



Pelham School District
FACILITY MAINTENANCE PLAN

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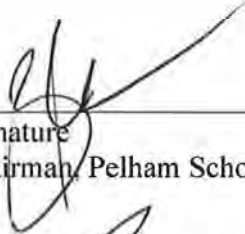
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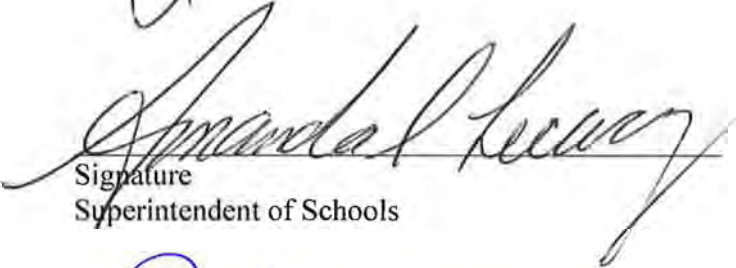
MISSION

The Facilities 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 21st century. The department will also provide highly maintained school facilities to support the needs of the community.



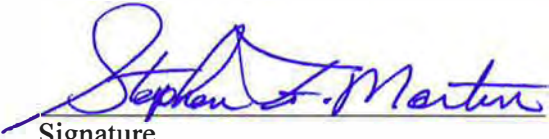
Signature
Chairman, Pelham School Board

5.20.15
Date



Signature
Superintendent of Schools

5/6/15
Date



Signature
Business Administrator

5/6/2015
Date

This plan was last reviewed and updated on:

Initial Approval: May 6, 2015

INTRODUCTION

This Facility Maintenance Plan has been developed by the Pelham School District's Facilities management team to document the manner in which the Pelham School District will maintain its buildings and grounds in order to ensure a safe and sanitary condition for its students and staff, and to protect the District's investment in its assets through sound maintenance procedures.

NH RSA 189:24 requires that all schools approved by the Commissioner of Education be "in a suitable and sanitary building with suitable provision for the care of the health and physical welfare of all pupils". In addition, NH RSA 198:15-b requires that all school districts, prior to the receipt of any grant monies, submit for review and approval a written maintenance plan describing in detail how the school district intends to maintain the new facility to be constructed with state aid moneys.

NH DOE Ed 306.07 requires the local school board to provide "a clean, healthy and safe learning environment for all areas of the school building, grounds, and school-related activities". NH DOE Ed 306.09 requires the local school board to provide for each school such custodial services as are necessary to ensure a clean, sanitary, and safe physical plant and grounds. The school plants shall be cleaned on a daily basis. School repairs and maintenance shall be performed on a regular basis.

This document is the Pelham School District's plan to meet all these requirements and maintain all of our facilities and grounds in a safe, suitable and sanitary manner.

In addition to the combined knowledge and expertise of the district's staff, several external resources were used in the development of this maintenance plan. These included existing maintenance plans at the Concord School District, Laconia School District, and the Litchfield School District, as well as the sample facility maintenance plan provided to all NH school districts by the NH Department of Education's School Building Aid Program.

The *Planning Guide for Maintaining School Facilities* was also used. This guide is the product of the National Cooperative Education Statistics System and the collaboration of the National Forum on Education Statistics (<http://nces.ed.gov/forum>) and the Association of School Business Officials International (ASBO®) (<http://www.asbointl.org>). The project was sponsored by the National Center for Education Statistics (NCES) (<http://nces.ed.gov>) of the U.S. Department of Education. This Planning Guide was developed to address not only the concern of school facilities maintenance and resource management, but in providing a clean and safe environment for children and creating a physical setting that is appropriate and adequate for learning. The primary objective of this *Planning Guide* was to provide effective and practical recommendations for school facility maintenance planning. This document is available electronically at (<http://nces.ed.gov/forum/publications.#sp>).

Finally, one of the sources used to arrive at the recommended custodial staffing requirements was a *Custodial Staffing Calculator* developed by the Pennsylvania Association of School Business Officials (PASBO) that was originally presented to the PA Department of Education as a guide to assist in the allocation of facilities department resources. The calculator was reviewed by the PASBO Facilities Management Committee and approved for use as a staffing guide at the local school level. Many districts across the country have made use of this tool.

FACILITY INVENTORY

Pelham Elementary School (Grades Pre-K to 5, and SAU)

61 Marsh Road
Pelham, NH 03076
School: 603.635.8875
SAU: 603.635.1145

Main Building: 127,296 square feet
SAU/Classroom Modular: 8,876 square feet
Total Square Footage: 136,172 square feet

Site Size: 35 acres

Date of Original Construction: 2001

Dates and Description of Additions:

- 2014 (SAU/classroom modular building)

Identification and Distance to Nearest Fire Station (miles): 0.6 miles

Pelham Fire Department, 36 Village Green, Pelham, NH 03076
Tel: Emergency 911, Business Tel: 603.635.2703

Water Supply (municipal or well): Municipal with well for irrigation

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

Description of Fire Protection Systems (alarms, sprinklers etc.): Alarm system, sprinkler system, burglar safety system, hood suppression system, fire extinguishers.

Asbestos Inspection Status: No Asbestos

Date of most recent asbestos inspection: N/A

Pelham Memorial School (Grades 6 to 8)

59 Marsh Road
Pelham, NH 03076
603.635.2321

Main Building: 47,927 square feet
Modular (Library/classrooms): 3,960 square feet
Total Square Footage: 51,887 square feet

Site Size: 15 acres

Date of Original Construction: 1964

Dates and Description of Additions:

- 1968 (classrooms)
- 2011 (library/classroom modular)

Identification and Distance to Nearest Fire Station (miles): 0.4 miles

Pelham Fire Department, 36 Village Green, Pelham, NH 03076
Tel: Emergency 911, Business Tel: 603.635.2703

Water Supply (municipal or well): Municipal with well for irrigation

Sewage Disposal System (municipal or onsite septic system): Onsite septic

Description of Fire Protection Systems (alarms, sprinklers etc.): Alarm system, sprinkler system, burglar safety system, hood suppression system, fire extinguishers.

