way a fire hazard relating to building structures can be unintentionally created. By not using built in safeguards properly, the risk of fire damage is greatly increased. One should NEVER leave fire doors open, wedge smoke doors so automatic closing cannot occur or prop open doors or lids on flammable storage cabinets. The same is true for exit doors. There is never any justification for blocking routes of egress or for chaining exit doors, no matter how inconvenient a situation may be.

Four major sources of fire hazards are lightning, electricity, human carelessness, and chemical combustion. Lightning cannot be prevented, but its effects can be minimized by keeping buildings in proper shape. There are many other things the custodian can do to eliminate many of these other hazard sources.

- Watch out for defective outlets and be sure they are not used until repaired.
- Never overload a circuit with extension cords or multiple outlets, and report any overloads that are noticed.
- Store flammable and combustible materials in approved containers, cabinets, or rooms.
- Debris should never be allowed to accumulate. Flammable materials and gas-powered equipment shall not be stored in electrical or mechanical rooms.
- Cleanliness is important in fire hazard areas such as electrical and mechanical rooms. Dust can be flammable so should be removed from surfaces and equipment frequently.
- Use extreme caution around fuel storage tanks. Any spark, or flame near damaged or defective valves or regulators could cause explosion as well as fire by igniting fumes that may have leaked out.
- Keep electrical equipment in good shape. Report strange noises or other unusual events observed about fan belts, gears, or any other part of a piece of equipment.
- Report any suspicious signs, such as a “burning smell”.
- Hallways, aisles, and doorways must never be restricted or blocked by objects that prevent fast exit in case of emergency.
- Know what actions to take in case of fire. Prompt action can save lives and property.

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## **Fire Extinguishers**

If taking the time to use a fire extinguisher could put a life in danger... DON'T.

Use the proper type fire extinguisher for the fire. Fire extinguishers have a rating on the faceplate, which shows which class or classes of fire it can put out. If you must use an extinguisher remember the PASS method:

- Pull the pin
- Aim the extinguisher nozzle at the base of the flames.
- Squeeze the trigger while holding the extinguisher upright.
- Sweep the extinguisher from side to side, covering the fire with the extinguishing agent.

## **Physical Hazards**

Another important area for safety awareness is in physical activity, such as lifting heavy loads and working on a ladder. Physical hazards occur most frequently wherever the custodian is working. Wherever a ladder, mop, tools, or other equipment is used, there is potential for accidents for either the custodian or others. Stairs, hallways, mechanical or boiler rooms, and school grounds are all likely places for tripping, falls, or cuts. Many back injuries, broken bones and wounds could be avoided through awareness, carefulness, and proper training. There are many job factors in which the custodian can change or improve to help avoid this type of hazard. In this section we will discuss lifting techniques, slip and fall hazards, ladder and stairway safety, power and hand tool safety and also dealing with the heat.

### Proper Lifting Technique:

The steps to be taken when lifting a heavy object are listed below:

1. Size up the load. If too heavy to handle easily, get help or the proper equipment (such as a hand truck). Delaying the job a few moments to get assistance is better than risking an injury.
2. Check the route. Decide the safest path to take with the load; see that the way is clear; be sure that where the load will be placed is ready.
3. Get a firm footing and take a good grip—feet a little apart for good balance, one beside and one behind the object; keep back straight and aligned with the neck; bend knees, allowing legs instead of back to support the weight; grip the object with the whole hand including palms—not just the fingers.
4. Keep the load close to the body, tuck arms and elbows into the body, and center all body weight over the feet. Lift with a steady thrust, starting with the rear leg.
5. Never twist the body. Move the feet to change direction.
6. Bend knees to put down the load. Be sure fingers and toes are not caught underneath the object as it is put down.
7. Wear proper protective gear, such as gloves, protective foot gear and other clothing, if the load requires special handling. For instance, wear protective gear

when carrying liquid chemicals in containers that may leak, or objects with sharp edges.

**8. When help is required to move a load, teamwork should be practiced and one person should call the signals.**

REMEMBER:

PUSH, don't pull

MOVE, don't reach

SQUAT, don't bend

TURN, don't twist

Back Supports Help:

Support lower back and abdominal muscles, reduce fatigue and improve lifting posture. They also act as a reminder.

**Back Supports DO NOT Make You Stronger**

### **Slipping and Falling Hazards:**

Most floors and other surfaces look safe. Each year however, thousands of accidents occur by falling or slipping. Falls are the second most common cause of fatal injuries. The custodian must be aware of many factors that cause slipping and falling -- either of the custodian or others in the school.

1. Clothing can cause falls of inappropriate for the job. Clothing should not be too long or loose. Shoes should be slip resistant, preferably with rubber or other grip type soles. Sandals, clogs, or flip-flops are NOT allowed on the job.
2. Be alert. Watch for things that can trip persons, such as wires, cords, litter, or equipment in the aisles and walkways. This is important both inside buildings and on the grounds. When possible, remove or rearrange such objects so they are not in the way.
3. Wet floors cause a particular hazard. When cleaning floors, place a **"caution wet floors"** sign to warn people using the area. Added protection is gained by roping off the area whenever possible. Floors should be cleaned when traffic is lightest and should be dried as soon as possible. If the task calls for walking on a wet surface, the custodian should place feet carefully and move slowly.
4. Spills and leakage from trash barrels or bags can create another problem situation. Empty a leaking trash container and clean up the spill as soon as possible.
5. Falls are commonly caused by tripping over obstacles in walkways. The custodian can thoughtlessly create this type of hazard for others on the school grounds. All equipment and supplies should be stored properly, out of the walkways. Never leave tools or equipment lying around if they are not actually being used.

### **Stairway and Ladder Safety:**

Working at a distance above the ground also creates a potential falling hazard. There are many custodial tasks that require the use of a ladder, scaffold, or other type of support. Stairways and ladders are among the most frequently used items on the job. Routine use of stairs and ladders can lead to carelessness. Accident figures show that traveling up and down stairs is not always as safe as it looks. Safety on ladders and stairways at your site involves understanding what they were designed for and how to use them. Custodial staffs have a six, eight or ten foot stepladder and an extension ladder to assist them with the many job tasks.

**SAFETY FIRST!**

**NEVER use a support that was not specifically designed for such use.**

**That is, use a stepladder not a chair.**

One common portable ladder is the stepladder.

#### Stepladders:

Stand by themselves

Are not adjustable in length

Have a hinged back

Have flat steps that are 6 to 12 inches apart

Open at least one inch for each foot of the ladders length.

#### **Rules for using stepladders safely:**

Make sure ladder is fully open and the spreaders are locked.

Do not climb, stand or sit on the top two rungs.

Another common portable ladder is the extension ladder.

#### Extension ladders:

Lightweight and durable

Adjustable in length

Made up of two or more sections that travel in glides or brackets

At least 12 inches wide

Not longer than 24-foot per section

#### **Rules for using extension ladders safely:**

Have a co-worker help you raise and lower the ladder

Never raise or lower the ladder with the fly section extended

Be sure to secure or foot the ladder firmly before extending it.

Set up the ladder with about three feet extending above the work surface.

When using an extension ladder figure out and use the right set up angle or pitch. The distance from the foot of your ladder to the base of what it is leaning against should be about one fourth of the distance from the ladders top support to its bottom support.

### **Inspection and Maintenance of Portable Ladders:**

Ladders must be kept in good condition at all times. They need care and cleaning, especially when used in oily or greasy areas or left outside. Regular inspections will help make sure ladders are safe. Check each ladder in these ways:

- Look for broken or missing steps or rungs.
- Look for broken or split side rails and other defects.
- Feel for soft areas on wooden ladders.
- Check for rust or weakness in the rungs and side rails of metal ladders.
- Check fallen or misused ladders for excessive dents or damage.
- Tag defective ladders and remove from service immediately to prevent accidents.

### **General Safety Tips for setting up and using portable ladders:**

- Make sure the ladder will be standing on a firm level surface.
- Try not to set a ladder up in a passageway. If you must use a ladder in a passageway, set out cones or barricades to warn passers-by.
- Never place a ladder on an unstable base for more height.
- Use both hands for climbing.
- Hoist your tools if carrying them would keep you from using both hands.
- Don't stretch in order to reach something. Climb down and move your ladder.
- Use wooden or fiberglass ladders for electrical work or in areas where contact with electrical circuits could occur.
- Only one person should be on a ladder at any time. Whenever possible have an extra person hold the ladder steady.
- Do not use a ladder for anything other than a ladder.

Using ladders and stairways properly is an important part of safeguarding your health. Choose the right ladder for each job, follow the basic rules for using it safely and perform regular inspections and maintenance. **On stairways**, pay close attention while you climb, use the handrails and help keep steps clean and free of clutter. Taking just a little extra care will enable you to climb stairways and ladders safely and with confidence.

## Hand and Power Tool Safety

The school custodian uses many tools for performing job tasks. It is easy to understand the need for safe working practices with, for instance, a large and powerful floor machine. However, even a small screwdriver can be hazardous if used improperly. Keeping tools in a state of good repair is an important way to avoid physical hazards. Ladders, jacks, hand trucks and all tools that are in good condition give more “margin of safety” to the custodian using them.

1. Always use the proper tool for the job. Approach the use of a tool with respect and care. A moment’s carelessness can cost an eye, or worse.
2. Never use a defective tool.
3. **Always wear protective gear such as gloves, goggles, and hearing protection when performing any task involving hazardous tool usage.**
4. Do not overload a tool’s capacity or try to hurry its operation.
5. **Disconnect power cord before adjusting tools**, such as changing the blade on a skill saw.
6. Always be conscious of where parts of the body are in relation to the tool being used.
7. Keep tools in proper shape. A sharp knife is less dangerous than a dull one that must be forced through what is being cut.
8. **Use only tools for which training has been received.**
9. Do not reach into waste containers or push trash into a partly full container with bare hands.
10. Put waste with sharp edges in sturdy containers.
11. Be aware of sharp edges on furniture or other objects being moved. Even the edges of a cardboard carton can cut badly.
12. Do not put hands or head into places that have not been visually inspected for possible hazards.

## **Heat Stress**

Your body is affected by heat stress on the job more than you might think. In addition to the medical hazards of heat stress, you are also more likely to have accidents in hot environments. A hot environment with high humidity may overload your body with heat. Wearing excessive amounts of clothing while performing heavy manual work in cold weather can have the same effect as a 95 degree day in the summer. This stress can result in a series of disorders ranging from sunburn to serious heat stroke. Your body metabolism produces internal heat during digestion, muscle activity, energy storage and breathing. In fact, your muscles release about 70 percent of their energy as heat. This warms your muscle and surrounding tissues. Since your body works well at a constant inner temperature of 98.6 ° Fahrenheit, your body works to keep your temperature at 98.6° in a process called thermoregulation. The amount of heat that stays stored in your body depends on the environment, level of physical activity, type of work, time spent working and number and length of breaks between work periods. In addition to recognizing signs of heat stress and knowing first aid measures, you can prevent heat stress disorders through gradually getting used to the environment, proper work procedures and proper food and water intake.

## 2 - FACILITY INVENTORY

This plan applies to the following school facilities:

<u>School Name</u>	<u>Street Address</u>	<u>Town</u>	<u>Phone</u>
1. Ellis Elementary	432 Main Street	Fremont, NH 03044	603-895-2511

### FACILITY INFORMATION

School Name: Ellis Elementary

Address: 432 Main Street Fremont, NH 03044

Phone: 603-895-2511

Grades Included: Pre-K through Grade 8

Current Total Size (square feet) 60, 000 +/-

Site Size (acres) 7 acres

Date of Original Construction: 1950

Dates and Description of Additions: 1966, 1973, 1986, 1988, 2005

Identification and Distance to Nearest Fire Station (miles): Diagonally across the street

Water Supply (municipal or well): Well

Sewage Disposal System (municipal or onsite septic system): Septic on site

Description of Fire Protection Systems (alarms, sprinklers etc.): Fire alarm with smoke and heat detectors and sprinkler system (wet and dry).

