Facilities Services

Leadership Awareness Training II

April 4, 2012
A Team of Professionals

- Architects
- Engineers
- General Contractors
- Building Officials
- Building Inspectors
- Master Electricians
- Master Plumbers
- Master Air Conditioning
A Team of Professionals

- Certified Safety Professionals
- Fire Safety Inspectors
- Certified Playground Safety Inspector
- Certified Hazardous Waste Operations and Emergency Response Personnel
- Master Certified Training Custodian
- Limited Pest Control Applicator
- Certified Asbestos Inspector / Supervisor
Facilities Services

Planning & Project Management

Dane Theodore, Assistant Superintendent
Facilities Services
Facilities Planning

- Educational Plant Survey - Updated every 5 years
- District Facilities Work Program
  Updated Annually
  - 5-Year Plan
  - 10-Year Long Range Plan
  - 20-Year Long Range Plan
- Student Accommodation Plan - Updated Annually
- School Board Policy 7100 - Facilities Planning
- School Board Policy 7110 - Student Accommodation
Planning

Level of Service Planning

- Student enrollment projections
- Attendance boundary changes
- Out-of-Area restrictions
- School Board Policy 7120 – Balancing Capacity/Enrollment
- 2010-11 Strategic Plan
  - Outcome Indicator 2.1.1
Planning

**Florida Inventory of School Houses (FI SH)**
- Comprehensive information on all Brevard County schools and ancillary facilities, including school capacity.
- 99.17% Accurate / Ongoing validation

**Graphic Information Systems (GIS)**
- School Board Member maps
- Area Superintendent area maps
- School attendance boundary maps
- Facility location maps
- Student location maps
Planning

Facility Archives
- Manage records of all District owned facilities.
- Manage FTP site.

School Impact Fees
- Manage Impact Fee Collection and Use
  - $54,000,000 collected to date (since October 2004)
Planning

Interlocal Agreement for Public School Facilities Planning and School Concurrency

- **Public School Facility Planning**
  - Interface with 17 local government planning staffs.
  - Support School Board representatives to eight local government LPA’s

- **School Concurrency**
  - Interlocal Agreements with 15 local governments for school concurrency
    - Growth Projections
    - Concurrency Service Areas (School attendance areas)
    - Level of Service (100% of permanent capacity)
    - School Board Policy 7130 – School Concurrency
Project Management

Capital Projects
- Manage the budgeting, programming, design and construction of all capital facilities projects, including renovations, additions and new facilities.

Facility Standards
- Establish, maintain and enforce standards for the type and quality of materials and systems used to construct the District’s facilities.
Project Management

Website:  http://ppm.brevard.k12.fl.us/index.html

Questions?
Facilities Services

Energy/ Resource Conservation

Herb Blauel, Staff Engineer
Energy/Resource Conservation

Dane Theodore
Assistant Superintendent
Facilities Management Services

Becky Stephens
Fund Accountant

Herb Bluel
Staff Engineer

6 Training Custodians
Inspections

Vacant
Energy/Resource Conservation Specialist

Facilities Management Services
Effective 07-01-2012
Energy/Resource Conservation

History

- Department created in July 2008
- Reduced energy costs:
  - 2008 – 09 $2,100,000 (sustainable)
  - 2009 – 10 $580,000 (sustainable)
  - 2010 – 11 $776,000 (sustainable)
  - 2008 - 11 $8,236,000 (cumulative)
- EPA Energy Star Award earned by 46 Schools w/ 15 additional Schools pending approval.
Energy/Resource Conservation

Current Activities

- School visits to assist staff and Energy Action Patrols
- Monthly school charts of energy & water consumption on website
- SDTR program – Summer 2012 - $350,000 expected
  - June & July (Aug & Sept) - 3 PM to 6 PM – critical hrs
- Single-Stream Recycling
  - Schools can choose options
  - Starting in Aug 2012
- Solar Panels installed at Apollo & Endeavour
  - Grant from Florida Solar Energy Center
Energy/Resource Conservation

Cambridge Elementary School
Monthly KWH Consumption for FY 2009/10, 2010/11, 2011/12

<table>
<thead>
<tr>
<th>Month</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 09/10 (Reference)</td>
<td>55,908</td>
<td>53,850</td>
<td>85,773</td>
<td>89,902</td>
<td>81,853</td>
<td>70,882</td>
<td>64,162</td>
<td>76,065</td>
<td>68,440</td>
<td>48,580</td>
<td>68,021</td>
<td>72,908</td>
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<tr>
<td>FY 10/11 (Baseline)</td>
<td>58,041</td>
<td>74,542</td>
<td>99,700</td>
<td>87,675</td>
<td>73,620</td>
<td>63,676</td>
<td>50,569</td>
<td>60,139</td>
<td>55,767</td>
<td>53,418</td>
<td>70,780</td>
<td>69,815</td>
</tr>
<tr>
<td>FY 11/12</td>
<td>46,078</td>
<td>51,775</td>
<td>93,627</td>
<td>81,642</td>
<td>69,588</td>
<td>60,051</td>
<td>42,542</td>
<td>56,264</td>
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</table>
Energy/Resource Conservation