Asbestos Inspection Status: No Asbestos

Date of most recent asbestos inspection: N/A

Pelham High School (Grades 9 to 12)

85 Marsh Road
Pelham, NH 03076
603.635.2115

Main Building:	128,050 square feet +/-
Modular (Classrooms):	5,400 square feet
Maintenance Building:	2,004 square feet
Total Square Footage:	135,454 square feet

Site Size: 79.4 acres (Includes tennis court site across Marsh Road)

Date of Original Construction: 1972

Dates and Description of Additions:

- 2006 Modular (Classrooms)
- 2015 (Classrooms)

Identification and Distance to Nearest Fire Station (miles): 0.9 miles

Pelham Fire Department, 36 Village Green, Pelham, NH 03076
Tel: Emergency 911, Business Tel: 603.635.2703

Water Supply (municipal or well): Municipal with well for irrigation

Sewage Disposal System (municipal or onsite septic system): Onsite septic

Description of Fire Protection Systems (alarms, sprinklers etc.): Alarm system, dry and wet sprinkler system, hood suppression system, fire extinguishers.

Asbestos Inspection Status: Current

Date of most recent asbestos inspection: January 27, 2012

District Total

Total square footage is 323,513 square feet

SAFETY

Safety must be the top priority in everything we do in order to protect the health, welfare and safety of every student and employee. The Pelham School District, SAU #28 District Safety Plan documents all required safety policies and procedures for the District. The District Safety Plan is an integral component of this Facility Maintenance Plan.

It is the responsibility of all Facility managers and supervisors to ensure that all staff receives the required training to ensure that all facilities staff can perform their work assignments in a safe manner.

At a minimum, all new facilities employees must receive the following training:

- Asbestos awareness
- Avoiding slips, trips & falls
- Blood borne pathogens
- Electrical safety related work practices
- General safety and good housekeeping
- Hazardous materials
- Hand and power tool safety
- Lifting and materials handling
- Lockout/Tagout
- Machine Guarding
- Personal protective equipment
- Portable ladder safety

Training will be accomplished by supervisor direct training and orientation, use of district owned training DVDs, vendor provided training sessions, and workshops.

District Safety Plan

It is the responsibility of each facilities manager or supervisor bringing a vendor onsite to ensure that all vendors working onsite have signed the District Safety Plan. The SAU office will maintain the list of all vendors who have signed the District Safety Plan.

MAINTENANCE & OPERATIONS STAFFING

Planners, administrators, and community members must agree on what constitutes “cleanliness.” While there is not a nationwide standard for describing standards of cleanliness, a five-tiered system of expectations is emerging to help guide decision-making:

- Level 1 cleaning results in a “spotless” building, as might normally be found in a hospital environment or corporate suite. At this level, a custodian with proper supplies and tools can clean approximately 10,000 to 11,000 square feet in an 8-hour shift.
- Level 2 cleaning is the uppermost standard for most school cleaning, and is generally reserved for restrooms, special education areas, kindergarten areas, or food service areas. A custodian can clean approximately 18,000 to 20,000 square feet in an 8-hour shift.
- Level 3 cleaning is the norm for most school facilities. It is acceptable to most stakeholders and does not pose any health issues. A custodian can clean approximately 28,000 to 31,000 square feet in an 8 hour shift.
- Level 4 cleaning is not normally acceptable in a school environment. Classrooms would be cleaned every other day, carpets would be vacuumed every third day, and dusting would occur once a month. At this level, a custodian can clean 45,000 to 50,000 square feet in an 8 hour shift.
- Level 5 cleaning can very rapidly lead to an unhealthy situation. Trash cans might be emptied and carpets vacuumed on a weekly basis. One custodian can clean 85,000 to 90,000 square feet in an 8 hour shift.

The figures above are estimates and assume 100% time dedicated to custodial cleaning.

The actual number of square feet per shift a custodian can clean will depend on additional variables, including the following:

- grade level (elementary school takes longer to clean than higher grades)
- type of flooring (carpeting is harder to clean)
- building construction (wall covers, and number of windows, all of which must be taken into account when determining workload expectations)
- type of maintenance equipment
- building usage (occupied buildings take longer than unoccupied buildings)
- day custodian staff who do not typically have nightly cleaning responsibilities
- non-custodial cleaning workload (set-up and tear down time for building usage events)

The Pelham School District will staff to provide a Level 3 expectation of cleanliness in its schools.

Required Staffing

Management and Maintenance Staffing

One (1) Director of Facilities who will be responsible for managing the facilities department operations, work order and preventive maintenance program, all grounds activities district-wide, district-wide vendor relations, managing budgeting and purchasing; and providing supplemental maintenance support for all three schools.

One (1) Facilities Maintenance person who will be responsible for performing required maintenance operations and ensuring that all preventive maintenance activities are completed district-wide.

One (1) Lead Custodian in each building who will be responsible for supervising all custodial staff in their assigned building, performing required custodial work, and performing any maintenance work as assigned.

Custodial Staffing

Custodians in each building will be primarily responsible for cleaning assigned work areas. Almost all assigned cleaning will be scheduled for second shift after the end of the school day. Day time custodians will be assigned based on the requirements of the building. Custodians will also be used for non-custodial duties including building use set-up and clean-up requirements, emergency maintenance needs during the second shift, snow removal, as well as any other duties assigned by the Director of Facilities or lead custodian.

In determining the number of custodial staff needed to maintain our schools to the Level 3 cleaning level, we have adjusted the available hours our staff has to perform their cleaning duties. Pelham custodians are required to be on call during their dinner hour so their work-day is 7.5 hours, or 93.75% of the metric used above in determining the number of square feet that can be cleaned in one-day. In addition, we have estimated that approximately five (5) hours of cleaning time is lost each week in each building to support school and community activities including the set up and tear down of events. Based on this we are estimating that our custodial staff can clean between 26,000 to 29,000 square feet in their daily shift to meet the targeted Level 3 of cleanliness.