Date of most recent asbestos inspection: Jan 2011

Date of most recent fire safety inspection: Mar 17, 2011

Date of most recent water test: Sept. 2013

## STRUCTURAL INFORMATION

Facility Name: Ellis Elementary

### Roofs

Type (Flat, Pitched etc.)	Surfacing Material	Date Installed	Condition
Pitched	Asphalt shingles	2005	Good
Flat	Fully Adhered rubber	2005	Good

### Structural Frame Types

Wood trusses under pitched roof, steel decking under flat roof

### Exterior Cladding

Type(Brick, Vinyl Siding etc.)	Date Installed	Location
Brick and cement block	1950 - 2005	

### Exterior Doors

Type	Date Installed	Location
Mostly steel	1995 -2005	throughout

### Windows

Type	Date Installed	Location
Tilt out double pane	1988 – 1999	
<b>These 80 windows were replaced in July 2013 with Sliding aluminum frame windows with screens.</b>		
Sliding double pane	2005	newest addition

## FLOORING

<u>Type</u>	<u>Total Amount(SF) +/-</u>	<u>Date Installed</u>
Carpet	5000	1988
Vinyl Composition Tile (VCT)	40,000	1950-2005
Tile (VCT) in Gym Closet installed in Aug 2013	170 sq ft	Aug 2013
Sheet Vinyl	1000	2005
Quarry Tile	2000	1988
Resinous Epoxy	1000	1988
Exposed Concrete	1000	1950, 1973

## **Equipment Inventory**

<b>EQUIPMENT INVENTORY</b>	Location	Manufacturer	Model #	Condition	Size	Date Installed
<b>Boilers</b>						
NH002207	Rm 309	H.B. Smith	28ASW04	Great	389,000/HR	Aug 2012
NH	Rm 309	Weil McLain	588	Good	1084BTU	2003
NH	Rm 107	Weil McLain	488	Good	810BTU	2005
<b>Fuel Tanks</b>	Location	Manufacturer	Type Fuel		Size	Date Installed
UST (oil)	Outside GYM		#2 Fuel Oil	Good	10,500gal	1988
Propane Tank	Outside kitchen		Propane	Good		
<b>Hot Water Heaters</b>	Location	Manufacturer	Model #	Condition	Size	Date Installed
Propane	Kitchen	A.O. Smith	Promax-T	Good	74 gal	Aug 2005

<b>Fire Pumps</b>	Location	Manufacturer	Model#	Serial#	Size	Date Installed
1	Rm 426	Patterson 12” DMC	FPVT	0025646	34HP 500gpmp	2004
<b>Sprinkler Heads</b>		Manufacturer	Model #	Condition		Date Installed
Throughout		various		Good		1988-2005
<b>Water Pumps</b>	Location	Manufacturer	Model#	Use	Size	Date Installed
1	Outside front ent	Gould 1HP set at 240’		Drinking Water	23 gals per min	2009
1	Outside Rm 426			Fire Pump		Aug 3, 2009
Water Tanks	Boiler Rooms			Condition		
1	Rm 309	Well X-trol	350	Good		8/96
1	Rm 107	Well X-trol	350	Good		8/96
1	Rm 309	WR	360	Good		10/09
1	Rm 309	WR	360	Good		10/09
<b>Air / Energy (2) Recovery Units</b>	Attic over 105 & 307	EZ-Aire	70	Fair		1991

<b>Air Handling Units (AHU)</b>	Location	Manufacturer	Model#	Condition	Size	Date Installed
1	Penthouse	Trane		Fair		1988
1	Roof	Boss-Aire	BX1-4000	Excellent		2005
<b>Air Conditioning Equipment</b>	Location	Manufacturer	Model#	Condition	Size	Date Installed
1	Roof	Trane	RAUCC30	Fair	30 ton	1991
2	Comp Mod	Gibson Heavy Duty		Good		2003
2	501-502	Carrier	XC-D	Good		2001
1	Rm 108	Frigidaire	FAP107P	Good		2007

1	Rm 425	Perfect-Aire		Fair	10,000	9/11/2012
1	Rm 426	Frigidaire		Good		2010
2 piece AC	Rm 202	Fridgidaire	FRS09PYC 1	New	Comp	Oct 2011
Tech Cooling	Roof	Fridgidaire	FRS09PY W1	New	Fan	Oct 2011
<b>Unit Ventilators</b>	Location	Manufacturer	Model#	#	Size	Date Installed
	Rm 426	Trane	TUVA	10VH6	400cfm	1988
	Rm 425	Trane	TUVA		400cfm	1988
	Rm 406	Trane	TUVA		400cfm	1988
	Rm 407	Trane	TUVA		400cfm	1988
	Rm 408	Trane	TUVA		400cfm	1988
	Rm 409	Trane	TUVA		400cfm	1988
	Hall	Trane	B15AO		400cfm	1988
	Kitchen	Trane	LD41A		400cfm	1988
3	Addition Hallways	Rittling Hydro Air	RFRW- 340		505 cfm- 630cfm	2005
<b>Circulating Pumps</b>						
3	Rm 309	B & G				1988
2	Rm 309	Taco	1615	1 replaced	2012	2005
1	Rm 107	B & G				1988
4	Rm 107	Taco				2005
<b>Sewage Pumps</b>	Under ground	Myers	WHR-DS		1/2hp	2004
2						
<b>Main Electrical Panels</b>	Location	Manufacturer	Model#	Serial #	Size	Date Installed
1	Rm 309	Square D	HCM		800Amp	2005
<b>Sub-panels LPA LPB Rm107</b>	Location Princ Off. Boiler	Manufacturer Siemens Siemens	Model# CDP-7 CDP-7	Serial #	Size 215amp 215amp	Date Inst. 1988 1988
LP-4	Gym Hall	ITE	CDP-4		225amp	1973
LP-3	Stage	ITE	CDP-4		225amp	1973
P-50 Rm 107	Boiler	GE				1966
LP-5 309	Boiler	ITE	CDP-4		225amp	1973
<b>Emergency</b>	Location	Manufacturer	Model#	Serial #	Size	Date

<b>Generator</b>		r				Installed
Not yet						
<b>UPS</b>	Location	Manufacture r	Model#	Serial #	Size	Installed
	Tech 202					
<b>Scoreboard</b>	Gym	ElectroMech	2350		108"x36	2000

**FIRE PROTECTION EQUIPMENT** (Type/ manufacturer, date installed, location of control panel):

				<u>Condition</u>
<u>Simplex 4005 Fire Alarm Panel</u>	Main Office	2005		Good
Batteries replaced Oct 30, 2012				
<u>Graphic Annunciate Panel</u>	Foyer	2005		Good
<u>Wheelock Battery Back-up</u>	Rm 511	2005		Good
Fire Pump... see inventory above	Rm 426	2004		Good

**SECURITY EQUIPMENT**(Type, manufacturer, date installed, locations):

			<u>Condition</u>
<u>Panic Buttons</u> under two secretary desks and principals desk		1995	Good
<b>To be replaced in 2013 as per Mr. Totten</b>			
<u>Medical Alert Button</u> in Nurse's office		1988	Good

**Security System**, all door contacts, plus cameras and new panic buttons installed by East Coast Security in Aug – October 2013. Key pads in Lobby and Gym.

**TELECOMMUNICATIONS EQUIPMENT** (Type, manufacturer, date installed, locations):

			<u>Condition</u>
<u>MC300 Telecor Public Address Console</u>	Main Office	2008	Good
<u>Administrative Communication Console</u>	behind Principal's office	2008	Good
<u>Two way Radio Console</u> (donated by PD)	Main Office	2004	Fair
Reprogrammed for Narrowband frequencies as per FCC regulations Jun 2012			
(14) <u>Motorola CP 200 two way radios</u>	throughout	2004-2011	Fair-Good
<u>Merlin Magix Telephone System</u>		2003	Good

**KITCHEN EQUIPMENT**

Type	Manufacturer	Model#	Qty.	Condition	Date Installed
Kitchen Hood	Econovent	AFI 9x4x2.5ft	1	Fair	1988
Warming Oven	Metro	HM200	1	Good	2005
Conv. Oven	Blodgett		1	Good	1988
Conv. Oven	Blodgett	Blower replaced Jan 2013	1	Good	1984
Gas Stove	Amer. Range	6 Burner	1	Excellent	2010
Dishwasher	Hobart		1	Fair	1988
Meat Slicer	Hobart		1	Good	1988
Mixer	Univex		1	Good	1980
Steam Table	GE		1	Good	2007
Walk in Cooler	Norlake	200RL3-WB	1	Good	2004
Walk in Frzr	Norlake	50RL3-WB	1	Good	2004
Fire-suppression sys	Pyro Chem	PCL 300	1	Good	June 2004

The gas stove and water heater are serviced by Palmer Gas 898-2990  
 The convection ovens, dishwasher & meat slicer are serviced by  
Hobart 623-3622  
 The walk-in cooler and freezer are serviced by Dowling Corp. 433-1311

## **OUTSIDE GROUNDS**

### **Athletic Field (condition – good)**

Type	Surface	Date Constructed/Renovated
Physical education / FAA	Grass & Clay	2005, diamonds 2009 by FAA

### **Playgrounds (condition – good)**

Apparatus	Manufacturer	Quantity	Date Installed	Condition
Various	Miracle	2	2005	Good

### **Parking Lots (condition – good)**

Number of Spaces      85

### **Modular Buildings - Leased from Schiavi were later purchased**

2001- originally placed outside Room 307 moved to present site near garage in 2004

2003 – came used from Chester School District

**MAINTENANCE EQUIPMENT**

Item	Manufacturer	Model #	Condition	Storage Location	Date Purchased	
Speed Scrub	Nobles	2001	Good	Boiler Rm 309	2002	
Speed Scrub	Nobles	ES	Good	Rm 102 Closet	2005	
Typhoon wet vac	Nobles	EV	Good	Boiler Rm 309	2005	
Extractor	NSS	8sc	Fair	Boiler Rm 309	1994	
20 " Rotary	NSS	SS	Poor	Boiler Rm 309	1980	
20 " Rotary	IDS		Good	Boiler Rm 309	2005	
Bacpack Vac	Pro-Team		Good	512 closet	2005	
Bacpack Vac	Pro-Team		Good	Rm 102 Closet	2005	
Upright Vac	Advance	14"	Fair	Library	2007	
Upright vac	Advance	14"	Fair	Rm 102 Closet	2007	
Upright Vac	Advance	14"	Fair	Comp. mod	2008	
Upright Vac	Advance	14"	Good	Boiler Rm 309	2009	
Upright Vac	Advance	15D	Excellent	Rm 511	2011	
Janitors Cart	Rubbermaid		Good	Rm 102 Closet	2004	
Janitors Cart	Rubbermaid		Fair	Rm 303 Closet	2004	
Janitors Cart	Rubbermaid		Good	Rm 512 Closet	2005	
Machines serviced by	MD Stetson			868-3170		
Lg scrubber	Serviced	11/13/12				

### **3 - MAINTENANCE STAFFING**

#### District Level Position Title

Facility Director                      **Scott Brown**  
Received badge, keys, uniforms and Asbestos Training  
Drafted Facility Maintenance Plan Oct 2011  
Asbestos contact for District  
Licensed Water Operator for District

Total Number of District Facilities: (2) Ellis School and SAU 83

#### Building Level Position Title

Second Shift Custodian              **Ruth Knapp**  
Received badge, keys, uniforms and Asbestos training.  
Received training on cleaning procedures.  
Advised on basic safety.  
Advised on pertinent aspects of Facility Maintenance Plan

Second Shift Custodian              **Michael Chambers**  
Received badge, keys, uniforms and Asbestos training.  
Received training on cleaning procedures.  
Advised on basic safety.  
Advised on pertinent aspects of Facility Maintenance Plan

Average daily space cleaned per custodian: 20,000 Square Feet

## **4 – CUSTODIAL SERVICE**

### CUSTODIAL CLEANING FREQUENCY

#### **Entrances, Lobbies and Corridors**

These areas are generally the first areas seen by students, staff and visitors. Their condition and cleanliness leaves a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence.

Considerable dirt is carried in and deposited in entryways and corridors. The custodian's schedule should include adequate time to sweep these areas of travel. Regular sweeping or snow removal from the sidewalks outside of entryway doors will prevent some dirt and sand from entering the building. Snow and ice should be removed from the entryway as soon as possible using sand or ice melt to avoid slips and falls. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned daily.

Daily:

- Empty waste receptacles, remove debris, leaves, and litter.
- If floor is resilient tile, dust mop floors with a wide, dampened dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
- Vacuum carpet areas and mats;
- Disinfect drinking fountains. (*see following procedures*)
- Leave soiled dust mops near custodial washing machine in boiler room

Bi- Weekly:

- - Clean glass partitions, display cases, and interior door glass.
  - Spot-clean finger marks and smudges on walls, door casings, and doors. Use disinfectant solution in spray bottle and a cloth.

Monthly:

- High dust vents, over doorways, shelving and horizontal wall surfaces and tops of lockers.