Roy Allen Elementary School
Monthly Water Consumption for FY 2008/09, 2009/10, 2010/11

<table>
<thead>
<tr>
<th>Month</th>
<th>FY 08/09 (Reference)</th>
<th>FY 09/10 (Baseline)</th>
<th>FY 10/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>12,900</td>
<td>10,300</td>
<td>13,000</td>
</tr>
<tr>
<td>Aug</td>
<td>9,200</td>
<td>10,400</td>
<td>18,700</td>
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<tr>
<td>Sep</td>
<td>49,100</td>
<td>74,900</td>
<td>101,000</td>
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<tr>
<td>Oct</td>
<td>79,600</td>
<td>49,500</td>
<td>75,300</td>
</tr>
<tr>
<td>Nov</td>
<td>78,000</td>
<td>112,200</td>
<td>89,400</td>
</tr>
<tr>
<td>Dec</td>
<td>72,500</td>
<td>64,000</td>
<td>68,000</td>
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<tr>
<td>Jan</td>
<td>43,900</td>
<td>40,300</td>
<td>41,800</td>
</tr>
<tr>
<td>Feb</td>
<td>73,850</td>
<td>73,700</td>
<td>73,850</td>
</tr>
<tr>
<td>Mar</td>
<td>73,850</td>
<td>73,000</td>
<td>73,850</td>
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<tr>
<td>Apr</td>
<td>68,200</td>
<td>68,000</td>
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<tr>
<td>May</td>
<td>65,100</td>
<td>99,300</td>
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<tr>
<td>Jun</td>
<td>60,200</td>
<td>42,900</td>
<td>42,900</td>
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Energy/Resource Conservation

Roy Allen Elementary School
Cumulative Water Consumption for FY 2008/09, 2009/10, 2010/11

<table>
<thead>
<tr>
<th></th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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</thead>
<tbody>
<tr>
<td>FY 08/09 (Reference)</td>
<td>12,900</td>
<td>22,100</td>
<td>71,200</td>
<td>150,800</td>
<td>226,800</td>
<td>299,300</td>
<td>343,200</td>
<td>417,050</td>
<td>490,900</td>
<td>567,100</td>
<td>632,200</td>
<td>692,400</td>
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<tr>
<td>FY 09/10 (Baseline)</td>
<td>10,300</td>
<td>20,700</td>
<td>95,600</td>
<td>145,100</td>
<td>257,300</td>
<td>321,300</td>
<td>361,600</td>
<td>435,300</td>
<td>508,300</td>
<td>576,300</td>
<td>675,600</td>
<td>718,500</td>
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<tr>
<td>FY 10/11</td>
<td>13,000</td>
<td>31,700</td>
<td>132,700</td>
<td>208,000</td>
<td>297,400</td>
<td>365,400</td>
<td>407,200</td>
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</tr>
</tbody>
</table>
Future Activities

- Work with Schools to maximize Recycling
- Additional energy savings through:
  - Lighting modifications
    - Normal Custodial bulb replacement
    - Bulb replacement projects
    - Light fixture replacement projects
  - Possible SDTR in Secondary Schools
  - Upgrading HVAC controls systems
  - Finding and reducing waste.
Energy/Resource Conservation

Website:

Questions?
Facilities Services

Building/ Code Enforcement

Gary Geiser, Building Official
Building/Code Enforcement

BUILDING DEPARTMENT

Dane Theodore
Assistant Superintendent
Facilities Management Services

Gary Geiser
Building Official

Judy Griffin
Administrative Secretary
Pursuant to legislated actions and new 2001 Florida Building Code, the Brevard Public Schools Permitting Office was created in July 2002.