As a second best-practice source of required custodial staffing we also used the PA ASBO *Custodial Staffing Calculator*, as input in arriving at the staffing required to implement this plan. The PASBO model resulted in a higher number of custodians as it was developed looking at the specifics of the occupants of the school building. It looked at the square footage of the building but also included the number of teaching spaces, number of teachers, number and grade levels of the students, and the number of bathroom and kitchen fixtures that required cleaning.

Considering both models, the following custodial staffing is required to fully implement this maintenance plan:

Pelham Elementary School:

- 6.0 full-time equivalent positions
 - 1 lead custodian
 - 5 custodians
- Average of 22,695 sq. ft. per custodian

Pelham Memorial School:

- 3 full-time equivalent positions
 - 1 lead custodian
 - 2 custodians
- Average of 17,296 sq. ft. per custodian

Pelham High School:

- 6.5 full-time equivalent positions
 - 1 lead custodian
 - 5.5 custodians
- Average of 20,839 sq. ft. per custodian

Grounds Staffing

At the present time the Pelham School District will contract our primary grounds maintenance and the lining of all athletic fields to an outside vendor. District staff will supplement the contracted service for minor repairs and maintenance, as well athletic event set-up activities such as preparing the game site (e.g. equipment setup, moving bleachers & benches, and setting up fencing).

CUSTODIAL SERVICE

Standard of Work Performance and Duties

This is an outline of what is expected of all custodians in all areas of the Pelham School District.

1. BE ON TIME TO WORK.
2. If you are going to be late or absent, you MUST call your supervisor a minimum of four hours before your shift starts and call your school to let them know the reason you are going to be out.
3. Keep areas (closets, carts, maintenance rooms and supply rooms) neat, organized, fully stocked and clean.
4. Keep equipment clean (vacuums, auto scrubbers, hand tools, tractors, lawn mowers, etc.) report any break downs or problems to your supervisor immediately. Check equipment filters daily. Do not leave any auto scrubber, wet dry vacuum, any piece of equipment, etc. with any solution or recovery tanks full! Drain and rinse out at end of your shift.
5. Replace all equipment used (buffers, carpet machines, vacuums, hand tools, etc.) where they belong. A lot of time can be wasted looking for tools and or equipment. Be considerate of the next person.
6. Keep break areas clean.
7. Perform emergency maintenance activities (e.g. clogged toilets, bodily fluids, etc.) as needed.
8. Any other work orders assigned and approved by the facility manager or lead custodian (e.g. building use forms set-up and clean-up)

Cleaning

Classrooms

1. Empty and reline all trash cans daily, wash as needed.
2. High dust corners, edges, air vents, cabinet tops, lights as needed or at least once a week.
3. Clean chalk trays as needed.
4. Wipe down desk tops; counter tops and window sills weekly or as needed.
5. Disinfect computer keyboards and mice weekly.
6. Clean sink daily.
7. Clean door glass wipe down door casing and hinges weekly or more often if needed.
8. Sweep or dust mop tile floors daily, spot mop as needed and wash completely at least once a week (recommended daily at elementary level). During winter months may need to be washed daily.
9. Vacuum carpets daily; clean spots as needed.

Halls

1. Check walls, spot clean where and when needed. Empty and reline all trash cans daily.
2. Clean all water coolers daily.
3. Dust door closers weekly/wipe down door casings and hinges weekly.
4. Clean fire extinguisher cabinets as needed.
5. Clean behind doors daily.
6. Dust mop, sweep or vacuum all floors daily, remove food & stuff, scuff marks, etc.
7. Wash all hall floors to include edges once weekly or more often if needed. During winter months this must be done daily).
8. Clean locker tops weekly; clean fronts as needed.

Stairways and Landings

1. Clean walls as needed, clean any spots where and when needed.
2. Wipe down hand rails daily.
3. Sweep stairs top to bottom daily, wash weekly or more often if needed.
4. Clean windows in fire doors, dust window sills, clean doors and door closers, and wipe down door casing and hinges weekly or more often if needed.
5. Sweep landings daily, spot wash any spills etc. daily, wash as needed, remove food & stuff, etc.

Elevators

1. Clean walls as needed.
2. Clean all stainless steel as needed.
3. Vacuum, mop or sweep daily.
4. Clean door tracks weekly.

Bathrooms

1. Empty and reline all trash cans daily, wash as needed.
2. High dust edges, air vents, window sills, top of stall partitions weekly.
3. Clean stall doors and walls daily.
4. Clean and refill all dispensers daily.
5. Clean mirrors daily.
6. Clean all sinks, toilets, urinals, light switch plates, faucet handles, spouts, flush handles, door push plates. Disinfect daily. Let stand 5 minutes, wipe down. Make sure to get undersides of all above and behind/base of toilets.
7. Clean walls around urinals and toilets daily. Look for and clean any marks, bodily fluids etc. daily.
8. Sweep and wash floors daily, put a gallon of water down floor drain monthly or more often if needed.

Offices

1. Empty and reline all trash cans daily, wash as needed.
2. Dust weekly – window sills, counters, high corners, air vents, etc.
3. Vacuum all carpets daily.
4. Clean bathrooms daily.
5. Clean door glass and windows as needed – wipe down door casings and hinges weekly.
6. Sweep floors, wash entire floor twice weekly or more often if needed (recommend vacuum, sweep & wet mop daily for elementary level).

Common Areas

1. Empty and reline all trash cans daily, wash as needed.
2. Dust locker tops weekly, clean as needed (Do not use abrasive cleaners or sponges).
3. Dust window sills, corners, and air vents as needed.
4. Vacuum carpets daily.
5. Sweep floors daily.
6. Spot clean carpets as needed.
7. Clean all glass daily as needed.
8. Clean doors, casings and hinges weekly.

Entry Ways

1. Clean glass daily.
2. Dust weekly.
3. Clean doors, casings, hinges, sills, door closers weekly or more often if needed.
4. Sweep floors – wash daily.
5. Spot wash any spills etc. daily.
6. Vacuum entry rugs daily.
7. Keep threshold/s free of dirt, etc.

Kitchens (including Classrooms)

1. Empty and reline all trash cans daily, wash as needed.
2. Brake down boxes and remove.
3. Sweep and wash floors daily.
4. Clean all glass as needed/clean doors, door casings and hinges weekly.
5. Clean offices daily, clean all glass as needed.
6. Clean exhaust hoods annually or more often if needed.
7. Clean filters twice a year or more often if needed.