### **Classrooms and Laboratories**

There is more time spent in classroom cleaning than any other phase of custodial duties. Valuable time and many steps can be saved by careful planning. To keep a classroom clean will entail much more than just sweeping the floor and removing the trash. It will require a custodian with a willingness to work, one who takes pride in his/her work and one who is interested in the welfare of the youngsters. Some classrooms will have desks that may be shifted from side to side each day as you clean the floor, while others have tables that can only be moved a few inches. Some furniture in the rooms can be rolled away from the wall to make sweeping easier; other furniture is stationary and must be cleaned around and underneath. The custodian's cart will hold the necessary equipment and materials to clean classrooms.

Daily:

- Empty waste receptacles, replace liners and remove recyclables.
- Vacuum carpeted areas thoroughly.
- Dust mop and wet mop tiled floors.

### **Office, Lounge and Conference Rooms**

Most of the same cleaning procedures, as outlined for 'Classroom Cleaning' in the previous section, can be followed for cleaning office areas, faculty lounges, conference rooms, libraries, media center areas, etc.

Daily:

- Empty waste receptacles and damp clean.
- Vacuum traffic patterns on carpeted floors.
- Dust mop and wet mop tiled floors.
- 

Weekly:

- Vacuum carpeted areas thoroughly.
- Clean door surfaces and window glass
- 

### **Restrooms**

Daily:

- Empty waste receptacles and change liners.

- Thoroughly clean and disinfect toilets and urinals.
- Restock dispensers: soap, paper towel, toilet tissue and sanitary napkin receptacle bag.
- Clean mirrors; clean and disinfect urinals and stools; clean basins;
- Dust mop and wet mop floors with disinfectant solution.

Weekly:

- Damp clean partitions thoroughly.
- Pour at least one gallon of water down floor drains.
- Clean doors.

### **Cafeterias and Lunch Areas**

- Daily: wash down tables with anti-microbial soap and micro-fiber cloths.
- Empty waste receptacles and replace liners.
- Dust mop tiled areas.

Weekly:

- Clean interior door glass.
- Spot clean walls.  
Auto scrub tile floor and remove gum.

Seasonally: Dust and connecting vertical and horizontal wall surfaces. (high dusting, above 5 feet is done when scissor lift is available)

### **Gyms and Multipurpose Rooms**

Daily:

- Empty waste receptacles and replace liners.
- Dust mop floors and spot clean using recommended procedures.
- 

Weekly:

- Vacuum entrance carpets thoroughly.
- Clean door glass and hand print surfaces.
- Auto-scrub entire floor.
- Spot clean walls

Annually: Reseal floor using manufacturer's recommended procedures and finishes.

# CUSTODIAL METHODS AND PROCEDURES

## **Assembling Equipment and Supplies**

At the beginning of each shift, the custodian should assemble all tools and materials needed to clean thoroughly. This will minimize frequent return trips to the custodial closet to get something else.

- Custodian cart with caddy
- Spray bottles with appropriate solutions to clean glass, counters, sinks, disinfect surfaces, and spot cleaning
- Paper towels
- Putty knife/razor blade scrapper
- Dust mop (dampened)
- Wet mop
- Mop bucket and press
- Vacuum cleaner
- Plastic liners (small and large)
- Dust pan and brush
- Protective gloves and safety glasses

## **Drinking Fountains**

If drinking fountains are not cleaned regularly and correctly, they can become a health hazard. The public expects clean drinking water, therefore it is the responsibility of the custodian to keep the drinking fountains clean and sanitary. Drinking fountains should be cleaned daily using the following methods:

1. Use spray bottle or bucket with water and disinfectant solution to spray or wipe solution over all surfaces.
2. Agitate with clean cloth, small brush, or paper towel.
3. Rinse.
4. Use clean cloth or paper towel to wipe dry and polish chrome and other surfaces.
5. Adjust the bubbler so that the water stream is the correct height (not hitting the spout and not spraying).

Newest drinking fountain/ bottle filler installed in Aug 2013.

## **Dusting**

As a general rule dusting can be done on a weekly basis or as time allows.

Dust all horizontal surfaces such as window ledges, sills, files & counter tops.

### **Cleaning Classroom Sinks and Counters**

1. Clean sinks and replenish paper towels and hand soap daily. Clean sinks by using plastic sprayer with disinfectant solution. Spray and wipe dry with a paper towel.
2. Spray solution on counter and wipe clean with paper towel.

### **Dust Mopping Resilient Floors**

If the floor is resilient type either totally or partially, the following is recommended:

1. Pick up large pieces of paper or other debris before starting to clean.
2. Use a clean dampened dust mop and carefully dust mop all resilient floor areas. Clean under all desks, equipment, etc. that are off the floor.
3. Dust mop debris to one area for pick up with brush and dust pan.
4. Dust mop may be deposited near the custodial washing machine in the boiler room for cleaning. Change dust mops often.

### **Trash**

Empty all trash receptacles. Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag. Damp wipe soiled receptacles. Replace plastic liners only when soiled or otherwise needed.

**Note:** Remove lunch trash immediately following lunch. When throwing trash into dumpsters. Do not throw over your head. This will minimize injury.

### **Carpet Vacuuming**

The vacuum cleaner is the most effective tool to remove soil from many surfaces, especially carpeting.

1. Move furniture in room only as necessary to vacuum all areas of the carpeting.
2. Pick up large pieces of paper and other debris before vacuuming (perhaps teachers and students may be asked to assist).
3. Vacuum all carpeted areas, getting under desks, furniture and equipment that is off the floor.
4. Replace all furniture.
5. Look for and clean up spots or soiled areas on carpeting using plastic sprayer, appropriate cleaner, and clean cloths or paper towels.

### **Spot Cleaning**

1. Spot clean walls, doors, and ledges as previously recommended. Use paper towels and disinfectant solution in plastic spray bottle.

2. Spot clean glass in doors and partitions and on the inside of windows to remove smudges as previously recommended. Use paper towels and glass cleaner in plastic sprayer.
3. Dust or clean vents in ceilings of classrooms, offices, etc. as previously recommended.

Before leaving the room, visually check to make sure all the following duties are completed:

- Windows are locked.
- All items are in appropriate place.
- Room looks clean and - is clean!
- Lights are turned off.
- Door is locked.

### **Restroom Cleaning**

The job of cleaning and disinfecting your rest rooms is not a difficult one, if the work is done efficiently and daily as it should be. Modern fixture design usually makes cleaning them fast and effective if proper procedures are followed. Remember that deodorant blocks/urinal screens do not clean or sanitize. Clean rest rooms are important for a number of reasons:

- Bacteria control to help eliminate cross infections to safeguard health.
- Many times the custodial staff is judged on the appearance and cleanliness of the rest rooms.
- Clean rest rooms encourage the public to help keep them that way.
- Clean rest room fixtures greatly reduce the possibility of offensive odors (and complaints).
- The most frequent lingering cause of odors in rest rooms is due to uric acid salts. Remove these salts through proper cleaning procedures and the odors are gone. Use Pro-zyme to neutralize uric odors.

### **Refilling Dispensers**

1. Check all dispensers daily to insure adequate supply.
2. Refill all dispensers as required (including toilet paper dispensers).
3. Refill dispenser of paper towels.
4. Check the working condition of the units.
5. Close and lock dispenser.
6. Spray the surfaces with germicidal/disinfectant solution and wipe dry with paper towel.
7. Clean the surface of the dispenser as above.
8. Fill all soap dispensers.
9. Empty the sanitary napkin receptacle bag and replace with clean bag.

### **Cleaning Sinks and Wash Basins**

Several methods can be used to clean sinks with equal final results, however, the following is recommended:

1. Use spray bottle with germicidal/disinfectant solution and spray sink (inside and outside), faucets and adjacent wall areas.
2. Let sit a minute, and then scrub with paper towel.
3. Wipe walls adjacent to sinks to remove grime, spots, etc. as above.

### **Mirrors**

Mirrors in rest rooms are easy to keep clean by spraying lightly with glass cleaner and wiping dry with a clean paper towel.

### **Urinals and Toilet Bowls**

Wear rubber gloves at all times. This is for your personal protection.

#### **To clean inside bowl:**

1. Flush toilet and/or urinal.
2. Use disinfectant from dispensing system-follow manufacturer's instructions.
3. Use toilet brush and swab inside of bowl using solution.
4. Scrub as necessary-be sure to swab solution up and under the flush rim. Scrub thoroughly.
5. Flush toilet or urinal and rinse swab or brush in clean water before proceeding to next fixture.

#### **To clean seat and outside of fixtures using sprayer:**

1. Spray disinfectant solution on toilet seat (both sides), and all of the outside surfaces of the fixtures (toilets and urinals).
2. Let stand a minute or so.
3. Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

**Note:** This procedure is the most effective way to sanitize a fixture, because you are always using clean solution with no chance of cross-contamination.

### **Bathroom Walls and Partitions:**

1. Spray or damp dust with a detergent solution on surfaces such as partitions, dispensers, areas around urinals and toilets, and lower walls as necessary.
2. Use either sprayers or bucket with germicidal/disinfectant solution and a brush.
3. Wipe dry with paper towels to prevent streaks and spotting.

### **Additional Notes**

To discourage graffiti, always remove it right away. Test chemical or cleaner in an obscure area prior to use. In older buildings it may be necessary to paint the stalls frequently to maintain desired levels of appearance.

## **Bathroom Floors: 2**

The floors are made of a variety of materials. Some judgment is necessary as to the use of strong chemicals and excessive amounts of water. If the floor can be damaged by over-wetting, substitute with light damp mopping.

1. Mix Pro-zyme mopping solution per manufacturer's instructions.
2. Use clean, wet mop and wet down the floor thoroughly with the solution
3. Let stand a few moments for the chemicals to work.
4. Agitate the solution with your mop as needed.
5. Pick up soiled solution with mop, floor squeegee into floor drain or pick-up with wet-vac. Clean all corners and edges. (Scrape if necessary.)
6. Return all receptacles to proper position.

**Note:** Do not rinse floor as we want to take full advantage of the residual benefits of the Pro-zyme. Before leaving the rest room, take a quick visual check of the area and see if it smells clean and looks clean! Be proud of doing the job well.

**Annually:** Strip and reseal with 3 coats floor sealer only, no finish.

## **Vomit Cleanup**

Clean up vomit as soon as possible and always use gloves. Follow the instructions below:

1. If on carpeting only, use absorbent granules, sweep, then extract with disinfectant and dump waste directly into basin.
2. Clean off furniture with disinfectant and paper towels.
3. Clean all equipment and store properly.

## **Gym and Multi-Purpose Room Floors**

### **Resilient Floors**

These include such flooring surfaces as hard vinyl tile. Most of the custodian's work in these areas will consist of floor care procedures.

1. Use a damp dust mop to clean floor. Keep dust mop on the floor and clean in long 'runs'. Clean out dust mop by gently and carefully shaking where appropriate or clean with vacuum cleaner.
2. Pick up dust and debris with dust pan and brush or with vacuum and dispose of in the trash.
3. Auto-scrub total floor or damp mop as needed to remove spots. Use neutral cleaner and water solution. Agitate with wet mop or lightly scrub with machine if necessary.
4. Pick up soiled solution and dispose of in floor drain in boiler room.

Annually:

1. Strip floor and re-coat with four coats of undercoat sealer.
2. *No finish is used on gym floor due to slippery nature of product.*

## **5 - GROUNDS MAINTENANCE**

### **Summer**

- Grass shall be cut weekly based on weather according to the schedule established by the Director of Facilities.
- Athletic field shall be fertilized, grub control applied and core-aerated by Labrie Property Maintenance as per annual Maintenance Agreement and Integrated Pest Management Plan.
- Grass shall be irrigated as necessary based on weather. The irrigation system is maintained by April Showers as per annual Maintenance agreement.
  
- Playgrounds shall be inspected monthly for general condition of components and tightness of connections.
  
- 
  
- 

### **Fall**

- Grass cutting shall continue weekly until the growing season has ended.
  
- Leaves shall be mowed / mulched and removed weekly.
  
- Trash shall be picked up and trash containers emptied every week.

### **Winter**

- Snow and ice shall be removed from entry ways and sidewalks at least 30 minutes prior to the start of school for the day.
  
- Sidewalks and entry ways shall be sanded as necessary.
  
- When snow continues to fall after the start of the school day, the main entrance shall be cleared hourly. Other entrances and sidewalks shall be cleared at least every two hours.
  
- The snow plowing contractor shall clear all parking lots and driveways at least one hour prior to the start of school. A decision to plow once school has started shall be made by the Road Agent in cooperation with the School Principal.