Gary Geiser, Building Official
Building Department For Permitting

- Examine permit applications, contractor licenses, and proof of insurance
- Review construction documents and conduct plan reviews for code compliance
- Issue two types of permits
  * Building permits
  * Annual Facility Maintenance permits
- Conduct inspections for code compliance
- Conduct annual portable inspections
- Administer the School Initiated Projects process
- Issue Certificates of Occupancy and/or Completion
Building Department For Permitting

- Any project that includes new constructions, addition, remodeling, and/or structural modifications shall have plans and specifications prepared by a licensed design professional as outlined in F.S.1013.45(4), Chapter 471 and Chapter 481

- Classification of Occupancies
  - Educational Group E
  - Group D (Day Care) and Group S (Storage)
  - Assembly Group A
  - FBC 423.8.1.1 - Support spaces such as media centers, administration offices, cafeterias, and kitchens located within the education facility not separate occupancies
Building Department For Permitting

- The services of a licensed architect must be used for the development of plans for the erection, enlargement, or alteration of any educational facility. *F.S. 1013.45(4)*

- All construction on Board owned property including projects by volunteer or service organization shall be performed by licensed and insured contractors. *SREF 4.1; F.S. 489.113*

- Contractors must be paid in a timely manner for their services. *F.S. 255.071*

- Projects must conform to the building codes. *F.S. 1013.371*

- It is unlawful for any person, firm, corporation, or governmental entity to construct, erect, alter, modify, repair, or demolish any building within this state without first obtaining a permit. *F.S. 553.79*
Building Department For Permitting

- Approved Board projects valued over $300,000.00 must be submitted to Florida Department of Education Office of Facilities.

- Chapter 4 of the Florida Building Code has special detailed requirements based on use and occupancy. Section 423 in this chapter include the State Requirements For Educational Facilities.

- Florida Fire Prevention Code NFPA 1, and NFPA 101 Chapter 14 list requirements for New Educational Facilities.

- Whenever building official finds any work regulated by code being performed in a manner contrary to code, dangerous, or unsafe, the building official is authorized to issue a stop work order.
Building Department For Permitting

  * Brevard Public Schools has an ADA Committee to review all accommodation requests

- 2007 State Requirements for Educational Facilities (SREF)
  * All educational and ancillary facilities constructed by a school board or community college board shall comply with SREF
  * Existing educational facilities one year or older are inspected for compliance with SREF Chapter 5, Florida Fire Prevention Code NFPA 101 Chapter 15, and Rule 69A-58
Building Department For Permitting

http://permitting.brevard.k12.fl.us
Building Department For Permitting

School Initiated Projects - SIP

- Step 1: Pre-Project Meeting
- Step 2: Agreement for School Initiated Projects
- Step 3: Design, Insurance/Indemnification, Permitting, and Construction – Choose Option 1 or Option 2
- Step 4: Plan Reviews, Permits, Inspections, and Project Completion
Building Department For Permitting

School Initiated Projects - SIP

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AGREEMENT FOR SCHOOL INITIATED PROJECTS

Refer to Instructions and Procedures for School-Initiated Projects when completing Agreement.

Name of the School Initiating Project: ____________________________
Name: ____________________________
Justified by: ____________________________
Justification for School Initiated Project: ____________________________
The funding source(s) for the project is (are): ____________________________
The total cost of the project shall not exceed $____________. The school has secured $____________
in project funding. Use of donated labor (Yes or No) and donated material (Yes or No) are anticipated (Volunteer Projects).

Anticipated project schedule - Start Date: ____________ Month Day Year
End Date: ____________ Month Day Year

By signing this agreement all parties agree to comply with applicable Florida Statute and Administrative Code, Florida Department of Education guidelines, and Brevard County School Board policies and procedures including, but not limited to, building codes, insurance/indemnification requirements, permitting, inspections, and final project approval.

The Brevard Public School Facilities Maintenance Division is not responsible for the care, maintenance, and repair of any/all infrastructure and equipment which may be added to the school as part of this project, and that it shall be the responsibility of the school administrations.

Name of Requestor/Title: ____________________________
Signature: ____________________________
Date of Signature: ____________________________
Email: ____________________________
Contact Phone Number(s): ____________________________

APPROVAL OF AGREEMENT

1. Principal: ____________________________ Date: ____________________________
2. Area Superintendent: ____________________________ Date: ____________________________
3. Director, Plant Operations & Maintenance: ____________________________ Date: ____________________________
4. Director, Planning & Project Management: ____________________________ Date: ____________________________
5. Assistant Superintendent, Facilities: ____________________________ Date: ____________________________
6. Director, Purchasing: ____________________________ Date: ____________________________
7. Director, Risk Management: ____________________________ Date: ____________________________
8. Superintendent: ____________________________ Date: ____________________________
9. Building Official: ____________________________ Date: ____________________________

After receiving all approvals, forward to Building Official for Final Approval and Permit at 1254 South Florida Ave. Rockledge, Fl. 32953-2460

Upon approval, please advise requester via E-mail

3-12-2012
Building Department For Permitting

Communications

- Dane Theodore, Assistant Superintendent Office of Facilities
  633-1000 x450

- Gary Geiser, Building Official
  Plan Reviews, Permits, Inspections, School-Initiated Projects
  633-3580 x13077

- Judy Griffin, Administrative Secretary
  Front desk, permit technician, and scheduling
  633-3580 x13073

- Permitting Website
  http://permitting.brevard.k12.fl.us/index.html
Building Department For Permitting

QUESTIONS?