Cafeteria

1. Police during the day, pick up trash, clean tables as needed.
2. Empty and reline all trash cans daily, wash as needed.
3. Clean all tables and wipe down daily.
4. Wash all walls and glass as needed.
5. Sweep floors, remove food & stuff daily and wash floors daily.
6. Clean vending machine tops weekly (if applicable).

Grounds

1. Empty and reline all barrels as needed.
2. Police grounds daily for trash/pick up.
3. Care for trees, planting beds, shrubs as needed.
4. Keep dumpster areas clean.
5. Lawn mowing and trimming as needed.
6. Snow removal and as needed.
7. Salt as needed.
8. Maintenance of fields and equipment as needed.

Locker Rooms

1. Empty and reline all trash cans daily, wash as needed.
2. Clean all bathroom areas daily.
3. Sweep and Wash floors daily.
4. Wash shower walls monthly, use scrub brush or pressure washer.

Weight Room

1. Clean floors daily as needed.
2. Disinfect equipment weekly.

Auditorium/Cafetorium/Gymnasium

1. Pick up all trash, paper, cans, etc. daily.
2. Vacuum daily.
3. Spot clean carpets as needed.
4. Wash chair backs and arms monthly.
5. Sweep stage and wash daily.
6. Clean all glass as needed.
7. Empty and reline all trash cans daily, wash as needed.

These are the standards of cleanliness that are expected. There may be other duties or tasks that are required at your specific school. If you have any questions about how to do something, how to use and care for equipment or cleaning chemicals – JUST ASK! There are NO dumb questions, only the one you don't ask!

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 more often than once a day. 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. Use only those ice melt products that are approved by the school district. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned periodically, or daily during the 'mud' season. Entryway carpet is cleaned most effectively with an extractor running the rinse cycle 1-3 times. Fans need to be on during this process to speed drying and help prevent mildew.

Daily:

- Empty and reline all trash cans daily, wash as needed, remove debris, police entrance for snow, leaves, and litter, and remove.
- If floor is resilient tile, dust mop floors with a wide 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; remove gum and soil spots.
- Disinfect drinking fountains. (*see following procedures*)
- Clean entrance door glass.

Weekly:

- Dust the tops of lockers, fire closets, extinguishers and window casings. (Low dusting, below 5')
- Clean glass partitions, display cases, and interior door glass.
- Spot-clean finger marks and smudges, etc. on walls, door facings, and doors. Use appropriate cleaning solution.
- Dust Furniture.
- Restore floor finish on non-carpeted floors.

Monthly:

- High dust vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5')

Note: When cleaning stairways, on a routine schedule clean out the corners and the edges of each step. Remove gum, etc. with a putty knife. Damp mop or spot clean as necessary.

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. Due to the many different types of furniture and equipment used in the classroom, a careful analysis should be made to determine how to clean each room in the shortest time with the fewest steps and still maintain the required standard of cleanliness.

To keep a classroom clean will entail much more than just sweeping the floor and dusting the furniture. It will require a technician with a willingness to work, a custodian 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. Tables and desks must be wiped off with disinfectant. The custodian's cart will hold the necessary equipment and materials to clean classrooms.

Classrooms should have adequate lighting. Check for burned out tubes or bulbs and replace them with bulbs of the same wattage. Properly dispose of used fluorescent tubes.

Daily:

- Empty and reline all trash cans daily, wash as needed.
- Vacuum carpets, floors; remove gum and soil spots.
- Dust mop and wet mop tiled floors.
- Clean glass in doors and partitions.

Weekly:

- Dust furniture surfaces and damp clean desk and table tops. (low dusting, below 5 feet)
- Empty pencil sharpeners.
- Disinfect computer keyboards and mice.
- Clean door surfaces.

Monthly:

- High dust vents, lights, pipes, window blinds, and connecting vertical and horizontal wall floors. (high dusting, above 5 feet)
- Vacuum upholstered furniture.

Vacation Weeks:

- Restore floor finish on non-carpeted floors as directed by the Director of Facilities.

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 and reline trash cans daily, wash as needed.
- Vacuum carpeted floors and remove gum and soil spots.
- Dust mop and wet mop tiled floors.
- Clean glass in doors and partitions.

Weekly:

- Dust furniture surfaces and damp clean tabletops. (low dust below 5 feet)
- Empty pencil sharpeners.
- Clean door surfaces.

Monthly:

- High dust vents, lights, pipes, window blinds and drapes, and connecting vertical and horizontal wall surfaces. (High dust above 5 feet)

Vacation Weeks:

- Restore floor finish on non-carpeted floors as directed by the Director of Facilities.

Restrooms, Locker Rooms, and Showers

Daily:

- Empty and reline all trash cans daily, wash as needed.
- Thoroughly clean and disinfect toilets and urinals.
- Thoroughly clean and disinfect shower rooms and dressing rooms.
- Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins, etc.
- Clean mirrors; clean and disinfect urinals and stools; clean basins; polish stainless steel and chrome surfaces.
- Spot wash walls, lockers, and partitions.
- Dust mop and wet mop floors with appropriate cleaning solution.

Weekly:

- Damp clean and polish partitions.
- Dust wall and ceiling vents.
- Clean doors and wall tile.

Monthly or more often if needed:

- Pour at least one gallon of water down floor drains (add enzymes if directed by the Director of Facilities).
- De-scale fixtures.
- Scrub floor with floor scrubber.

Cafeterias and Lunch Areas

Daily:

- Clean table tops with disinfectant.
- Empty and reline all trash cans daily, wash as needed.
- Dust mop and wet mop tiled areas.
- Vacuum carpeted areas and mats, remove gum and soil spots.
- Disinfect drinking fountains.

Weekly:

- Clean glass partitions, display cases, and interior door glass.
- Spot clean walls.

Monthly:

- Dust and clean furniture.