## **Spring**

- All grass surfaces shall be raked as soon as weather conditions allow.
- All storm drains and culverts shall be cleared of debris.
- Mulch shall be placed around planted shrubs.
- Baseball diamonds shall be maintained by FAA.
- Athletic field shall be raked as necessary by FAA.
- Trash shall be picked up and trash containers emptied every week.

**Playground Inspection and Maintenance** [ Last inspections 2012 -Sept 6; Oct 4; Nov 5; Dec 5, 2012; Mar 6, 2013, April 3, 2013, May 1, 2013, June 5, 2013, July 3, 2013, Aug 14, 2013, Sept. 11, 2013, Oct 3, 2013.

When conducting a routine inspection, the playground should first be inspected for any obvious hazards such as:

- Vandalism to equipment
- Broken glass, trash, and animal feces.
- The need for raking surfacing material back under the fall zones of play equipment.
- Sweeping walkways of free of debris and loose surfacing that might create a slippery condition.

If any of the above items are found they should be cleaned up, removed or reported immediately before playground is put in use.

Periodic inspections shall be done weekly during heavy use periods and bi-weekly or monthly during light use periods. Periodic inspections are more in depth and will require more time than a routine inspection. The following items shall be inspected on each playground.

- Any vandalism noted in the area. (Broken equipment, glass, trash, etc.)
- Inspect all equipment for exposed screws or bolts, protruding end bolts, and loose or missing hardware.
- Inspect all equipment for rust, chipping paint, sharp edges, splinters or rough surfaces, and excessive wear.
- Inspect all equipment to ensure no components are missing.
- Inspect all structures to ensure it has not shifted or bent.
- Inspect all swing and chain climbers for any kinks, twists, open “S” hooks, or broken links.
- Inspect platforms and stairway guardrails to determine if they are secure. •
- Inspect the surfacing material for adequate depth (minimum 12”) and coverage under equipment.

- Inspect playground surface for any tripping hazards such as rocks, roots, and exposed concrete footers.
- Inspect playground borders and landscaping for deterioration.
- Inspect physical barriers such as fencing for damage.

Any component determined to be unsafe or other identified safety concern must be corrected as soon as possible. If for some reason the problem cannot be corrected immediately, then whatever measures necessary should be taken to render the equipment safe or unusable until other measures can be taken. Do not fix with inferior or temporary parts/devices. Use only approved hardware or parts for that particular piece of equipment. Immediately upon notice of a problem or safety concern with any playground area or bleachers:

1. Remove broken piece of equipment if possible. Rope or fence off structure.
2. Report Hazardous conditions to the principal and director of maintenance.
3. Maintain watch, barrier, signage until equipment is removed or repaired and deemed safe again.

## **6 - INTEGRATED PEST MANAGEMENT**

**Note: This has not been completed as of October 7, 2013.**

### ***Four Points of IPM:***

1. Prevention of pest population.
2. Application of pesticides only as needed.
3. Selecting the least hazardous pesticides effective for control of targeted pests.
4. Precision targeting of pesticides to areas not contacted or accessible to the children, faculty or staff.

### ***What is IPM?***

Integrated pest management (IPM) is done by following a set of detailed procedures describing how particular pest problems will be avoided or managed. Such pest management tactics may involve the activities of all users of a school facility- teachers, students, administration, and parents- not just staff responsible for pest management. How a school is used has great bearing on the types of pest problems which may occur. Integrated Pest Management (IPM) maintains a high standard of pest control while reducing reliance on pesticides.

### ***IPM is:***

1. Monitoring pests to detect problems early;
2. Acting against pests only when necessary;
3. Choosing the most effective control option with the least risk to people and the environment; and
4. Applying our growing knowledge about pests to create long-term, low-risk solutions.

Routine pesticide applications, made on a regular calendar-based schedule, are not part of IPM except in cases of lawn care. Allowing pests to flourish, increasing health risks to building occupants and others, is also not part of IPM.

### ***IPM Policy***

Pest management practices will be based on the following principles:

- Whenever possible, prevention of pests will be the primary strategy to hinder their establishment and reduce the need for pesticide use.
- Knowledge of the pest's identity, biology and life cycle will establish the basis for selection of appropriate management strategies.
- Monitoring of pest numbers and record-keeping will be used to identify pests and sites requiring management action.
- Management strategies will be selected after consideration of the full variety of available options. Strategies will include all practical structural, non-chemical and biological management measures. Chemical measures will be utilized only as a last resort, when other methods fail.
- When necessary, monitoring results will be used objectively to determine action thresholds (the defined level of unacceptable numbers of a particular pest) at which least toxic controls will be employed.
- Educational activities could be conducted to enhance the cooperation and understanding among staff, students and the public.

## **About KEY PESTS**

A key pest is one that is usually encountered at unacceptable levels at least once each school year. Geographic region and climate; surrounding landscape features; and type of construction, age and condition of school buildings influence which pests become key pests for your school. Typical key pests in and around school buildings include ants, birds, head lice, yellow jackets and rodents. Typical pests on grounds are weeds and crabgrass. Routine or regularly scheduled pesticide applications can mask key pests, which may not become apparent for some time after routine pesticide applications have been stopped. For key pests, it makes sense to plan ahead and determine which inspection and monitoring procedures will be used to detect problems early, and how many pests or how much pest damage can be tolerated before action must be taken. Levels of weed tolerance and standards for turf maintenance are included in the IPM plan.

### **Key pests include:**

- **Ants**
- **Flies**
- **Mice**
- **Bees, wasps and yellow jackets**
- **Head lice**
- **Weeds, crabgrass and poison ivy**

### **IPM Planning & Communication**

- 1. Compliance with regulations:** The Facility Director and the Principal will seek to understand and ensure that school meets all Federal, State and local legal requirements related to pest management in schools (e.g., posting, notification, pesticide management, etc.)
- 2. IPM Plan:** A written IPM policy shall be developed and adopted stating a commitment to IPM implementation and identifying overall objectives relating to pest and pesticide risk management. The policy will be used to guide decision-making, and is reviewed at least once every three years and revised as needed.
- 3. IPM Coordinator:** The Facility Director will have primary responsibility for coordination of IPM and will be the IPM Coordinator for the school and is designated to provide day-to-day oversight of IPM implementation. The IPM coordinator will make himself aware of and understand Federal, State and Local laws and regulations pertaining to pest management in school buildings.
- 5. Pest management roles** are developed for and should be communicated to administrators, teachers, custodians, food handlers, students, parents and outside contractors (e.g., pest control operators, food suppliers).
- 6. Schedule of inspection and monitoring:** The written IPM Plan will include a schedule for comprehensive inspection and monitoring of buildings and adjacent grounds; schedule for areas requiring more frequent inspection/ monitoring (e.g., food storage, preparation and serving areas); and a list of key pests and action thresholds for each key pest.
- 7. Posting:** At least 24 hours prior to pesticide application, postings should be placed in the main office detailing locations to be treated and contact information for further

information. Copies of the pesticide label and MSDS sheet for the material(s) to be used should be included in the posting and maintained on file. This notice remains posted for at least 48 hours after the application.

**8. Record-keeping:** Complete records of each pesticide application, including product name, quantity used, date and time of application, location, application method and target pest should be maintained by the district and the PCO for at least three years.

**9. Public access shall be** provided to all information about the IPM policy, IPM plan and implementation. The IPM plan and MSDS shall be available in the main office for review by interested persons.

**10. PCO Contracts:** If outside contractors are used to provide pest control services, · a written contract will be signed identifying specific IPM practices to be used, including regular inspections, monitoring where appropriate, record-keeping and agreement to abide by the IPM Policy and IPM Plan, including use of only Reduced-Risk or Least-Risk Options.

**Note:** contract proposals are not evaluated on the basis of low bid only, but are also valued on the basis of the contractor's experience and performance history with an IPM approach, ability to conduct preventative inspections and demonstrated practice of using chemical controls as a last resort.

**11. Inspection records:** Records shall be maintained of inspection results, pest management actions and evaluations of results.

**12. Notification**

· If anyone requests, the school shall maintains a registry of chemically sensitive students, staff and others requesting special consideration in the event of a pesticide application. The School will provide direct notification to those individuals at least 24 hours in advance of any pesticide application.

**13. Registry:** The School shall maintain a registry of individuals who have requested notification of pesticide use. The School will provide direct notification to those individuals at least 24 hours in advance of the application of any pesticide not on the Reduced-Risk or Least-Risk Pest Control Option List (toxicity level IV or higher).

**14. Training:** Key staff, including new staff, are provided with initial training on IPM and with informational updates as needed.

**15. Prevention strategies- building:**

· The IPM Plan includes a list of actions to prevent and avoid key pest problems (e.g., building repair, waste handling equipment upgrades) and a timeline for implementation.  
· The IPM plan specifies policies for building maintenance, new or renovated building design that build in preventative and avoidance strategies for pests.

**16. A complete inventory of all existing lawn maintenance equipment will be** maintained.

**17. Prevention strategies- grounds:**

· The IPM Plan could include a list of actions to prevent and avoid key pest problems (e.g., replacement of problem plants, moving problem plants to more favorable locations, slope modification, pavement replacement and repair) and a timeline for implementation.  
· The IPM plan could specify policies for grounds maintenance, new or renovated landscape design that build in preventative and avoidance strategies for pests such as avoiding pest-prone plants, proper placement, etc.

**18. Newsletter:** An informational bulletin or newsletter should be distributed at least two times per year to inform staff, students, parents and others as appropriate about key IPM issues such as pest management roles, reporting, sanitation, etc.

**19. Inclusion/ education of students:** Teachers could incorporate school building IPM into curricula and/or class projects.

### **IPM Administration, Inspection, Sanitation & Exclusion**

**1. Inspection:** A comprehensive inspection of all buildings will be conducted by Director of Facilities at least annually for defects including cracks, crevices and other pest entryways; food, moisture and shelter resources available to pests; moisture, pest or other damage to structural elements; termite earthen tunnels, pest fecal matter or other signs of pest activity; etc. A report of all defects is prepared, corrective actions are identified and a timeline is established for completion.

**2. IPM inspection checklist** is used for periodic inspections, listing each building feature (e.g., foundation, eaves, etc.) and room to be inspected, including specific locations within features or rooms (e.g., vents, storage closets) to be included in the inspection, and specific conditions to be noted (e.g., repair, cleaning needs). Various aspects of the attached checklist developed by MN Dept. of Agriculture could be considered as recommendations to reduce the enabling of key pests:

**3. Food policies for areas other than kitchen and cafeteria:** Food and beverages are allowed only in designated areas.

- **Snacks/food items in all classrooms kept in sealed plastic containers.**
- **Food in teacher's lounge kept in refrigerator or sealed containers.**
- **Students instructed not to leave food in lockers or desks overnight.**
- Pest management roles communicated to staff and students include removing food or food wrappers from lockers and desks on a daily basis.
- Lockers and desks are emptied and thoroughly cleaned at least once a year.
- **Posters of food policies will be displayed throughout the school.**

**4. Cleaning of floors and carpets:**

- Floors are cleaned and carpets vacuumed daily in areas where food is served, and at least weekly in other areas.
- Furniture in classrooms and offices that are rarely moved (e.g., staff desks, bookcases, filing cabinets) receive a thorough cleaning around and under to remove accumulated lint, etc., at least annually.

**5. Food storage:** Inspection aisles are maintained around stored products. Stored products are not permitted direct contact with walls or floors, allowing access for inspection and reducing pest harborages. Metal mesh shelving in food storage areas is sufficient.

**6. Food rotation:** Stored products are rotated on a "first in, first out" basis to reduce potential for pest harborage and reproduction.

**7. Storage of food products in non-food areas:** Food products and other potential pest food items (e.g., plant seeds, pet food and bedding, decorative corn, gourds) are refrigerated or stored in glass, metal or plastic containers with pest-proof lids. Food items used as crafts materials (e.g. seeds) are stored in pest-proof plastic containers.

8. **Recycling** is placed in plastic bags, sealed with twist ties and disposed of on a daily basis.

9. **Cleaning in food areas:**

- Food-contaminated dishes, utensils and surfaces are cleaned by the end of each day; sponges, mops and mop buckets are properly dried and stored (e.g., mops are hung upside down, buckets are emptied).
- Surfaces in food preparation and serving areas are regularly cleaned of any grease deposits. Appliances and furnishings in these areas that are rarely moved (e.g., refrigerators, freezers, shelve units) receive a thorough cleaning around and under to remove accumulated grease, dust, etc., at least monthly.
- Food waste from preparation and serving areas, and waste with food residues (e.g., milk cartons, juice boxes) is drained of excess moisture before discarding and stored in sealed plastic bags before removal from school grounds.