Call Judy Griffin 633-3580 x13073
Facilities Services

Environmental Health & Safety, and Central Custodial Services

Jim Powers, Manager
What is “Safety”? 

is the state of being "safe" (from French sauf), the condition of being protected against physical, social, spiritual, financial, political, emotional, occupational, psychological, educational or other types or consequences of failure, damage, error, accidents, harm or any other event which could be considered non-desirable.

Safety can also be defined to be the control of recognized hazards to achieve an acceptable level of risk. This can take the form of being protected from the event or from exposure to something that causes health or economical losses. It can include protection of people or of possessions.

Env Health & Safety, and Central Custodial Services

Located: in the Central Maintenance Compound, 1254 South Florida Ave. Rockledge, FL 32955

Telephone: 633-3496 extension 4

Jim Powers, Cell Phone: 321-302-9168

Website Address:

http://plant-ops.brevard.k12.fl.us/Environmental%20Index.htm
MISSION STATEMENT, OBJECTIVE, & VISION

**Mission Statement** ....... is the same as the District’s:
- To Serve Every Student with Excellence as the Standard.

**Objective:**
- Providing consistent, reliable, safety related services to district school populations, fellow departments, and other agencies by:
Objective: continued,

1) Assist district schools, departments, and work sites with implementing and maintaining their site specific programs and practices.

2) Identify and report environmental, health, safety, and code compliant deficiencies for corrective actions.

3) Stay current with ever changing standard of care and occasional rule changes.
Objective continued,

4) Contribute resources to the construction, operation, and maintenance of schools and facilities in order to support student achievement.

5) Provide environmental health, custodial, and safety services in the most cost-effective way possible.

6) Continually improve our service processes and customer satisfaction levels.
Env Health & Safety, and Central Custodial Services

Vision Statement:

The school board, fellow departments, and school/site based staff, are able to provide their educational services with confidence that safety is not a concern or perceived as a hindrance, and students are learning more, faster, and better as a result.
Env Health & Safety, and Central Custodial Services

TEAM DESCRIPTION AND CONCEPT

Collaborative Approach to Work Performance:

**Similar Objectives between:** Custodial Operations & EH&S Operations
- Cross Training in many practice areas among these trades
- All members are expected to provide high quality services and are held responsible and accountable for results

**Strategically placed within the Facilities Maintenance Compound:**
- Share Office Space with the Building and Code Enforcement Office
- Work very closely with other Support Groups including but not limited to:
  * Maint Project Office
  * Central Maint Services
  * Zone Maint Shops
  * District/School Security
  * Food Services
Env Health & Safety, and Central Custodial Services

GUIDING PRINCIPLES (fundamental doctrine)

Board Policy 8400 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES

Addresses:

STUDENT, EMPLOYEE, & VISITOR HEALTH AND SAFETY

Through:

1) Compliance with State and Federal – Environmental, Health & Safety Regulations

2) Procedures
GUIDING PRINCIPLES

Board Policy 8400 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES

Generates:

- District’s EH&S Plan
  * Administrators should be familiar with Policy 8400, & the District’s EH&S Plan
    * readily accessible from District website

- Comprehensive Fire Safety, Casualty, & Sanitation Inspections Of Schools & Ancillary Facilities, by Safety Professionals
  * Performed annually by EH&S Specialist
  * Comprehensive Report provided to Superintendent & Board Annually
GUIDING PRINCIPLES

Board Policy 8400 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES

Policy/Procedures & District’s EH&S Plan Address:

- Safety Awareness/training
- Hazard Identification, Reporting, and Remediation
- Accident Reporting and Investigation
- Planning for foreseeable emergencies and fire prevention

Includes Details such as:

* Phase-out Ban of regulated products
* Asbestos-containing Materials
* Integrated Pest Management
* Indoor Air Quality
* Animals on District Property
* Pollution Control & Prevention
* Hazardous Materials & Waste Management
Env Health & Safety, and Central Custodial Services

 GUIDING PRINCIPLES

Board Policy 7420 - SANITATION AND HOUSEKEEPING

Recognizes:

- the relationship between good student & employee health, and good building sanitation & housekeeping

Addresses the requirement:

- for ‘custodial standards’ document
- for the Principal’s yearly formation of individual school clean campus committee
- for the Principal’s to submit a ‘Clean Campus Report’ monthly to Facilities Services Office
- for the Assistant Superintendent of Facilities Services to insure completion of semi-annual Facilities Custodial Assessments
Env Health & Safety, and Central Custodial Services

PROFESSIONAL DISCIPLINES & PRACTICE AREAS OF RESPONSIBILITY

Environmental Health & Safety Specialist:

- Asbestos, Lead, and Radon Detection and Management
- Building, Casualty, and Fire Safety Inspections
- Building Fire Safety Plans Review
- Emergency Response / Management Support
- Fire Detection and Suppression Systems Inspections / Contract Oversight
- Hazardous Materials Management
- Indoor Environmental Quality a.k.a. Indoor Air Quality (IAQ)
- Industrial Hygiene (employee safety)
- Petroleum Storage Tanks and Contamination Assessments
- Pollution Prevention and Recycling
- Risk Communication and Risk Management Assistance
- Sanitation and Public Health
- Safety Training
Central Custodial Services & The Training Custodian:

- Custodial Inspections (Custodial Facilities Assessments)
- Custodial Equipment Repair Services
- Emergency Custodial Services – *Tiger* Response Clean-up Team
- Energy Audits & Behavior Modification Training
- Integrated Pest Management Services
- Trade Specific (cleaning & custodial operations) Training
EH&S and Central Custodial Services

List of Standard Inspections and Reporting

Required by law and/or Board Policy

<table>
<thead>
<tr>
<th>Inspection and Documentation</th>
<th>Frequency</th>
<th>Enforcement Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kept On File w/ Owner (no submittal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHERA (asbestos) Bldg. Reinspections</td>
<td>3 year</td>
<td>EPA</td>
</tr>
<tr>
<td>AHERA (asbestos) Bldg. Surveillance</td>
<td>6 months</td>
<td>EPA</td>
</tr>
<tr>
<td>AHERA (asbestos) Principal Notification</td>
<td>yearly</td>
<td>EPA</td>
</tr>
<tr>
<td>Blood Bourne Pathogen / Haz Com. Training.</td>
<td>yearly</td>
<td>OSHA</td>
</tr>
<tr>
<td>Building Permit &amp; Improvement Inspection Records (including: Portables &amp; Annual Maintenance)</td>
<td>annually</td>
<td>DOF &amp; DOE</td>
</tr>
<tr>
<td>Custodial Facilities Assessment (biannual report)</td>
<td>Yearly</td>
<td>Board (policy)</td>
</tr>
<tr>
<td>Fire Alarm System – operation inspection</td>
<td>3 months (1 annual &amp; 3 quarterly)</td>
<td>SFM &amp; DOE</td>
</tr>
<tr>
<td>Fire Extinguisher Device – inspection</td>
<td>yearly</td>
<td>SFM &amp; DOE</td>
</tr>
<tr>
<td>Kitchen Hood / Fire Suppression System – insp.</td>
<td>6 month</td>
<td>SFM &amp; DOE</td>
</tr>
<tr>
<td>Wet Pipe Fire Suppression System</td>
<td>3 months (1 annual &amp; 3 quarterly)</td>
<td>SFM &amp; DOE</td>
</tr>
<tr>
<td>Worker Injury Log* in conjunction w/Risk Mgt. Off</td>
<td>yearly</td>
<td>OSHA</td>
</tr>
<tr>
<td>Worker Safety Training (multiple disciplines)</td>
<td>yearly</td>
<td>OSHA</td>
</tr>
<tr>
<td>Worker Medical Examination/Surveillance</td>
<td>yearly</td>
<td>OSHA</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Inspection and Reporting</th>
<th>Frequency</th>
<th>Receiving Agency</th>
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</thead>
<tbody>
<tr>
<td>For Submittal to Gov. Agency</td>
<td></td>
<td></td>
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<tr>
<td>Hazardous Material Inventory Reporting SARA Title III (Community Right to Know)</td>
<td>yearly</td>
<td>DCA (Emergency Planning)</td>
</tr>
<tr>
<td>SREF Bldg. (casualty, sanitation, &amp; life safety) With school/campus lay-out maps</td>
<td>yearly (w/ 6 mo. follow-up insp.)</td>
<td>SFM, DOE, &amp; BCHD</td>
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<tr>
<td>Osprey Nest Removal Permit</td>
<td>yearly</td>
<td>FGFFC</td>
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<tr>
<td>Site Contamination, Public Notification</td>
<td>yearly</td>
<td>FDEP</td>
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<table>
<thead>
<tr>
<th>Permitting and Submittal</th>
<th>Frequency</th>
<th>Receiving Agency</th>
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</thead>
<tbody>
<tr>
<td>For Gov. Agency</td>
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<tr>
<td>Modular Building Insignia Up-dates</td>
<td>annually</td>
<td>DCA</td>
</tr>
<tr>
<td>Florida Energy Code Design Compliance Submittals</td>
<td>monthly</td>
<td>DCA</td>
</tr>
<tr>
<td>Petroleum Tank Operator Permit (&gt; 500 gal.)</td>
<td>yearly</td>
<td>FDEP</td>
</tr>
<tr>
<td>WWTP Operator Permit</td>
<td>5 years</td>
<td>FDEP</td>
</tr>
<tr>
<td>WWTP Operation Report</td>
<td>1 month</td>
<td>FDEP</td>
</tr>
</tbody>
</table>