- High dust vents, lights, pipes, window blinds, and connecting vertical and horizontal wall surfaces. (high dusting, above 5 feet)
- Clean fire closets and extinguishers. (low dusting, below 5 feet)

Vacation Weeks:

- Restore floor finish on non-carpeted floors as directed by the Director of Facilities.

Technical Areas

Daily:

- Empty and reline all trash cans daily, wash as needed, dust mop or sweep floors; and spot - mop floors.

Twice Monthly:

- Dust sills and ledges; spot - clean walls

Monthly:

- Mop floors with appropriate cleaning solution.

Gyms, Multipurpose and Weight Rooms

Daily:

- Empty and reline trash cans, wash as needed.
- Dust mop court floors and spot clean using recommended treatment for dust mop.
- Clean glass in doors, mirrors and partitions.
- Clean and disinfect drinking fountains.
- Vacuum carpeted floors; remove gum and soil spots.
- Dust furniture, sweep and pick up trash on bleachers.
- Dust mop and wet mop tiled floors.
- Spot clean walls; remove graffiti.

Weekly:

- Vacuum carpeted areas thoroughly.
- Clean door surfaces.
- Sweep and pick up trash on & below bleachers.
- Spray buff tiled floors; remove scuffmarks.
- Disinfect equipment.

Monthly:

- High dust (above 5') or vacuum vents, lights, pipes, window blinds and drapes, connecting horizontal and vertical wall surfaces.

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
- Dust cloths
- Supplies (soap, paper towels, toilet paper & sanitary liners)
- Putty knife/razor blade scrapper
- Dust mop (treated if needed)
- Wet mop (if needed)
- Mop bucket and press (if needed)
- Vacuum cleaner complete
- Plastic liners (small and large)
- Counter brush
- Dust pan
- Gum remover
- Protective glasses and gloves
- Rest room closed and wet floor signs

Note: Safety is an important responsibility. Use of "restroom closed" and "caution wet floor" signs must be used.

At the end of each shift, the custodian should:

- Clean all mop heads nightly
- Bleach all mop heads weekly

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 with appropriate 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.

Chalkboards and Marker Boards

During the annual summer cleaning, all chalkboards and marker boards must be cleaned. Teaching staff will be advised that all content on the board will be erased.

1. Most chalkboards can be cleaned by simply erasing with a clean felt eraser and wiping with a clean cloth.
2. Water is not recommended for most chalkboards as the water plus chalk equals glue and will fill the chalkboard pores, giving a poor writing surface.
3. Some of the newer boards require washing as they are not designed for chalk. If you are not sure, check with your supervisor.
4. An eraser and treated dusting cloth can be used to remove the fine chalk dust if necessary.
5. On occasion, as assigned, fine cleanser can be used carefully on some chalkboards to restore "bite".
6. Use only solutions recommended by the manufacturer when cleaning "Dry Erase Marker Boards".
7. The chalk tray can be damp wiped or vacuumed out while vacuuming the carpet during this annual cleaning, or more often if directed by the facility manager.

Dusting

From the standpoint of health as well as appearance, dusting is one of the most important jobs of the custodian. Dust can be a carrier of disease germs. Visible dust presents a dirty appearance that needs to be taken care of as soon as possible.

A **HEPA bag** vacuum cleaner is the best tool for removing dust.

Treated "dust cloths" can be used for most dusting. These are usually rolls of factory treated flannel cloth. Micro fiber cloths are very good for dusting also.

Some surfaces lend themselves well to 'damp dusting' using a clean cloth and plastic sprayer with appropriate solution. Where students eat at their desks, the desk tops are to be cleaned daily with a district-approved general purpose cleaner.

Dust all horizontal surfaces such as window ledges, sills, files, counter tops, and desks. Inspect student desk tops and spot clean them to remove heavy soil, heavy marking or graffiti.

As a general rule all horizontal surfaces less than 5' will receive a thorough dusting weekly. Horizontal surfaces greater than 5' will receive a thorough dusting monthly. Some surfaces may require spot dusting on a daily basis.

Note: Lock all windows when you clean the sills.

Cleaning Classroom Sinks and Counters

1. Clean sinks and replenish paper towels and hand soap daily. Clean sinks by using plastic sprayer with detergent solution only disinfectant as needed. Spray and wipe dry with a paper towel, or use fine cleanser, rinse and wipe dry with clean cloth or paper towel.
2. Spray solution on counter and wipe clean with clean cloth or 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 treated 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 counter brush and dust pan.
4. Dust mop may be lightly shaken or vacuumed to remove dust. Do in appropriate area.
5. Retreat dust mop as necessary by lightly spraying with dust oil and allow setting before using, or hanging up.
6. If area is carpeted, with a strip of resilient flooring, it is permissible to sweep dust onto carpet for pick up when vacuuming.

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 daily and wash when soiled or otherwise needed.

Note: Remove lunch trash immediately following lunch. Use safe lift practices when lifting trash into the dumpster. 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 (if not previously picked up by students).
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. Remove gum by using gum remover-follow manufacturer's instructions.

Spot Cleaning

1. Spot clean walls, doors, and ledges as previously recommended. Spot clean daily in carpeted areas where students are eating. Use clean cloth or paper towels and detergent 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 soft, lint free, clean cloth or 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 are not permitted**. Deodorants do not clean or sanitize, but merely cover up one odor with another. 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! Rest rooms also require adequate ventilation.

Appropriate safety signage warning occupants must be used at all times.

Refilling Dispensers

1. Check all dispensers daily to insure adequate supply.
2. Refill all dispensers as required (including soap, toilet paper and paper towels dispensers).
3. Check the working condition of the units.
4. Close and lock dispenser.
5. Spray the surfaces with appropriate cleaning solution and let stand per manufacturer's recommendations and wipe dry with paper towel. At the same time check the soap valve to assure proper operating condition.
6. Clean the surface of the dispenser as above.
7. Fill all soap dispensers.

Cleaning Sinks and Wash Basins

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

1. Spray the surfaces with appropriate cleaning solution and let stand per manufacturer's recommendations and wipe dry with paper towel. (inside and outside), faucets and adjacent wall areas.
2. Rinse as necessary and polish with clean cloth or paper towel.
3. Wipe walls adjacent to sinks to remove grime, spots, etc. as above.
4. Clean pipes underneath sinks daily as part of the procedure.
5. Do not use lime de-scaler on counter tops.
6. Do not use any materials/supplies used in cleaning toilets or urinals on sinks and washbasins.