10. **Trash/recycling rooms and dumpsters:**

- are regularly inspected and spills cleaned up promptly; indoor garbage is kept in lined, covered containers and emptied daily. All garbage cans and dumpsters are cleaned regularly.
- Trash cans are single bagged and cleaned on a regular basis.
- Outdoor garbage containers and storage are placed away from building entrances. Stored waste is collected and moved off site at least weekly.

11. **Food delivery:** To the extent possible, food products not delivered in pest-proof containers (e.g., paper, cardboard boxes) are stored refrigerated or transferred to pest-proof containers upon delivery.

12. **Quarantine:** Incoming shipments of food products, paper supplies, etc. are inspected for pests and rejected if infested. Staff who handle incoming food boxes are instructed to put an infested box in a sealed plastic bag, so pests do not escape, and to place it in the dumpster immediately.

13. **Cardboard reduction:** Storage of food, paper products and other kitchen items in cardboard boxes is reduced.

14. **Vending machines** are cleaned regularly.

15. **Waste materials in all rooms** within the school building are collected and removed to a dumpster or compactor daily.

16. **Packing/shipping trash** (bags, boxes, pallets) is promptly and properly disposed of or recycled.

17. **Exterior doors** throughout the building are kept shut when not in use.

18. **Head lice:** Students are advised not to exchange hats, combs or hairbrushes. If head lice are reported, the School Nurse distributes educational materials which describe cleaning methods, how to prevent spread and non-toxic treatment with *Dippity-do* or mayonnaise and combing. School will also try the “zapper” comb and the new enzyme products (*Lice Be Gone*, *Nature’s Best*) to see how effective they are. If nurse identifies resource issues with families of students with chronic head lice problems, we will establish a small emergency fund to help these families afford the laundromat and the treatment products.

19. **Animal wastes from classroom pets or laboratory animals** are flushed or placed in sealed containers before disposal.

20. **Floor and sink drain traps** are kept full of water. In food service areas, drain covers are removed and drains are cleaned weekly with a long-handled brush and cleaning solution. In other areas, such as drains under refrigeration units, drains are cleaned monthly.

21. **Window screens:** Windows and vents are screened or filtered. School policy requires use of screens, when windows are opened.

22. **Vent and duct cleaning:** The inside of vents and ducts are cleaned annually. Vent or heater filters are cleaned or replaced at least 3 times annually.

23. **Vegetation near structure:** · vegetation, shrubs and wood mulch are kept at least one foot away from structures.

· Tree or shrub limbs and branches are maintained at least 6' away from structures.

24. **Building eaves, walls and roofs are inspected** frequently during nesting season for bird and other nests, and these are removed.

25. **Weather stripping and door sweeps** are placed on all doors to exclude pest entry.

26. **Moisture sources** are corrected (e.g., areas where condensation forms frequently are ventilated, plumbing and roof leaks fixed, dripping air conditioners repaired). Floor drains are screened and sewer lines are in good repair.

27. **Cracks and crevices** in walls, floors and pavement are corrected.

28. **Openings around potential insect and rodent runways** (electrical conduits, heating ducts, plumbing pipes) are sealed.

29. **New purchases:**

· Purchases of new kitchen appliances and fixtures are of pest-resistant design (i.e., open design, few or no hiding places for roaches, freestanding and on casters to ease thorough cleaning).

· Purchases of new office and classroom furniture that is rarely moved (e.g., staff desks, bookcases, filing cabinets) are of a design that permits complete cleaning under and around the furniture, or ready movement for cleaning purposes.

### **Building Pest & Pesticide Risk Management**

1. **Pesticide applicators:** All pesticide applications are made by a person licensed and/or certified by the state to apply pesticides in commercial facilities, except that an unlicensed custodian is authorized to apply wasp and hornet and ant treatments in emergency situations. Licensed persons include district and PCO staff.

2. **Pesticide applications** are made only after detection of a verifiable pest problem and accurate identification of the pest.

3. **Pest contamination:** Food that has come in direct contact with pests (e.g., ants, cockroaches, mice) is considered contaminated and is disposed of.

4. **Baits:** Chemical baits shall not be used other than a last resort. All bait use is in areas inaccessible or off-limits to children. Baits are not used outdoors.

5. **Reduced-Risk or Least-Risk Options are the only pest controls used.** No pesticide applications are made for pests that cause aesthetic damage only.

6. **Storage of pesticides on school grounds:** No pesticides are stored on school grounds, except for wasp and hornet and ant treatments.

### **IPM for Grounds: Inspection & Pest & Pesticide Risk Management**

1. **IPM Plan:** A written IPM Plan shall be prepared that includes a schedule for comprehensive inspection and monitoring of school grounds; schedule for areas requiring more frequent inspection/monitoring (e.g., athletic fields); and a list of key pests and action thresholds for each key pest.
2. **Turf and landscape maintenance:** The IPM plan divides turf and landscape areas by basic level of use (i.e., athletic fields vs. lawns, highly visible landscape areas vs. less visible areas). Monitoring schedules and action thresholds are appropriate to each level. Turf will be maintained at levels I (high maintenance) to IV (low maintenance), according to use patterns and visibility.
3. **Inspection:** A comprehensive inspection of all school grounds shall be conducted by the district Facility Director at least annually to monitor turf quality, health of landscape plants, and other potential problems.
4. **Pesticide applicators:** All pesticide applications are made by a person licensed and/or certified by the state to apply pesticides in commercial settings. This includes contracted PCO or district grounds staff. Unlicensed custodial staff may use and wasp and hornet treatment in emergency situations only.
5. **Pesticide applications** are made only after detection of a verifiable pest problem and accurate identification of the pest. Applications are not made on a routine or regularly scheduled basis (e.g., weekly, monthly applications).
6. **Spot pesticide applications** limited to affected areas, plants or plant parts are made in place of an entire management unit, group of plants or entire plant, respectively (e.g., one corner of a lawn is treated for grubs instead of treating the entire lawn, or one shrub or portion of a shrub is treated instead of treating all like-shrubs or the entire shrub).
7. When **effective control can be achieved at reduced rates**, pesticide applications are made at less of the full-labeled rate.
8. **Reduced-Risk or Least-Risk Options** are the only controls used.
9. **Landscape plants:**
  - Pest Manager can correctly identify the landscape plants present on school grounds.
  - Landscape plants are scouted at least monthly during the growing season for conditions requiring action, including damaged, diseased or dead limbs; soil erosion and compaction; and insect, disease and weed pests and damage. A regular pattern is used to ensure that all plantings are scouted. Scouting results could be noted in writing and these records should be maintained for at least three years.
10. **Soil compaction is** corrected the fall by core aeration.
11. **Irrigation** of established plants is scheduled according to soil moisture and anticipated weather.
12. **Mulching:** Trees, shrubs and perennial beds can be mulched to conserve soil moisture, improve organic matter, reduce compaction and moderate soil temperature.

## **7 - PREVENTIVE MAINTENANCE**

The focus of the Fremont School District's maintenance program is on planning for preventive maintenance to avoid costly and premature equipment failure. Every part of the facility should be inspected according to the following schedules. Mechanical equipment shall be serviced according to the instructions from the manufacturer. Filters shall be changed and equipment shall be adjusted and lubricated according to the appropriate operations and maintenance instructions.

Servicing and adjustments shall be done during inspections unless parts need to be ordered. In the event parts are to be ordered, the person conducting the preventive maintenance inspection shall complete and submit a work order for parts and any necessary work that was not completed at the time of the inspection.

Deferred maintenance shall be avoided unless time, facility use, or funding prevents immediate completion of necessary maintenance or repairs. All deferred work orders shall be reviewed monthly and completed at the earliest possible time. Every effort will be made to eliminate all remaining deferred maintenance work orders during the summer months so that no deferred maintenance will remain at the beginning of every school year.

The Facility Director shall review the work order log for the previous 24 months to identify trends and equipment that fails or requires adjustment more frequently than the manufacturer's recommended maintenance schedule or more frequently than other equipment of the same type. Special attention will be given to equipment under warranty.

Equipment identified as requiring an unexpected level of attention will be considered for replacement at the earliest opportunity. If appropriate, technical assistance shall be requested from the manufacturer.

### **Periodic Inspections**

#### **Lighting: Exterior and Interior**

All lighting systems will be inspected monthly.

This checklist will be applied to the following lighting systems:

- Building exterior
- Pedestrian
- Parking area
- Building interior (classrooms, common areas, offices, hallways, exits, etc.)
- Emergency lights are maintained by **Emergency Battery Maintenance Co.**

Various fixture and lamp types are used according to area needs, including fluorescent, incandescent, high intensity discharge (HID), mercury vapor, metal halide and arcs, or high pressure sodium (HPS). It is important to fully wash, rather than dry-wipe, exterior surfaces to reclaim light and prevent further deterioration.

*Check Fixtures for:*

\_\_\_\_\_ **Cleanliness**

\_\_\_\_\_ **Glassware conditions**

\_\_\_\_\_ **Diffusing louver conditions**

\_\_\_\_\_ **Fixture support conditions**

\_\_\_\_\_ **Stanchion conditions**

\_\_\_\_\_ **Ballast conditions**

\_\_\_\_\_ **Sensors function (make seasonal adjustments)**

\_\_\_\_\_ **Junction box and cover conditions**

\_\_\_\_\_ **Switch conditions**

\_\_\_\_\_ **Outlet and cord conditions (if applicable)**

\_\_\_\_\_ **Protective caging conditions (if applicable)**

\_\_\_\_\_ **Overall condition for deficiencies such as arcing, wire exposure, unauthorized connections, and moisture problems**

**Portable Radios were purchased from Two-Way Communications**

\_\_\_\_\_ **Battery efficiency**

\_\_\_\_\_ **Function: Radios were programmed for narrowband on June 28, 2012  
as per FCC regulations**

\_\_\_\_\_ **Possession by authorized users**

\_\_\_\_\_ **Battery Chargers; Ordered 2 on Dec 8, 2011; Received 2 more Jan 2013**

\_\_\_\_\_ **Overall condition**

\_\_\_\_\_ **Spare Batteries are maintained by Facility Director**

**3 new batteries were received in January 2013. 6 new ones in September 2013.**

Fire Alarm System – inspected annually by Tri State Fire **Inspected 26 April 2013**

The following list covers smoke and heat alarm systems throughout the school. Preventive maintenance consists of validating that all equipment is present and functional at inspection. Only certified professionals shall make repairs or adjustments to alarm systems. Maintenance staff will accompany professionals during annual inspections.

- \_\_\_ **Smoke detectors, heat detectors, pull stations, & horn strobes.**
- \_\_\_ **Operation of main fire panel and graphic annunciate.**

**Fire Suppression System Testing** in kitchen inspected twice annually by **All State Fire Co.** Last inspections were June 27<sup>th</sup> and December 7, 2012, June 20, 2013

**Fire Sprinkler System** is inspected and tested annually by **Superior Fire Protection.**

The fire sprinkler system shall comply with the requirements of the National Fire Protection Association (NFPA) *Fire Protection Handbook* (NFPA 72, *National Fire Alarm Code*). **Last Inspection was done June 8, 2012, June 27, 2013**

Preventive maintenance in this area consists of validating that all equipment is present and functional on a monthly basis. Only certified professionals should make repairs or adjustments to sprinkler systems. Maintenance personnel must be familiar with the testing procedures.

- \_\_\_ **Control valve conditions**
- \_\_\_ **Riser conditions**
- \_\_\_ **Gauge conditions**
- \_\_\_ **System pressure**
- \_\_\_ **Supply pressure**
- \_\_\_ **Sprinkler conditions and performance**
- \_\_\_ **Gravity condition and function**
- \_\_\_ **Suction tank condition and function**
- \_\_\_ **Reservoir supply**
- \_\_\_ **Pressure tank supply**

## **Doors and Windows**

Inspect all doors and windows for general condition and operability. Adjust and repair as necessary.

### **Windows**

\_\_\_\_\_ Pane conditions

\_\_\_\_\_ Screen conditions

\_\_\_\_\_ Lock operation

\_\_\_\_\_ Frame alignment and conditions

\_\_\_\_\_ Security

\_\_\_\_\_ Weather sealing condition

\_\_\_\_\_ Paint or surface conditions

\_\_\_\_\_ Blind function and conditions: Budgeted to replace blinds in June 2013 in rooms 426, 425, 108, 109, 110, 111, and Room 112.

\_\_\_\_\_ Hardware conditions and lubrication      **All OK Oct 7, 2013**

### **Doors and Locks**

\_\_\_\_\_ Lock operation

\_\_\_\_\_ Hardware conditions and lubrication

\_\_\_\_\_ Weather sealing condition: Installed 17 new door sweeps in Nov 2011.