KEY:
- FDEP: Florida Department of Environmental Protection
- FGFFC: Florida Game and Fresh Water Fish Commission
- DOE: Florida Department of Education
- DOF: Florida Department of Finance
- OSHA: Occupational Safety and Health Agency
- SARA: Superfund Amendments and Reauthorization Act
- WWTP: Waste Water Treatment Plant
- BCHD: Brevard County Health Dept.
GUIDING PRINCIPALS (YOU, THE SITE BASED ADMINISTRATOR)

Things the School Principal needs to know and do with regard to EH&S and Custodial Operations:

1) Proctor yearly Blood Borne Pathogen and Hazard Communication Training to School Faculty & Staff.
   - Training Media (audio/video recording) provided
   - Training Verification Forms must be used (forms provided on website)
   - Submit copy of Training Verification Forms to EH&S Office by October 1st each school year

2) Update the site specific Hazard Exposure Control Plan.
   - List the employees who are First Aid/CPR Certified (must have at least two persons)
   - List the employees responsible for blood and/or bodily fluid spill / clean-up response
   - Identifies the location of Automated External Defibrillator (AEDs)
   - Identifies the location of bio-medical waste container and associated sharps container
   - Provides an appendix listing of all Material Safety Data Sheets (MSDS) for chemical based products stored by the school staff on site.
GUIDING PRINCIPALS (YOU, THE SITE BASED ADMINISTRATOR)

Things the School Principal needs to know and do with regard to EH&S and Custodial Operations:

3) Designate staff to perform weekly inspection of AEDs and document weekly inspection on Inspection Log provided (on website).

4) Update Emergency Contact Information Forms and Distribute to Security Office & EH&S Office.

5) Form a Clean Campus Committee, and instruct them to meet monthly to evaluate the school cleanliness; and evaluate environmental, health, safety, and security conditions quarterly on a checklist form provided (on website):

---the Committee shall be comprised of a minimum of one each:
* administrator
* head custodian
* teacher
* member of the school improvement team
* student

---monthly reports shall be submitted to Central Custodial Services Office

#5 Administratively Discontinued as of Sept 2011
GUIDING PRINCIPALS (YOU, THE SITE BASED ADMINISTRATOR)

Things the School Principal needs to know and do with regard to EH&S and Custodial Operations:

6) Allow Training Custodians to access the school facilities and custodial staff in order to perform biannual Facilities Clean Campus Assessments and provide trade specific training to custodial staff.

7) Perform and document monthly Emergency Fire Exit Drills during the school year.
   - DOE Rules require two exit drills be conducted during the first month of the school year
   - one page Documentation Form provided (on website)

8) Principal and School Accountant to renew annual Fire Alarm Monitoring Agreement with operating budget provided by District Finance Office.
GUIDING PRINCIPALS (YOU, THE SITE BASED ADMINISTRATOR)

Things the School Principal needs to know and do with regard to EH&S and Custodial Operations:

9) Allow EH&S Specialist and Fire Safety Inspectors access to school buildings during occupancy in order for Comprehensive Fire Safety, Casualty Safety, and Sanitation Inspection process to occur.
   - process shall not be disruptive to the Learning Environment
   - Principal shall address all operational type deficiencies discovered during the inspection
   - the EH&S Specialist shall assist the school in expediting repair of Maintenance Type safety and sanitation deficiencies.
   - Comprehensive Report is submitted to the Board yearly.

10) Report unsafe campus infrastructure and/or building conditions to the Maintenance Dispatch Office (phone #: 633-3600), and temporarily restrict access to unsafe site condition.
    - May wish to follow-up with email to Management or Director level support as well
GUIDING PRINCIPALS (YOU, THE SITE BASED ADMINISTRATOR)

Things the School Principal needs to know and do with regard to EH&S and Custodial Operations:

11) Report and document occupant injuries to the Office of Risk Management using their Accident Reporting Form provided (on website).