Mirrors

Mirrors in rest rooms are easy to keep clean by spraying lightly with appropriate glass cleaner solution and wiping dry and/or polishing with a clean, lint free cloth or paper towel. Never use an abrasive cleaner or acid or dirty cloth on mirror. These may mar or scratch surface. Avoid using excessive water as it may get into the frame backing and damage the silvering.

Urinals and Toilet Bowls

1. Wear rubber gloves at all times. This is for your personal protection.
2. Do not use any materials/supplies used in cleaning sinks and washbasins on urinals and toilet bowls.

To clean inside bowl:

1. Flush toilet and/or urinal.
2. Use appropriate disinfectant following manufacturer's instructions.
3. Use cotton swab and/or 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 appropriate germicidal/disinfectant solution on toilet seat (both sides), and all of the outside surfaces of the fixtures (toilets and urinals).
2. Let stand per manufacturer's instructions.
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. Be sure to spray plunger with disinfectant after use. Keep in a bucket when not in use.

Bathroom Walls and Partitions

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

Additional Notes

To discourage graffiti, always remove it as soon as possible. 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 and Shower Floors

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 mopping solution per manufacturer's instructions.
2. Use clean, wet mop and wet down the floor thoroughly with the solution (damp mop if floor would be damaged as above).
3. Let stand per manufacturer's instructions for the chemicals to work.
4. Agitate the solution with your mop as needed.
5. Pick up soiled solution with mop, floor squeegee, and pick-up pan or floor drain, or use wet-vac for pick up. 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 disinfectant. 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.

Shower Rooms, Locker Rooms and Dressing Rooms

Trash

1. Empty all trash containers (including small pieces of soap and other debris) into cart.
2. Reline containers with plastic liner.
3. Spray or wipe containers with appropriate disinfectant solution. Wipe dry with clean cloth or paper towel.

Benches Furniture and Lockers

1. Spray or wipe (with cloth) with appropriate disinfectant solution and scrub or wipe dry with clean cloth.
2. Spot clean walls and lights as needed (as above). Report burned out lights to the facility manager.
3. Replenish paper towels, soap, etc. Clean dispensers and lock.

Showers

1. Wipe down walls with appropriate disinfectant solution and cloth, wedge mop, sponge mop, or brush. Let solution stay on walls per manufacturer's instructions to allow chemicals to work.
2. Scrub or agitate solution to loosen soil and scum. Rinse with clean water.
3. Polish handles, shower heads, and other hardware and wipe dry.
4. Clean hair, etc. from shower drain.

Floor Surfaces

The flooring surfaces vary considerably in the different buildings, however, the following is recommended:

1. Sweep or dust mop (treated) floor to remove large pieces of paper and other debris.
2. Pick up towels, socks, shoes, etc. and store appropriately (PE teachers and students should assist).
3. Lightly flood floors with appropriate cleaning solution and warm water.
4. Let stand per manufacturer's instructions for chemical action.
5. Agitate or scrub with wet mop, brush (long handled), or power buffer, if necessary.
6. Pick up soiled solution with mop, squeegee to drain, or wet vacuum up.

Note: Rinsing not necessary as the residual benefits of the cleaning solution are desirable.
Clean all equipment and store properly.

Bodily Fluids Cleanup

Clean up bodily fluids immediately and always use gloves. Follow the instructions below:

1. Follow safety procedures as documented in the Pelham School District Safety Plan and Pelham School District policy CBGAA on Blood Borne Pathogens, etc..
2. If on carpeting only, use absorbent granules, sweep, then extract with disinfectant and dump waste directly into basin.
3. Clean off furniture.
4. Clean all equipment and store properly.

Gym and Multi-Purpose Room Floors

These areas present two (2) different types of flooring material (wood and resilient flooring); therefore each type of flooring will be addressed here.

Resilient Floors

These include such flooring surfaces as asphalt tile, hard vinyl tile, and resilient 'poured' floors. Most of the custodian's work in these areas will consist of floor care procedures, with a limited amount of time spent dusting or cleaning benches, bleachers, or chairs.

1. Use treated dust mop using factory recommended treatment to clean floor. Do not 'sweep' with dust mop as this will scatter dust into the air. Keep dust mop on the floor and clean in long 'runs'. Clean out dust mop by carefully shaking where appropriate or clean with vacuum cleaner.
2. Re-treat lightly with 'mop dressing' as needed.
3. Pick up dust and debris with dust pan and counter brush or with vacuum and dispose of trash.
4. Wet mop total floor or damp mop as needed to remove spots. Use detergent and water solution. Agitate with wet mop or lightly scrub with buffer if necessary.
5. Pick up soiled solution.
6. Reseal as necessary (floors are sealed when new).
7. High speed buff as needed. Very effective way to clean and repair floor.
8. Spray buff as needed. Very effective, spray as you go.

Wood Floors

Always follow manufacturer's instructions.

Daily:

1. Pick up and dispose of debris
2. Remove chewing gum.
3. Dust mop floor with a clean and properly treated mop.
4. Wipe floor with bare hand to test if dust remains on the floor. If dust is detected, repeat step No. 3.
5. For normal soil removal, use a waterless cleaner suitable for wood surfaces and as recommended by the manufacturer.

Monthly:

1. Remove rubber burns and floor marks with a solvent-dampened cloth as recommended by the manufacturer.
2. Tack or damp mop floor with solvent cleaner.

Annually:

1. For lightly worn floors, a light “screening” may be required and one coat of floor finish. Consult manufacturer for approved finishes.
2. For badly worn or damaged floors, consult your installer to determine if heavy screening or sanding is needed.
3. Don’t allow water or liquids to stand on floor.
4. Most manufacturers recommend maintaining relative humidity between 35-50% year round.

GROUNDS MAINTENANCE

Year Round

- Trash shall be picked up and trash containers emptied after every **SCHOOL** event.