\_\_\_\_\_ Paint or surface conditions; Painted all paintable doors in Oct-Nov 2012

\_\_\_\_\_ Frame alignment and conditions

\_\_\_\_\_ Door stop placement and stability      **All OK Oct 7, 2013**

**Gas Connections are maintained by Palmer Gas / Ermer Oil**

The following check shall be performed at delivery times for gas connections at the tank. The gas company should be contacted if:

- There is an odor of gas anywhere at any time, or
- Valves cannot be turned off or appear to be rusted or damaged, or
- For repairs as maintenance personnel do not have adequate training.

When gas is detected by odor, building occupants should immediately evacuate, and the gas company and fire department should be contacted. **Serviced gas appliances in kitchen on July 8, 2013 by Palmer Gas**

**Plumbing**

\_\_\_\_\_ Inspect all component conditions for deficiencies such as leakage, corrosion, and failure potential

**Sinks and hardware**

\_\_\_\_\_ Faucet function and hardware conditions

\_\_\_\_\_ Drain function :Replaced tailpiece and sink drain strainer in kitchen in Dec 2012 and Jan 2013

\_\_\_\_\_ Water flow/pressure

\_\_\_\_\_ Overall condition

**Urinals**

\_\_\_\_\_ Water flow/pressure

\_\_\_\_\_ Cap and part conditions

\_\_\_\_\_ Overall condition

**Toilets**

\_\_\_\_\_ Water flow/pressure

\_\_\_\_\_ Cap and part conditions

\_\_\_\_\_ Seat support conditions

\_\_\_\_\_ Overall condition: Replaced two toilets in Primary Girls Bathroom in Feb 2013.

### **Bathroom Partitions**

\_\_\_\_\_ Stability

\_\_\_\_\_ Surface conditions for deficiencies such as sharp or worn areas or vandalism

\_\_\_\_\_ Part conditions

\_\_\_\_\_ Security

\_\_\_\_\_ Overall condition

### **Fire extinguishers (See also annual inspection of Fire Extinguishers)**

\_\_\_\_\_ Tag currency

\_\_\_\_\_ Placement in correct proximity to potential hazards per code

\_\_\_\_\_ Overall condition

### **Offices**

#### **For Fire safety; Checked Mar 6, 2013 ; Oct 7, 2013**

\_\_\_\_\_ Electrical outlet load

\_\_\_\_\_ Positioning of paper/flammable materials away from heat sources

\_\_\_\_\_ Accessible route

\_\_\_\_\_ Visible exit

#### **Emergency control panels**

\_\_\_\_\_ Operation and not blocked: **Checked Mar 6, 2013; Oct 7, 2013**

\_\_\_\_\_ Overall condition

**PA system**

\_\_\_\_\_ Operation OK Mar 6, 2013; **Oct 7, 2013**

**Classrooms and Library**

\_\_\_\_\_ All furniture and equipment

\_\_\_\_\_ Overall condition

**Floors**

\_\_\_\_\_ Surface integrity; OK February 25, 2013 ; **Oct 7, 2013**

\_\_\_\_\_ Overall condition for deficiencies such as excessive wear, stains, tears, and tripping hazards

**Signage (See also Signage checklist)**

\_\_\_\_\_ Cleanliness

\_\_\_\_\_ Visibility

\_\_\_\_\_ General appearance

\_\_\_\_\_ Overall condition

**Walls & Ceilings**

\_\_\_\_\_ Structural integrity

\_\_\_\_\_ Paint condition; Painted Aug 2012

\_\_\_\_\_ Plaster/drywall condition

\_\_\_\_\_ Molding condition

\_\_\_\_\_ Overall condition

## **The Stage**

The Stage a focal point in school facilities, as it is an area that services a great number of students, faculty, parents, and community members. The stage and the accompanying seating area must comply with ADA accessibility standards, including those for seating, sight lines, fire egress, and listening systems. These areas are often open for access both during school and after hours, often late into the night. With such use comes wear and abuse. Monthly preventive maintenance serves a vital role in promoting and sustaining the life of this important school asset. Preventive maintenance for general features including **Lighting, Alarm Systems, Fire Extinguishers, Doors and Windows, and HVAC Systems** also applies to this area. Refer to the corresponding checklists.

### **Fire safety**

- \_\_\_\_\_ Accessible route
- \_\_\_\_\_ Evacuation plan visibility
- \_\_\_\_\_ Folding Chair number and condition

### **Stage**

- \_\_\_\_\_ Overall condition for deficiencies such as excessive wear, stains, and tripping hazards

**Curtains are fireproofed every 2 years and a certificate is posted: Fireproofed 2/25/2013**

- \_\_\_\_\_ Cleanliness
- \_\_\_\_\_ Alignment
- \_\_\_\_\_ Function
- \_\_\_\_\_ Rope conditions
- \_\_\_\_\_ General safety conditions

\_\_\_\_\_ Current certifications from authorized agents **Fire Proofed Curtains done Jan 2009 & Jan 2011 by New England Stage & Shade 887-3073**

- \_\_\_\_\_ Overall condition for deficiencies such as tears, tripping hazards, and missing parts; Due to have hem sewn March 2013

**Area lighting**

- \_\_\_\_\_ Bulb conditions
- \_\_\_\_\_ Switch conditions
- \_\_\_\_\_ Guard conditions
- \_\_\_\_\_ Fixture conditions and stability

**Stage lighting: OK Mar 6, 2013; Oct 7, 2013**

- \_\_\_\_\_ Overall operation
- \_\_\_\_\_ Dimmer circuit operation

**Sound system; OK Mar 6, 2013; Oct 7, 2013**

- \_\_\_\_\_ Operation
- \_\_\_\_\_ Part conditions
- \_\_\_\_\_ Overall condition

**Walls/ceiling**

- \_\_\_\_\_ Paint condition
- \_\_\_\_\_ Plaster/drywall conditions
- \_\_\_\_\_ Overall condition
- \_\_\_\_\_ Overall appearance, interior and exterior
- \_\_\_\_\_ Overall condition for debris and safety hazards

**Lobby/entrance area**

- \_\_\_\_\_ Accessibility
- \_\_\_\_\_ Overall condition

**Signage (See also Signage checklist)**

- \_\_\_\_\_ Cleanliness
- \_\_\_\_\_ Currency of message
- \_\_\_\_\_ General appearance
- \_\_\_\_\_ Overall condition

**Emergency exit visibility and lighting conditions; OK Mar 6, 2013; Oct 7, 2013**

**Fire extinguishers (See also annual checklist for Fire Extinguishers)**

- \_\_\_\_\_ Charge
- \_\_\_\_\_ Tag currency
- \_\_\_\_\_ Placement is *in correct proximity to potential hazards per code (e.g. lighting/curtain areas)* OK Mar 6, 2013; Oct 7, 2013

**Gymnasium**

The gymnasium is a multi-venue event center where heavy traffic can have a dramatic impact on the life expectancy of the equipment and area. With such extreme use, monthly preventive maintenance is critical. *(Preventive maintenance for general features including **Lighting, Alarms Systems, Fire Extinguishers, Doors and Windows, and HVAC Systems** also applies to this area. Refer to the corresponding checklists. Also see **Locker Room** checklist.)*

**Fire safety**

- \_\_\_\_\_ Electrical outlet load
- \_\_\_\_\_ Positioning of flammable materials away from heat sources
- \_\_\_\_\_ Accessible route
- \_\_\_\_\_ Emergency exit visibility

**Seating**

- \_\_\_\_\_ Overall condition

**Floors and mats**

- \_\_\_\_\_ Surface integrity
- \_\_\_\_\_ Overall condition for deficiencies such as excessive wear, stains, tears, and

tripping hazards

**Walls/ceiling**

\_\_\_\_\_ Paint condition: Painted Aug 2012

\_\_\_\_\_ Plaster/drywall condition

\_\_\_\_\_ Overall condition

**Scoreboard**

\_\_\_\_\_ Operation (audio and visual) OK January 2013; Oct 7, 2013

\_\_\_\_\_ Bulb conditions

\_\_\_\_\_ Overall condition

**Sound/speaker system**

\_\_\_\_\_ Operation:

\_\_\_\_\_ Clarity

**Lighting fixture protection conditions**

**Gymnastic equipment**

\_\_\_\_\_ Positioning

\_\_\_\_\_ Member integrity

\_\_\_\_\_ Bar condition

\_\_\_\_\_ Overall condition

**Fire extinguishers (See also annual checklist for Fire Extinguishers)**

\_\_\_\_\_ Charge

\_\_\_\_\_ Tag currency

\_\_\_\_\_ Placement in correct proximity to potential hazards per code

\_\_\_\_\_ Housing condition

\_\_\_\_\_Hose condition

\_\_\_\_\_Overall condition

**Trash receptacles: OK Mar 6, 2013; Oct 7, 2013**

\_\_\_\_\_Location

\_\_\_\_\_Overall condition

**Clock operation: OK Mar 6, 2013; Oct 7, 2013**

**Closets/equipment storage area**

\_\_\_\_\_Door/lock operation: repaired Mar 12, 2013

\_\_\_\_\_Appearance, interior and exterior

\_\_\_\_\_Overall condition for debris and safety hazards

**Bulletin board**

\_\_\_\_\_Mounting condition/stability

\_\_\_\_\_Overall appearance

\_\_\_\_\_Overall condition OK Mar 6, 2013: Oct 7, 2013

**Floors**

\_\_\_\_\_Surface integrity OK Mar 6, 2013; Oct 7, 2013

\_\_\_\_\_Overall condition for deficiencies such as excessive wear, stains, tears, and tripping hazards

**Student Lockers in hallways : OK Mar 6, 2013: Oct 7, 2013**

\_\_\_\_\_Lock operation

\_\_\_\_\_Hinge conditions

\_\_\_\_\_Paint condition

\_\_\_\_\_Shelf stability and condition

***Monthly***

**Landscape**

Due to the comprehensive nature of preventive maintenance, select critical areas within the landscape domain should be inspected monthly.

**Drains: Inspected November 5, 2012; Oct 7, 2013**

- \_\_\_\_\_ Proper water flow
- \_\_\_\_\_ Piping conditions
- \_\_\_\_\_ Cover conditions
- \_\_\_\_\_ Overall condition for obstructions

\_\_\_\_\_ **Vegetation conditions for deficiencies such as root systems near buildings and walkways, shrubs and trees near buildings and power lines, vines on buildings (except as designed), and overgrown shrubs**

**Irrigation systems (See also annual Irrigation Controllers checklist)**

- \_\_\_\_\_ Sprinkler head operation and direction of water flow
- \_\_\_\_\_ Piping integrity
- \_\_\_\_\_ Runoff conditions

***Monthly : OK Mar 6, 2013- Oct 7, 2013***

**Asphalt**

Asphalt surfaces at school facilities receive extensive wear and tear from contact with buses, cars, and pedestrians. Because such deficiencies as potholes, broken edges, and eroded areas can jeopardize life safety, it is essential for maintenance personnel to take monthly measures to promptly address and anticipate failing elements. The Americans with Disabilities Act also requires accessible parking spaces and curb cuts.

This checklist can be applied to all of the following areas.

- Walkways
- Parking lots
- Driveways

**Striping and pavement signage conditions: OK Mar 6, 2013; Oct 7, 2013**

**ADA accessibility**

**Signage (See also Signage checklist)**

\_\_\_\_\_ Compliance with codes and standards

\_\_\_\_\_ Visibility

\_\_\_\_\_ Overall condition

\_\_\_\_\_ **Edge conditions**

\_\_\_\_\_ **Surface conditions for deficiencies such as buildup from salt, ice melting materials, motor oil, gasoline, diesel fuel, coolant and hydraulic fluid from buses**  
**OK Mar 6, 2013; Oct 7, 2013**

\_\_\_\_\_ Overall appearance

\_\_\_\_\_ **Overall condition for deficiencies such as potholes, softening, erosion, weed and root encroachment, chalking, cracking, and tripping hazards**

***Monthly***

**Signage**

Signage is not only important for directing school occupants and visitors, but it is also a reflection of the facility's character. Dirty, damaged, or inaccurate signage can send the wrong message to the community by making the school as a whole appear neglected. It can also jeopardize the safety of users. Signage must comply with codes and standards, such as the ADA, and is important for alerting area users of potential hazards, recent changes, or other important messages. A critical eye is needed in the maintenance process to address and anticipate sign inadequacy. The following monthly checklist applies to wall-mounted and pole-mounted exterior signage, as well as interior signage.

