

Warren County Career Center

School Facilities Maintenance And Operations Plan

2020-2021

WCCC Mission

To prepare youths and adults to make informed career choices and to successfully enter, compete and advance in a changing world.

WCCC Vision

WCCC is the valued partner of choice within the educational and economic systems of our communities, by providing quality academic and career technical education.

We pave the way for a future of opportunities unique to each of our learners.

WCCC Values

WCCC staff, students, parents and others will behave in ways that support and demonstrate the following values:

Treating each other with respect, dignity, trust and mutual value.

Communicating Openly and Honestly

Taking ownership of personal actions and being held accountable for results.

Upholding and demonstrating high ethical, educational and fiscal standards.

Exhibiting high levels of professionalism.

Providing high quality instruction and highly qualified staff to ensure success for all learners.

Making quality customer service a high priority

Promoting partnerships and a team environment.

Celebrating team and individual achievements.

Using data to drive planning, decision making and actions.

School Facilities Maintenance and Operation Plan

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Overview

The Warren County Career Center (WCCC) operates facilities on two campuses. The main campus is located at 3525 North State Route 48, Lebanon, Ohio 45036. On this campus, there are four occupied facilities, those being the main school building, the administration building, the Warren County ESC Alternative School and the TEC Building, which is currently leased by the Warren County ESC. Additionally, there are classes held at the Greentree Health Science Academy at 5757 Innovation Drive, Middletown, Ohio. This building is located on the Atrium Hospital campus and being lease purchased from the City Of Middletown.

This comprehensive maintenance plan is established to help identify, improve, and develop the facilities maintenance program of the Warren County Career Center. Educational programs and services mandate that their instructional delivery be within educational facilities that provide a safe and healthy environment. The mission of Facilities Maintenance and Operations Plan is to ensure that the proper environment is provided while managing the efficient use of all resources. This plan is reviewed and updated annually by the district administration. The plan is accessible on the district website.

The overall objective of the maintenance program is to maintain, throughout its expected useful life, the interior, and exterior of school buildings, the grounds and the roadways, and all fixed and moveable equipment through preventive maintenance and repairs. Further, this objective is specifically intended to provide:

1. Buildings and their components, which function safely and at top efficiency.
2. Facilities and equipment, which greatly minimize the possibility of fires, accidents, and safety hazards.
3. Continuous use of facilities without disruptions to the educational program.
4. Protection of public property through proper planning, scheduling, and preventive maintenance.
5. Provide quality management of maintenance projects and tasks.
6. Conservation of energy through utilization of the latest technology and energy conservation measures.
7. Insure a quality maintenance program through effective management and efficient utilization of resources.
8. Provide the best indoor air quality possible by maintaining a physical environment that supports the needs of the instructional program, staff, students, other users, and visitors who use school facilities and grounds.

Preventative Maintenance

Ongoing preventative maintenance is performed on the following buildings, features and equipment:

- Building Heating, Ventilation, and Air Conditioning
- Fire and security alarm systems
- Sprinkler and standpipe systems
- Pest Control
- Cooking grease retrieval systems
- Water softener systems
- All district vehicles
- All snow removal equipment

Building Heating, Ventilation, and Air Conditioning

The Warren County Career Center maintains several varying types of HVAC equipment throughout all buildings on our campuses. Routine maintenance is performed by district maintenance staff. In addition, the district has entered into an annual maintenance agreement for all buildings with Johnson Controls. This prevention maintenance program includes all HVAC units being checked a minimum of twice per year for routine operation. Any repairs needed on the systems are performed by Johnson Controls under the contract.

In addition, all HVAC systems are monitored by the Director of Facilities through the Metasys control system.

Fire and Security Alarm Systems

All district buildings are protected by fire and security alarm systems. The fire alarm systems include manual pull stations, smoke detectors and heat rate of rise detectors. These systems are maintained and tested annually by Johnson Controls (formerly Simplex Grinnell). In addition, the fire alarm systems are tested monthly by district staff.

The security systems include door and window contactors and I.R. motion sensors. These systems are maintained and tested annually by Johnson Controls.

Both the fire and security alarm systems are monitored by a central station owned and operated by Johnson Controls.

Sprinkler and Standpipe systems, Fire Protection

The main campus has a sprinkler and standpipe system that has been installed in all areas built or remodeled after 2008. All other areas of the building originally constructed in 1975 are not sprinklered. The sprinkler and standpipe systems are maintained under contract with Protegis Fire Protection and are tested and certified annually.

The Greentree Health Science Academy is a fully sprinklered and is also tested and maintained annually by Protegis Fire Protection.

All areas of buildings utilized for cooking are protected by Ansul Kitchen Hood Systems. These systems are tested and certified semi-annually by the Protegis Fire Protection Company.

All buildings and areas are protected by hand operated fire extinguishers with distribution determined by Ohio Fire and Building Codes. These extinguishers are inspected and certified annually by Protegis Fire Protection.

Pest Control

Pest Control service are provided by contract with the Terminix Company for all district buildings. All areas of the building are checked and treated monthly by Terminix. All occasional pest control needs are referred to Terminix as needed.

Cooking Grease and Retrieval Systems

All district kitchens maintain a grease retrieval system as part of the public sewer system. Grease tanks are provided for all kitchens and are pumped, inspected and maintained quarterly by the 4 Aces Plumbing Company.