Summer

- Grass shall be cut based on weather according to the schedule established by the Director of Facilities.
- All fields shall be tested, aerated, fertilized, and seeded as needed.
- All infields shall be tilled, nail dragged, scarified, mat dragged, and conditioned as needed.
- Keep plantings weeded
- Playgrounds and outdoor bleachers shall be inspected annually for general condition of components and tightness of connections. Every three years bleachers must be inspected by a licensed engineer, architect, or individual certified by the manufacturer as required by the Life Safety Code.
- Blow track and tennis courts as needed.

Fall

- Grass cutting shall continue until the growing season has ended.
- All fields shall be tested, aerated, fertilized, and seeded as needed.
- All infields shall be tilled, nail dragged, scarified, mat dragged, and conditioned as needed.
- Leaves shall be raked and removed as needed.
- Inspect track surface for damage or aging.
- Blow track and tennis courts as needed

Winter

- Snow and ice shall be removed from main entry ways prior to the start of school for the day. Remainder of entry ways and sidewalks as soon as possible.
- Sidewalks and entry ways shall be sanded or salted 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 business administrator in cooperation with the school principals.
- Caution must be taken to ensure that the permeable asphalt areas are cleared using either rubber tipped plow blades or snow blowers as metal plow blades will damage the surface.

Spring

- All grass surfaces shall be raked and thatched as soon as weather conditions allow.
- All fields shall be tested, aerated, fertilized, and seeded as needed.
- All infields shall be tilled, nail dragged, scarified, mat dragged, and conditioned as needed.
- All storm drains and culverts shall be cleared of debris.
- Mulch shall be placed around planted shrubs.

- Inspect track surface for damage or aging.
- Vacuum the permeable asphalt areas of the parking lot.
- Blow track and tennis courts as needed

Playground and Bleacher Maintenance

The purpose of the playground and bleacher inspection is to identify and correct problems with the impact material and to ensure safety and operation of play equipment. Two types of inspections will be utilized.

- Routine (weekly)
- Periodic (annual)

Routine inspections are conducted on a weekly basis and typically can be performed by the facility or grounds manager. When conducting a routine inspection, the playground should first be inspected for any obvious hazards such as:

- Vandalism to equipment
- Normal wear and tear.
- 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 and repaired before playground is put in use.

Periodic inspections shall be yearly. Periodic inspections are more in depth and will require more time than a routine inspection. The periodic inspection must be performed by a certified playground inspector. The following items shall be inspected on each playground and set of bleachers at the facility:

- 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 all swing seats for missing components, cracks, or cuts.
- 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 landscaping in and around the playground environment, such as low hanging branches (less than 7’) signs, bushes or trees that may cause eye injuries or limit the vision of users, supervisors.
- 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:

- Remove broken piece of equipment if possible. Rope or fence off structure and place appropriate warning signage. Have a technician stand guard over equipment or area until proper person is notified.
- Report hazardous conditions to the principal and Director of Facilities.
- Create a work order and report hazardous conditions to arrange for repair/ removal of equipment.
- Maintain watch, barrier, and signage until equipment is removed or repaired and deemed safe again.

INTEGRATED PEST MANAGEMENT

Integrated pest management (IPM) is a decision-making process 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. 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.

At this time the Pelham School District has not implemented an IPM system. Our routine pesticide applications, made on a regular calendar-based schedule, are performed by an outside contractor.

PREVENTIVE MAINTENANCE

The Pelham School District is using a computerized Internet based program from School Dude, called PM Direct to manage its preventive maintenance program.

The focus of the district's maintenance program shall be on preventive maintenance. Every part of the facility shall be inspected according to assigned 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.

Every six months the Director of Facilities and maintenance staff 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.

Preventive maintenance schedules will be established for the following:

- Bleachers
- Building structures and utilities
- Fire and safety systems and equipment
- Fleet maintenance
- Ground structures and utilities
- HVAC systems and equipment
- Playgrounds

Periodic maintenance schedules will be established for carpet replacement, painting and asphalt sealing/restripping. All carpets will be scheduled for replacement between five and seven years after installation depending on condition. Painting will be scheduled every 4 years unless conditions require earlier painting. Asphalt sealing and restripping will be scheduled every 5 years unless conditions require earlier sealing.

WORK ORDER SYSTEM

The Pelham School District is using a computerized Internet based program from School Dude, called Maintenance Direct for its maintenance work order system.

Any school staff member may submit a work order for facility maintenance or an event support request using the School Dude Maintenance Direct software. The school's administrative assistant is responsible for entering into Maintenance Direct any work orders required to fulfill approved building use forms. In the event of an emergency such as a broken pipe, the requester shall notify the facility manager or ground manager by the fastest possible means. A work order for emergency work shall be completed after the fact by the requestor into Maintenance Direct.

The Director of Facilities is responsible to ensure that work orders for preventive maintenance (PM) are initiated according to the PM schedule.

Irrespective of the priority selected in the work order request, the facility manager or grounds manager shall review the request and assign one of the following priorities:

EMERGENCY - Work requires immediate attention to prevent further damage to property.

SAFETY – Work order is placed to correct only a safety issue and must be completed as soon as possible to prevent personal injury.

HIGH - Work order is placed to correct an issue that impacts the flow of daily school or work schedule.

MEDIUM – Work must be completed in a reasonable time period, but the problem is not expected to adversely affect school or work operations.

LOW – Work may be scheduled as time permits as it is not a priority.

SCHEDULED – Work order is placed in advance of work needing to be performed on a specific date such as pre-scheduled activities (e.g. building use or athletic events).

The facility manager shall assign the work to a staff member or outside contractor and schedule the work for completion.

The staff member or outside contractor shall complete the assigned work or indicate that parts need to be ordered. If parts need to be ordered the facility manager shall enter the necessary information on the work order. If parts do not need to be ordered, the facility manager shall complete the work and indicate completion on the work order.

If parts are to be ordered, the facility manager shall review and approve the parts request and forward the requisition request to the appropriate administrative assistant who will order the parts. When the parts are received, the administrative assistant shall notify the facility manager who shall assign and schedule the work for completion.