\_\_\_\_\_ **Compliance with codes and standards**

\_\_\_\_\_ **Cleanliness**

\_\_\_\_\_ **Accuracy of message**

\_\_\_\_\_ **Accuracy of lettering and numbering**

\_\_\_\_\_ **Adherence to surface or stabilizer**

\_\_\_\_\_ **Hardware conditions**

\_\_\_\_\_ **Location and visibility**

\_\_\_\_\_ **Paint condition**

\_\_\_\_\_ **Overall appearance**

\_\_\_\_\_ **Overall condition for deficiencies such as excessive wear, missing or broken parts, obstruction from view, or message inaccuracy** OK Mar 6, 2013: Oct 7, 2013

*Monthly (In Season)*

**Playgrounds**

Playgrounds are areas of substantial liability and mandate frequent inspections and diligent maintenance. As playgrounds experience intense usage during the school day, after hours, and off-season, the wear of equipment and surfacing must be carefully monitored. Common equipment includes climbing equipment and bars, slides, seesaws. Surfaced areas are of particular safety concern. Resilient surfaces, such as wood chips, and commercially prepared materials, shall be used beneath equipment to provide effective cushioning against falls. Child safety guidelines require a safe fall area extending around all equipment. Playground areas and equipment must be as accessible as possible to students with disabilities. Often special ramps, surfaces, and equipment height requirements may be needed. At the minimum, there must be an accessible route to and through the areas.

This checklist provides a general safety and maintenance protocol only, as playground areas, surfaces, and equipment vary widely. Schools should work with insurance companies for additional specific recommendations and should consult manufacturers' specifications. (*The Fences, Signage, and Asphalt checklists also apply to this area.*)

\_\_\_\_\_ **General safety**

- \_\_\_\_\_ Signage visibility and currency (*See also monthly **Signage** checklist*)
- \_\_\_\_\_ Fence conditions for deficiencies such as holes, weed encroachment, and trash buildup (*See also semiannual **Fences** checklist*)
- \_\_\_\_\_ Overall condition of grounds for deficiencies such as vandalism, debris buildup, trash, or tripping hazards

\_\_\_\_\_ **Playground equipment**

- \_\_\_\_\_ Performance as intended, as per manufacturers' specifications
- \_\_\_\_\_ Location of each piece of equipment (more than 30" high) at least 9' away from other items and away from curbs, rocks, or other hard surfaces
- \_\_\_\_\_ Stability (equipment must be securely anchored into the ground. Footings must be unexposed. Follow manufacturers' guidelines)
- \_\_\_\_\_ Surface conditions for deficiencies such as excess wear, rough or protruding edges, wood splintering, metal exposed to the sun (can cause burns), or rust
- \_\_\_\_\_ Hardware conditions for deficiencies such as open S-hooks, protruding bolt ends, and loose parts
- \_\_\_\_\_ Chain/cable conditions for integrity and durability
- \_\_\_\_\_ Paint conditions for deficiencies such as paint chips, cracks, chalking, or rust

\_\_\_ Railing stability and surface conditions

\_\_\_ Drainage from surfaces (equipment should drain water properly to deter slippage)

\_\_\_ Overall condition and durability for deficiencies such as excess wear, rot, rust, splintering, warping, cracking, insect infestation, or broken or missing parts

\_\_\_ **Playground surfaces: certified wood chips added Oct 18, 2012**

\_\_\_ Loose material: wood chips.

\_\_\_ Layer depth/coverage of ground (consistent depth of at least 12")

\_\_\_ *Boundary/containment conditions to ensure material stays where intended*

\_\_\_ Dispersion to ensure material evenly covers areas at least 6' in all directions from equipment

\_\_\_ Material conditions for deficiencies such as clumping, rot, or fungus infiltration

\_\_\_ Drainage

\_\_\_ Overall condition for deficiencies such as foreign objects, trash, and contamination from oil, grasses, gravel, animal matter, or weeds

**Monthly:**

**Exterior Ramps, Stairs, Decks, and Landings**

The following is a PM checklist for exterior stairways, decks, and landings. Maintenance personnel should carefully check the building materials, particularly concrete, on a monthly basis. (*The **Exterior Lighting** checklist is also applicable to these areas.*)

\_\_\_ **Overall appearance**

\_\_\_ **Concrete**

\_\_\_ Expansion joint conditions

\_\_\_ Metal spacer conditions

\_\_\_ Overall condition for deficiencies such as alkali-aggregate expansion, cavitation (honeycombing, spalling around projections), chips, cracks, crazing, dusting, efflorescence, charred and spalled surfaces,

stains, lifted areas, pock marks/pop-outs, scaling, tripping hazards, unevenness, or voids

\_\_\_ Railings

\_\_\_ Stability

\_\_\_\_\_ Hardware conditions

\_\_\_\_\_ Overall condition

\_\_\_\_\_ **Wood material (if applicable)**

\_\_\_\_\_ Stability

\_\_\_\_\_ Overall condition for deficiencies such as dry rot, termites, instability, worn edges, cracks, holes, and splintering

\_\_\_\_\_ **Coverings**

\_\_\_\_\_ Surface condition

\_\_\_\_\_ Overall integrity

\_\_\_\_\_ Overall condition

\_\_\_\_\_ **Grade appearance**

\_\_\_\_\_ **Footings/foundation**

\_\_\_\_\_ Stability

\_\_\_\_\_ Overall condition for deficiencies such as cracks and broken or missing components

***Semiannual***

**Fences**

Fences on school property are made of aluminum & steel. Metal fences, such as chain link, require regular inspection of paint condition, rust and other corrosion, and vegetation and trash buildup. Perimeter and boundary fences shall be checked semiannually.

\_\_\_\_\_ **Alignment**

\_\_\_\_\_ **Structural stability**

\_\_\_\_\_ Post integrity and alignment

\_\_\_\_\_ Foundation integrity

\_\_\_\_\_ Overall condition

\_\_\_\_\_ **Paint condition**

\_\_\_\_\_ **Hardware condition and lubrication**

\_\_\_\_\_ **Gate and lock function and conditions**

\_\_\_\_\_ **Safety check for deficiencies such as sharp edges& large gaps.**

**HVAC Systems inspected 3 times per year by Eckhardt & Johnson**

Regular preventive maintenance of HVAC (heating, ventilation, and air-conditioning) systems is crucial to the quality of air and comfort level within school facilities. HVAC systems should sufficiently control temperature and humidity, distribute outside air uniformly, and isolate and remove odors and pollutants. As there are many areas within a school that house activities with unique ventilation requirements, such as art, culinary, and laboratory classrooms, it is essential that the HVAC system has fully functional and regularly inspected pressure control, filtration, and exhaust equipment.

The following checklist shall be used for semiannual inspections of the HVAC system.

When performing any maintenance procedures, always refer to manufacturers' recommendations.

For all types of HVAC systems, change filters 3 times a year and post a sticker on the HVAC unit with the date of change and initials of the mechanic.

**Ductwork:** was cleaned in August 2010. It shall be budgeted for cleaning every three years. Next cleaning shall take place in August 2013 if funds are available.

**Heat pumps are also maintained 3 times per year by Eckhardt & Johnson**

**Heating systems also maintained by Eckhardt & Johnson**

**Boilers are also maintained by Eckhardt & Johnson**

**Asbestos**

As required by federal law all identified asbestos containing materials (ACM) must be inspected every six months by a trained school staff member. Physically look at each area identified in the school's asbestos management plan to ensure that ACM have not been damaged or deteriorated so as to become friable. In the event any ACM must be removed, mark the area according to the plan and perform abatement as necessary.

**Next AHERA inspection due for January 2014.**

***Semiannual***

**Structural Members**

Preventive maintenance entails a comprehensive visual inspection of each building material twice a year. Particular emphasis during this inspection process should be on load-bearing support areas that can be observed externally during a walking tour. The greatest cause of building demise is the penetration of water. Particular attention should be given at this time to evaluate the potential for access by water into building materials.

\_\_\_\_ Beam integrity for deficiencies such as rot, termites, bowing, splitting, slippage, or fungus

\_\_\_\_ **Foundation condition for deficiencies such as cracking, slippage, or water encroachment**

\_\_\_\_ **Joist conditions for deficiencies such as rot, termites, bowing, splitting, or fungus**

\_\_\_\_ **Overall building integrity for signs of structural failure**

\_\_\_\_ **Sill conditions for deficiencies such as rot, termites, or fungus**

\_\_\_\_ **Stud conditions for deficiencies such as rot, termites, bowing, splitting, or fungus**

\_\_\_\_ **Wall conditions**

\_\_\_\_ Masonry for deficiencies such as cracks, scaling, mortar, crumbling, or efflorescence: **OK Oct 2012; Oct 2013**

\_\_\_\_ Wood for deficiencies such as termites, peeling paint, dry rot, popping, or fungus

\_\_\_\_ **Overall condition**

### ***Annual***

#### **Electrical Systems**

Electrical systems and closets shall be inspected annually. Maintenance personnel will be familiar with the locations of all electrical equipment, including circuit breakers, fuses, main feeders, subfeeders, panel boards, and substations. All wiring shall be in compliance with the National Electric Code. The safety of workers is paramount; staff shall ensure that power is shut off and/or lines are de-energized where work is performed and that the LOCK-OUT TAG-OUT system is used. Electrical equipment will be serviced by outside contractors unless there is a licensed journeyman electrician among the in-house staff. .

\_\_\_\_ **Equipment cleanliness**

\_\_\_\_ **Distribution system**

\_\_\_\_ **Wire and cable conditions for deficiencies such as corrosion, dirt, moisture,**

\_\_\_\_ **Circuit breakers**

\_\_\_\_ **Fuses**

\_\_\_\_ **Insulator conditions for deficiencies such as burns or cracks**

- \_\_\_\_\_ **Contact surface conditions for deficiencies such as burning, pressure, and misalignment.**
- \_\_\_\_\_ **Fuse holder conditions**
- \_\_\_\_\_ **Hardware condition**
- \_\_\_\_\_ **Overall condition**
- \_\_\_\_\_ **Lock security and lubrication**
- \_\_\_\_\_ **Utility room cleanliness and safety**
- \_\_\_\_\_ **Overall integrity**
- \_\_\_\_\_ **Overall condition for deficiencies such as loose wires, debris, corrosion, potential power failure, and water encroachment OK Oct 7, 2013**

*Annual*

**Fire Extinguishers are inspected annually by All State Fire Last Inspection Jun 20, 2013**

**The following annual PM checklist is for fire extinguishers throughout the school facility. This inspection and certification must be conducted by a licensed specialty contractor and should be scheduled in advance to ensure that the date on extinguishers will not expire. *Monthly inspections of fire extinguishers' general condition, housing, and location per code shall be conducted as part of preventive maintenance procedures in areas of the school including Business Offices, Kitchen and Dining Areas, Classrooms, Auditorium, Library, Gymnasium, Locker Rooms, Restrooms.***

*Annual*

**Hot Water Heaters**

Preventive maintenance of hot water heaters shall be performed annually.

- \_\_\_\_\_ **Gas flame color (gas pilot should be blue with yellow at tip)**
- \_\_\_\_\_ **Burner conditions for deficiencies such as corrosion, inordinate flame pattern, and cinders**
- \_\_\_\_\_ **Pilot function**
- \_\_\_\_\_ **Tank plate and jacket conditions for deficiencies such as corrosion or rust**

\_\_\_\_\_ **Drain valve lubrication and function**

\_\_\_\_\_ **Gas shut-off valve lubrication and function**

\_\_\_\_\_ **Pressure relief valve function**

\_\_\_\_\_ **Temperature setting**

*(Note: Use commercial grade thermometer)*

\_\_\_\_\_ **Flue and chimney conditions**

\_\_\_\_\_ **Vent condition**

\_\_\_\_\_ **Utility room for deficiencies such as dirt, debris, and storage of materials**

\_\_\_\_\_ **Overall condition for deficiencies such as rust in water, water and fuel leaks, and unusual sounds or odors; OK July 8, 2013**

### *Annual*

#### **Roofing**

The roof is the most costly and abused area of the facility, subject to a variety of weather conditions and temperature fluctuations. The early discovery and preventive maintenance of minor deficiencies extends its life and reduces the chance of premature failure and costly repairs.

Annual inspections of both membrane and building components shall be conducted for all roofs, including newly installed ones. Adequate time will be allotted to properly perform the many tasks involved in inspection. A roof will be surveyed completely, either by carefully walking it in its entirety where accessible (wearing soft shoes), or by visual inspection with binoculars where inaccessible. Visual inspection from the attic side is also important.