- Risk Management Office utilizes the EH&S Office to investigate occupant injuries and close-calls resulting from Facilities related site conditions.

- EH&S Office may generate Response Action Plan if necessary to correct deficiency(s).

- EH&S Office is not utilized for injuries resulting purely from acts of malice or violence. The Office of District and School Security investigates injuries resulting from deviant behavior on campus.
QUESTIONS?
Plant Operations & Maintenance
Plant Operations & Maintenance

...BPS Facilities consist of:

- 141 sites
- 895 individual buildings
- 2500 acres
- 12.8 million SF of facilities with over 4300 Classrooms
- Average Facility Age is 40 years
Plant Operations & Maintenance

...operation, maintenance, repair, and replacement of:

- Systems; AC, Intercom, Fire Alarm, Electrical, Plumbing
- Athletic Facilities, Fencing, Retention Areas, Paving
- Roofing, Flooring, Painting, Windows, Doors & Hardware
- Commercial Kitchen appliances / boilers
- Indoor air quality
- Portables
Plant Operations & Maintenance

...items repaired or replaced by others:

- Furniture; chairs, desks, tables, bookshelves
- Playground Equip; furnished by others, installed by PO&M
- Appliances; domestic refrigerators, ovens, & ice machines
- Concessions; microwave units, warmers, grilles
- Non “built in” Facility items
Plant Operations & Maintenance

... there are four major work order types:

- Emergency - (Priority 1)
- Urgent - (Priority 2)
- Routine - (Priority 3)
- Project - (Priority 4)

In excess of 40,000 each year
Plant Operations & Maintenance

Work Order Flow Chart
Plant Operations & Maintenance

...Emergency (Priority 1)

- Work requiring immediate action to prevent or correct loss or damage to property
- Work to restore essential services disrupted by an interruption or breakdown of utilities
- Work to eliminate eminent hazards to persons or property
- We typically respond to any “Emergency” work immediately via our “Emergency Dispatch Operator” or our after hours answering service
Plant Operations & Maintenance

...Urgent (Priority 2)

- Work required to prevent interruption of the educational process.

- Work required to prevent breakdown of essential operations or housekeeping functions.

- Goal is to address any “Urgent” work within two working days.
Plant Operations & Maintenance

- Routine (Priority 3)

- Day-to-day work required to maintain or repair buildings, grounds, and equipment in their original condition

- This type of work is typically batched and scheduled through the Area Maintenance office

- Goal is to address these within thirty days
Plant Operations & Maintenance

- Project (Priority 4)

- All work identified/ requested but falling **outside the scope of Routine Maintenance, Repair and / or Replace**

- Definition - Routine, short term tasks executed on an “as needed” or “preventive” basis to maintain/ extend the useful life of the facility asset.

- These are addressed as opportunity and funding become available and are managed by the Capital Projects Group
Plant Operations & Maintenance

How do we receive work orders?

“Emergency - Priority 1” work is typically phoned in to our dispatcher @ 633-3600 24 hrs/day 7 days/week

“Urgent - Priority 2” requests may be phoned in or identified by the Maintenance Staff

“Routine - Priority 3” requests are typically received through our E-mail work order request system

“Project - Priority 4” via annual facility assessments or work requested that is outside the scope of Maintain, Repair, & Replace
Who do you call? Area 1 Supervisor...

- **George Cook**  
  - Office 722-4709, fax 722-4720, cell 614-4281  
  - E-mail: cook.george@brevardpublicschools.org

- Bayside HS, Central MS, Columbia ES, Discovery ES, Gemini ES
- Heritage HS, Hoover MS, Indialantic ES, Jupiter ES, Lockmar ES
- McAuliffe ES, Meadowlane PS, & IS, Palm Bay ES, Palm Bay HS
- Port Malabar ES, Riviera ES, South Area Trans., Southwest MS
- Stone MS, Sunrise ES, Turner ES, University Park ES
- W. Melbourne School of Science, Westside ES, Westside Bus Comp.
Plant Operations & Maintenance

Who do you call? Area 2 Supervisor...