The facility manager shall log and close all completed work orders. Maintenance Direct will notify the requestor that the work has been completed.

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 preserve our environment. Reducing the demand for electricity will reduce the amounts of emissions that power plants add to the air. This will also reduce the number of new power plants that will need to be built. Whatever we can do to modify our behavior and become more conscious of how electricity is used and wasted will benefit us all.

Energy Saving Strategies (Behavior Modification)

In our school district electricity costs are second only to salaries and benefits, exceeding the cost of textbooks or supplies or diesel fuel for the school buses. 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 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. This rule applies to either incandescent or fluorescent lights. Modern fluorescent lights use little starting energy contrary to the myth that operating fluorescent lights is cheaper than turning them on and off for brief periods. Turning them off helps them last longer and lower energy costs.

Turn off televisions, VCRs, DVDs and digital projectors when not in use. Like the lights, leaving equipment running when not in use wastes energy. The savings realized by turning off each TV, VCR or DVD might seem insignificant, but not when you multiply it by the number of machines in your school or the entire district.

Turn off computers at night and on weekends. The computer hard drive will use about 15.2 KWH per month if turned on/off each day and about 77.1 KWH if left on for 24 hours. By turning the computer and the monitor off at the end of each day and in the summer, we will save utility costs.

Unplug appliances such as televisions, VCRs and DVDs over the summer. Appliances like these draw a small amount of power even when turned off. Although the savings on each appliance is small, the number of TVs, VCRs and DVDs in the building magnifies it.

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 it is turned off during daylight hours.
- D. Turn off sport fields, parking lot and gymnasium lights when not in use.

To reduce energy consumption for equipment:

- A. Turn off computers, overhead projectors, VCRs, DVDs, TVs and copiers when not in use.
- B. Turn off water coolers and vending machines during vacation periods.
- C. Disconnect AV equipment during vacation periods.
- D. If possible stagger the start times on major equipment, such as air handlers and exhaust fans.

Energy Management Systems

The District has installed energy management systems (EMS) to help manage equipment and to send out alarms when problems develop in the systems. These systems are maintained by the District.

APPENDIX: CONTRACTED SERVICES

Air Quality/Industrial Hygiene:

Scott Lawson Group Ltd.
29 River Road
PO Box 3304
Concord, NH 03302-3304
Tel: 603.228.3610

Catch Basin Cleaning:

Town of Pelham
Highway Department
6 Village Green
Pelham, NH 03076
Tel: 603.635.8526

Electrician:

Daniels Electric Corporation
PO Box 7412
Gilford, NH 03247
Tel: 603-293-4707

Future Electric Company
14 Blackstone Circle
Pelham, NH 03076
Tel: 603.508.0364

Interstate Electrical Services
15 Cote Lane
Bedford, NH 03110
Tel: 603.627.3230

Elevator Service:

Stanley Elevator
9 Henry Clay Drive
Merrimack, NH 03054-4847
Tel: 603.882.6918
24 Hour Tel: 800.258.1016

Fire Protection/Alarm Systems:

Fire Alarm & Safety Technologies
PO Box 849
122 Bridge St, Unit 2
Pelham, NH 03076-0849
Tel: 603.635.8429

Fire & Water Cleanup:

ServPro of Salem/Plaistow
P.O. Box 428
Windham, NH 03087
Tel: (603. 893.9700

Grounds Maintenance:

Boydens Landscaping
PO Box 827
Pelham, NH 03076
Tel: 603.635.2911

Hazardous Materials Disposal:

Clean Harbors
20 Dunklee Road
Bow, NH 03304
Tel: 603.224.6626

HVAC:

Al Terry Plumbing & Heating, Inc.
1776 Hooksett Road
Hooksett, NH 03106
Tel: 603.485.4205

Control Technologies
111 Zachary Road
Manchester, NH 03109-5608
Tel: 603.626.6070

Elliott Controls, Inc.
10 Northern Blvd.
Unit 4
Amherst, NH 03031
Tel: 603.883.7975.)

Irrigation:

Boydens Landscaping
PO Box 827
Pelham, NH 03076
Tel: 603.635.2911

Kitchen/Refrigeration:

Affiliated HVAC Services, LLC
5 Pine St. Ext. # D
Nashua, NH 03060
Tel: 603.882.3200

Pest Control:

J P Pest Services
101 Emerson Rd
Milford, NH 03055
Tel: 800-222-2908
Tel: 603.365.0894

Plumber:

Al Terry Plumbing & Heating, Inc.
1776 Hooksett Road
Hooksett, NH 03106
Tel: 603.485.4205

Granite State Plumbing & Heating, Inc.
10 N. Riverdale Road
Weare, NH 03281
Tel: 603.529.3322

Kosik Plumbing & Heating LLC
7 Kosik Terrace
Pelham, NH 03076
Tel: 603.765.2930

Portables:

Schiavi Leasing Corp.
102 Industrial Drive
Oxford, ME 04270
Tel: 207.539.8211

Power Sweeping:

Boydens Landscaping
PO Box 827
Pelham, NH 03076
Tel: 603.635.2911

Recycling:

Republic Services
385 Dunstable Road
Tyngsboro, MA 01879-2013
Tel: 978.649.2580

Refuse Removal:

Republic Services
385 Dunstable Road
Tyngsboro, MA 01879-2013
Tel: 978.649.2580

Septic System:

Felix Septic Service, Inc.
2 Thibeault Drive
Bow, NH 03304
Tel: 603.623.7907

Snow Removal:

Pelham School District
59A Marsh Road
Pelham, NH 03076
Attn: Alan Miller
Tel (cell): 603.425.9496

David Mendes Construction
54 Jericho Road
Pelham, NH 03076
Tel: 603.635.0364

Telephone Systems:

Spaulding Hill Networks
91 Amherst Street
Unit #A
Nashua, NH 03064
Tel: 603.689.0111

Track:

Maine Tennis & Track
24 Mayall Road
Gray, ME 04039-7556
Tel: 207.657.2140

Water:

Pennichuck Water Works, Inc.
25 Manchester St.
PO Box 1947
Merrimack, NH 03054-1947
Tel: 603.882.5191