Attention should be paid to southern and northern exposures, weather-generated problems, horizontal lines, peak areas, and areas of sagging. Ventilation areas should also be examined for obstructions. *(For preventive maintenance of **Gutters/Roof Drains**, see corresponding annual checklist.)*

\_\_\_\_\_ **Supporting structural integrity for deficiencies such as cracks, moisture stains, and potential failure**

\_\_\_\_\_ **Flashing conditions for deficiencies such as water penetration, displacement, oxidation, excessive stretching, delamination, and tearing**

\_\_\_\_\_ **Surface conditions for deficiencies such as contaminants such as exhaust or vegetation buildup**

\_\_\_\_\_ **Subsurface conditions (including insulation) for signs of moisture penetration**

\_\_\_\_\_ **Membrane conditions**

\_\_\_\_\_ **Chimney conditions**

\_\_\_\_\_ **Plumbing stack vent and roof connection conditions**

\_\_\_\_\_ **Roof ventilation conditions**

\_\_\_\_\_ **Skylight conditions for deficiencies such as broken glass or frames and flashing corrosion or rust**

\_\_\_\_\_ **Structural conditions for deficiencies such as settling of the deck, membrane splits, or cracks in walls**

\_\_\_\_\_ **Roof edging conditions for deficiencies such as deterioration and loose fasteners**

\_\_\_\_\_ **Expansion joint conditions for punctures, splits, and insecure fasteners**

\_\_\_\_\_ **Shingle conditions**

\_\_\_\_\_ **Asphalt roof conditions for deficiencies such as brittle or missing shingles, cracking, curled edges, erosion, or exposed wood**

\_\_\_\_\_ **Flat roof conditions for evenness across the horizontal plane and deficiencies such as bare areas, blisters, cove areas abutting parapets, cracks, curling, exposed nail heads, or ponding;**

\_\_\_\_\_ **Overall condition; OK Oct 7, 2013**

### *Annual*

#### **Gutters/Roof Drains; \_**

Drainage devices are important in protecting buildings from water intrusion and damage. The following is an annual preventive maintenance checklist for gutters, downspouts, scuppers, and roof drains. Maintenance personnel shall ensure that these areas are free of debris such as leaves and branches, and that large debris has also been removed from the

roof.

\_\_\_\_\_ **Mounting stability**

\_\_\_\_\_ **Bolt, screw, and strap conditions**

\_\_\_\_\_ **Discharge area function for proper drainage away from building**

\_\_\_\_\_ **Joint conditions and stability**

\_\_\_\_\_ **Roof atrium drains**

\_\_\_\_\_ Cleanliness

\_\_\_\_\_ Caulking condition

\_\_\_\_\_ Mounting stability

\_\_\_\_\_ Overall condition for deficiencies such as blockage and cracks

**OK Oct 7, 2013**

*Annual*

**Irrigation Controllers done by April Showers, spring and fall**

Annual inspection of each irrigation controller helps guarantee operational performance. This should be done jointly with a landscape contractor.

*Annual*

**Storm Drains**

Storm drains or sewers are underground systems used to collect and dispose of surface water. They should be cleaned annually to ensure blockages are removed and piping is functional.

\_\_\_\_\_ **Grate conditions**

\_\_\_\_\_ **Cover conditions**

\_\_\_\_\_ **Adjacent concrete or asphalt conditions**

\_\_\_\_\_ **Drainage**

\_\_\_\_\_ **General safety conditions**

\_\_\_\_\_ **Overall condition for deficiencies such as dirt buildup around drain**

**that might preclude proper directional flow; OK Oct 7, 2013**

### **Every Three Years**

**Asbestos. Every three years an inspection of all asbestos containing materials (ACM) must be performed by a licensed asbestos contractor as required by federal law.**

### **8 - WORK ORDER SYSTEM**

Any school staff member may submit a work order for facility maintenance or an event support request using by sending and email to the Facility Director

## 9- CONTRACTED SERVICES

<u>Asbestos Inspection -</u>	ATC Associates	647-7077
<u>Fire Alarm Inspection &amp; Repair</u>	Tri-State Fire	800-244-7531
<u>Fire Alarm Monitoring</u>	Simplex Grinnell	888-746-7539
<u>Sprinkler Inspection &amp; Repair</u>	Superior Fire Protection	361-3159
<u>Emergency Lights &amp; Exit Signs</u>	Emergency Battery Maintenance	228-0013
<u>Stage Curtain Fireproofing</u>	New Eng. Stage & Shade	887-3073
<u>Fire Extinguisher Inspections</u>	All State Fire/ Cintas	330-1002
<u>Kitchen Fire Suppression System Inspection</u>	All State Fire	330-1002
<u>Refrigeration</u>	Dowling Corp.	433-1311
<u>Waste Removal Dumpster</u>	Waste Management	800-847-5303
<u>Locksmith Services</u>	Exeter Locksmith	778-1089
<u>Heating, Ventilation &amp; Air Conditioning</u>	Eckhardt & Johnson	622-7493
<u>Plumbing Repairs</u>	Eckhardt & Johnson	622-7493
<u>Electrical Repairs</u>	Interstate Electric	627-3230
<u>Underground Oil Storage Tank</u>	American Tank Management	647-2001
<u>Irrigation System Service</u>	April Showers	895-2641
<u>Athletic Field &amp; Lawn Maintenance</u>	LaBrie Prop. Maint.	895-9565
<u>Poison Ivy Control</u>	Bio-Spray	436-2358
<u>Fuel Oil</u>	Hartmann Oil	778-8855
<u>Propane</u>	Palmer Gas	898-2990
<u>Well &amp; Pumps</u>	Epping Well & Pump	679-5299
<u>Glass Repairs</u>	Fremont Glass	895-0763
<u>Carpet Cleaning</u>	Great Bay Carpet Cleaning	772-7227

<u>Snow Removal</u>	Road Agent Mark Pitkin	300-7429
<u>Septic Pumping</u>	Thompson Septic	895-6305
<u>Roof Repairs</u>	Therrien Roofing	669-3344
<u>Two Way Radios</u>	Two-Way Communication	431-6288

**Frequently Called Numbers FOR SERVICES**

<b><u>All State Fire Equipment</u></b>	<b><u>Fire Extinguishers</u></b>	<b><u>330-1002</u></b>
<b><u>American Tank Management</u></b>	<b><u>UST</u></b>	<b><u>647-2001</u></b>
<b><u>April Showers</u></b>	<b><u>Irrigation</u></b>	<b><u>895-2641</u></b>
<b><u>ATC Associates</u></b>	<b><u>3yr. Asbestos Inspection</u></b>	<b><u>647-7077</u></b>
<b><u>Bill Gannon</u></b>	<b><u>Stage Curtain Fireproofing</u></b>	<b><u>887-3073</u></b>
<b><u>Bio Spray</u></b>	<b><u>Poison Ivy Control</u></b>	<b><u>436-2358</u></b>
<b><u>Churchill Security</u></b>	<b><u>Panic Buttons Acct #1531</u></b>	<b><u>800-525-4560</u></b>
<b><u>Comcast Service</u></b>	<b><u>includes phones</u></b>	<b><u>888-737-8361</u></b>
<b><u>Hartmann Oil</u></b>	<b><u>order fuel oil</u></b>	<b><u>778-8855</u></b>
<b><u>Echardt &amp; Johnson</u></b>	<b><u>HVAC ext 226</u></b>	<b><u>622-7493</u></b>
<b><u>Emergency Battery Maint.</u></b>	<b><u>Emerg. Lts/ Exit Signs</u></b>	<b><u>228-0013</u></b>
<b><u>Epping Well &amp; Pump</u></b>		<b><u>679-5299</u></b>
<b><u>Exeter Locksmith</u></b>		<b><u>778-1089</u></b>
<b><u>Fremont Glass repairs</u></b>		<b><u>895-0763</u></b>
<b><u>Great Bay Carpet Cleaning</u></b>		<b><u>772-7227</u></b>
<b><u>Hobart Kitchen equip repair</u></b>		<b><u>623-3622</u></b>
<b><u>Interstate Electric service</u></b>		<b><u>627-3230</u></b>
<b><u>Joe Bolduc</u></b>	<b><u>tree work, wood chips, excavation etc.</u></b>	<b><u>548-7386</u></b>
<b><u>Labrie Property Maint.</u></b>		<b><u>895-9565</u></b>
<b><u>Mark Pitkin Road Agent</u></b>		<b><u>300-7429</u></b>
<b><u>Medford Electronics</u></b>	<b><u>Intercom repair</u></b>	<b><u>781-396-7900</u></b>
<b><u>Palmer Gas</u></b>	<b><u>Propane</u></b>	<b><u>898-2990</u></b>
<b><u>Parts &amp; Pieces</u></b>	<b><u>used furniture &amp; wheels</u></b>	<b><u>882-1937</u></b>
<b><u>Paul Couture</u></b>	<b><u>Superior Fire Protection Sprinkler</u></b>	<b><u>361-3159</u></b>
<b><u>Refrigeration</u></b>	<b><u>Dowling Corp.</u></b>	<b><u>433-1311</u></b>
<b><u>Simplex monitoring of Fire Alarm</u></b>		<b><u>888-746-7539</u></b>
	<b><u>Acct # 104-1067 Passcode 157</u></b>	
<b><u>Thompson Septic</u></b>		<b><u>895-6305</u></b>
<b><u>Therrien Roofing</u></b>		<b><u>669-3344</u></b>
<b><u>Tri-State Fire</u></b>	<b><u>Fire Alarm Panel Inspection &amp; repair</u></b>	<b><u>800-244-7531</u></b>
<b><u>Two-Way Communication</u></b>	<b><u>Radios</u></b>	<b><u>431-6288</u></b>
<b><u>United Recycling</u></b>	<b><u>Flourescent Bulb Disposal</u></b>	<b><u>603-422-7711</u></b>
<b><u>Waste Management</u></b>	<b><u>(our # on file is 895-2226)</u></b>	<b><u>800-847-5303</u></b>

## **10 – ENERGY MANAGEMENT**

### **Energy Management Guidelines**

Wise energy management is good for everyone. It contributes to the national goal of energy conservation, therefore extending the life of our available natural fuel reserves. It helps to preserve our environment.

### **Energy Saving Strategies (Behavior Modification)**

- School district electricity costs are second only to salaries and benefits. The U.S. Department of Energy estimates that at least a quarter of the dollars spent could be saved through better energy management. While it is true that much of these savings would require equipment or systems changes to achieve, just modifying the way we use our building will help tremendously. If each school will reduce energy consumption even a small percentage a considerable amount of money will be available to reinforce our other budgetary needs.
- Keep the doors closed when A/C is running. Air conditioning is a wonderful thing, but it is very costly. We have the capability of monitoring and controlling most of our systems from a central point and of adjusting run-time schedules that will keep the buildings comfortable and clean and still be efficient.
- Turn the lights off when the room is unoccupied, even for only a few minutes. As much as 40% of the energy consumed is for lighting. Some rooms have wall switches that allow for partial lighting. Some have occupancy sensors. Both of these strategies can help reduce lighting costs. But, the biggest savings will be achieved by turning the lights OFF when the room is unoccupied. While it is true the life of a bulb can be shortened by turning it on and off, the balance point between turning a light on and off many times versus the energy savings gained by turning lights off when not needed is usually ten minutes or less. So, the rule of thumb should be: If a room is unoccupied for ten minutes or longer the lights should be turned off.
- Turn off computers at night and on weekends. That computer costs more than you think! By turning the computer and the monitor off at the end of each day and in the summer we will save about \$100 per year, per computer. And, computers generate a significant amount of heat that will need to be removed from the room.

## **Energy Management Checklist**

To reduce energy consumption for air conditioning:

- A. Reset or set back thermostats to maintain specified settings for cooling and heating.
- B. Minimize conditioning of seldom-used spaces, such as storerooms or unoccupied classrooms.
- C. Where possible, such as in portable classrooms, turn the air conditioning off on weekends, holidays and off-shift hours.
- D. Turn off ventilating and exhaust equipment when not in use, such as in bathrooms and storerooms.
- E. Check for good fitting doors and windows.
- F. Block out morning and afternoon sun from shining through windows.
- G. Be sure the thermostat is working and the fan is set in the "Auto" mode.

--To reduce energy consumption for lighting:

- A. Turn lights off in areas when they are not occupied.
- B. Reduce lighting levels where safety and performance would not be adversely affected, for example in hallways.
- C. Check the level of outdoor security lighting and make sure is turned off during daylight hours.
- D. Turn off the parking lot and gymnasium lights when not in use.

To reduce energy consumption for equipment:

- A. Turn off computers, overhead projectors, TV's and copiers when not in use.
- B. Turn off water coolers and vending machines during vacation periods.