Water Softener System

The main campus and administration buildings have water softener systems installed to soften water received from Warren County. These systems utilize solar salt, with salt levels maintained as needed by district personnel. These systems are maintained, inspected and serviced annual by the A Better Water System Company.

District Vehicles

All district vehicles receive routine maintenance weekly by district personnel. In addition the vehicles receive a semi-annual DOT inspection and maintenance by Kirby Automotive.

Snow Removal Equipment

The district maintains several pieces of snow removal and salt application devices for inclement weather. This equipment includes dump trucks, a pick-up truck and Bobcat front loader. All equipment is maintained annually by the Zoresco Company.

Inspections

The Warren County Career Center is inspected annually by the Clearcreek Township Fire Department, per the Ohio Revised Code and the Ohio Fire Code Chapter 1301:7-7-01. Corrections of any items are made within 15 days of notification.

The Warren County Health Department inspects all facilities semi-annually per the Warren County Health Code. Corrections of any items are made within 15 days of notification.

All Fire Protection and Security Devices are inspected and tested annually, with kitchen suppression systems tested semi-annually. All inspections are performed and equipment operations to the National Fire Protection Association Standards.

Building Construction and Renovation

All construction and renovation of facilities meets or exceeds the Ohio Revised Code and the Ohio Basic Building Code Chapter 4101:1. All required building permits are obtained through the Warren County Building Department. All zoning requirements are submitted and meet the Clearcreek Township Zoning Code.

Personnel and Staffing

The Facilities Department maintains the current staffing:

- 9 full time custodians
- 1 full time maintenance technician
- 1 part time maintenance technician
- 1 full time Warehouse clerk
- 1 part time district courier
- 1 full time director

The maintenance and custodial staff is distributed across 3 shifts. The first shift schedule is 7:00 AM to 3:30 PM, the second shift is 2:00 PM to 10:30 PM and third shift being 9:00 PM to 5:30 AM.

Custodian Responsibilities

The following are custodial representative responsibilities:

1. For assigned buildings and grounds, perform the daily and weekly tasks outlined by the supervisor, i.e., bathrooms, floors, kitchen areas, grounds, etc. This includes daily trash removal, room and lab cleaning, sanitizing and disinfecting and summer annual cleaning and maintenance of all buildings.
2. Keep cleaning supplies well stocked in assigned areas, and keep assigned storage areas clean and orderly.
3. Perform set ups and take downs as requested for regularly scheduled events and help with decorations, set up and clean up before, during, and after special events.
4. Maintain daily trash and recycling removal schedule for all areas, clearing grounds of debris.
5. Periodically wax floors, polish furniture and shampoo rugs as scheduled.
6. Follow all building safety and security guidelines and procedures. Be alert for intruders, lock and secure buildings as required.
7. Some grounds work will be required including, grass cutting, snow removal, salt and sanding when assigned.
8. Work with team members, part time or volunteer custodians, performing other duties as assigned.
9. Ability to alter work schedule to meet the daily needs of the organization.

Maintenance Technician Responsibilities

1. Arranges furnishings and equipment (including playground and lunchroom equipment) for the purpose of providing adequate preparations for meetings, classroom/playground activities, meals, and events.
2. Erects scaffolding, platforms for the purpose of preparing work sites for construction and/or repair.
3. Inspects facilities, systems and their components for the purpose of identifying necessary repairs. Installs various items (e.g. gas and water pipes, sewer mains and laterals, faucets, cabinets, window glass, fixtures, etc.) for the purpose of completing projects safely and within established time frames and/or maintaining facilities in a safe and attractive condition.
4. Maintains tools and/or equipment (e.g. hand and power tools, cafeteria and athletic equipment, heating and ventilation equipment, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
5. Pours and finishes concrete walks and curbs for the purpose of providing safe and attractive access to facilities.
6. Prepares and paints various surfaces for the purpose of protecting District property and/or maintaining attractive facilities. Repairs various items, systems and/or components (e.g. roofs, furniture, fences, playground equipment, concrete walk ways, air conditioning equipment, door locks, lockers, pipes, valves, fittings, clogged drains, etc.) for the purpose of ensuring that items are available and in safe working condition.
7. Responds to emergency situations (e.g. broken/clogged pipes/drains, faucets, gutters, sprinkler heads, grease traps, fixtures, etc.) for the purpose of resolving immediate safety concerns.
8. Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Facilities Master Plan

The district Facility Master plan has been established by the SHP Leading Design Architects under contract. This plan is reviewed annually by SHP and the district administration. Any changes to the district master plan are submitted to the Board of Education for Approval.

Facilities Audit

Annually the Director of Facilities performs a Facilities Audit of all district buildings. The components of this audit includes:

- Rooms
- Interior Walls
- Interior Doors
- Floors
- Plumbing
- Kitchens
- Hardware
- Egresses
- Communications Equipment
- Exterior of buildings
- Roof
- Foundations
- Courtyard
- Playgrounds
- Parking Lots
- Campus roads
- Signage
- Traffic Patterns
- Trees and Shrubs
- Landscaping
- HVAC and electrical distribution equipment
- Occupant safety
- Asbestos
- Energy Efficiency
- Susceptibility to vandalism