- Ira Fox  office 253-5033, fax 253-5032, cell 258-8895
  - e-mail; fox.ira@brevardschools.org
- Area 2 Supt., Cocoa Beach J/SHS, Dr. WJ Creel ES, Croton ES
- DeLaura MS, Eau Gallie HS, Freedom 7 ES, Harbor City ES
- Holland ES, Johnson MS, Longleaf ES, Melb. HS, Mid-South Supt.
- Ocean Breeze ES, Old Creel Bus Com., Roosevelt ES, Roy Allen ES
- Sabal ES, Satellite HS, Satellite Bus Comp., Sea Park ES, Sherwood ES
- South Pine Grove, Suntree ES, Surfside ES, WestShore J/SHS
Plant Operations & Maintenance

Who do you call? Area 3 Supervisor…

- **Richard Vogt** office 253-5033, fax 253-5032, cell 258-8895
  - e-mail; vogt.richard@brevardschools.org
- 520 Bus Comp., Anderson ES, Audubon ES, Cape View ES
- Clearlake MS, Cogswell Center, Edgewood J / SHS, Endeavor ES
- ESF, Gardendale ES, Golfview ES, Jefferson ES, Kennedy MS
- Lewis Carroll ES, Maintenance Comp., Manatee ES, McLarty Stadium
- McNair MS, Mila ES, Quest ES, Rockledge HS, Stevenson ES
- Tropical ES, Viera HS, Williams ES
Who do you call? Area 4 Supervisor...

- **Herb Johnson** office 253-5033, fax 253-5032, cell 258-8895
  - e-mail: johnson.herb@brevardschools.org
- **Apollo ES, Astronaut HS, Atlantis ES, Cambridge ES,**
- **Challenger 7 ES, Cocoa HS, Coquina ES, Cuyler School, Draa Field**
- **Enterprise ES, Fairglen ES, Gibson Park, Imperial Estates ES**
- **Jackson MS, Madison MS, Mims ES, North Area Trans., Oak Park ES**
- **Pinewood ES, Riverview ES, Saturn ES, South Lake ES**
- **Space Coast J / SHS, Titusville HS, Whispering Hills Adult Ed.**
Plant Operations & Maintenance

Website: http://www.pomatrock.brevard.k12.fl.us/

Questions?
Questions

What decisions about facilities are made at the school level and what decisions are made at the district level?

<table>
<thead>
<tr>
<th>Decision</th>
<th>District</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>FISH Capacity</td>
<td>Student Stations (DOE)</td>
<td>How space is used</td>
</tr>
<tr>
<td>Classroom Portables</td>
<td>Type and location</td>
<td>Need /use</td>
</tr>
<tr>
<td>Storage Portables</td>
<td>Availability / Condition</td>
<td>Need</td>
</tr>
<tr>
<td>Energy Conservation</td>
<td>Targets</td>
<td>Consumption</td>
</tr>
<tr>
<td>School-Initiated Project</td>
<td>Code compliance</td>
<td>Funding, designer, contractor, schedule</td>
</tr>
<tr>
<td>Capacity Utilization</td>
<td>Attendance boundaries, Out-of-area restrictions</td>
<td>Class-size compliance</td>
</tr>
<tr>
<td>Impact Fees</td>
<td>Distribution /Use</td>
<td></td>
</tr>
</tbody>
</table>
FY2011-12 CAPITAL BUDGET REQUEST FORM

Please submit your Capital funding requests for FY2011-12 on this form. Submit a separate form for each item. All requests must be approved by a member of the Senior Staff. Submit approved forms to Dane Theodore (Facilities/ESF) by March 31, 2011.

Date
Requestor Information
Name
Telephone Number

Department Requesting Funding
Name
Department Number

Location for Funding
Name
Facility Number

Type (Choose one)

☐ Equipment Furniture, fixtures or equipment
☐ Equipment Requests with a Facilities Impact Furniture, fixtures or equipment that have an impact on facilities (a new copier that needs new power and data lines). Attach specifications for the item to this form and Facilities Services will estimate the cost of the facilities impact.
☐ Facility Requests Remodeling of existing space (convert a classroom into a science laboratory), improvements to existing space (add air conditioning to a non-air-conditioned space) or new construction.

Description

Priority Category Choose Category

Justification Choose Justification
If “Other”, Please explain:

Estimated Cost
Cost:

Facilities Impact (if applicable):

☐ Existing Project
☐ New Project

If “Existing Project”:
Project Number:
How long has the project been a budget item (1 year, 5 years, every year/ongoing):
Current budget (FY2010-11):
Carry-forward from FY2009-10:

Approved:
Senior Staff Member: Name and Title

Date
Budgeting and prioritization?

- **PRIORITY 1**
  - A - Health & Safety
  - B - Legal Requirements
  - C - Student Capacity

- **PRIORITY 2**
  - Maintenance & Repair

- **PRIORITY 3**
  - Equipment

- **PRIORITY 4**
  - Student Program Facility Requirements

- **PRIORITY 5**
  - Resource Conservation

- **PRIORITY 6**
  - Facility Renewal

- **PRIORITY 7**
  - Support Department and Miscellaneous Facility Requirements

- **PRIORITY 8**
  - Traditional Operating Expenses Charged to Capital