



2026

Comprehensive Maintenance Plan



**Wicomico County
Board of Education**
Facility Services
Maintenance-Operations-Energy

October 2025

Acknowledgements

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- **Kristen Hazel**
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- **Micah C. Stauffer, Ed.D., Superintendent of Schools**

BOARD OF EDUCATION OF WICOMICO COUNTY



N. EUGENE MALONE, JR.
CHAIRMAN

P.O. Box 1538
101 LONG AVENUE
SALISBURY, MD 21804

410-677-5998
FAX 410-677-4444
www.wcboe.org

MICAH C. STAUFFER, Ed.D.
SUPERINTENDENT OF SCHOOLS

ALLEN C. BROWN, SR.
SUSAN W. BEAUCHAMP
DR. BONNIE H. ENNIS
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October 14, 2025

Wicomico County Board of Education accepts the Comprehensive Maintenance Plan for Educational Facilities FY 2023-24 as a working document for the Wicomico County Public School System.

Respectfully,

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Board Chairman

Micah C. Stauffer, Ed.D.
Superintendent of Schools

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Preface

Audience

The Facility Services department intends this document for the following audience:

- State of Maryland
- Wicomico County Board of Education (WCBOE)
- Wicomico County Public Schools (WCPS)
- General Public

This document provides a firm understanding of the Comprehensive Maintenance Plan (CMP) as it currently exists and operates within the WCPS Facility Services department, including but not limited to the following:

- The organization and structure of the department
- The roles, duties, and responsibilities of each individual or group
- The department roles and reporting structure
- Facility asset data
- Maintenance scope, routines, and schedules
- Resources and technologies used.
- Goals

A. Introduction and Supporting Information

There are 24 schools in Wicomico County Public Schools (WCPS) that total approximately 2,269,259 gross square feet (GSF) on roughly 600.56 Acres. The Facility Services department is responsible for the condition of every light bulb, desk, floor tile, electrical wire, air-conditioner, and toilet for all the buildings and portables under its auspices. Facility Services is responsible for the installation and upkeep of every inch on all 50 acres of roof, the temperature in every room, and the safety of every playground. They keep the grass cut, the snow cleared, the water running, the buildings painted, the mail delivered, and the grounds maintained. 2024-2025 is a different operational year than the past three. We continue and are dedicated to cleaning/disinfecting strategies, PPE management and delivery. All the school floors have been stripped to the natural floor and recoated using more environmentally friendly finishes. We have also removed existing VCT flooring in one middle school and replaced it with LVT which does not require stripping or waxing.

A summary of the WCPS Facility Inventory assets are as follows: (*appendix C*)

- 24 School Facilities
- 1 Early Learning Center
- 1 Evening High School
- 1 Choices Academy
- 1 Instructional Resource Center
- 1 Birth to Five Program
- 1 Center for Technology Education (CTE)
- 92 Portable Classroom Units
- 1 Central Office
- 1 Administrative Office Complex (leased)
- 1 Morris Street Office Complex
- 3 Major Auditoriums (high schools)
- 1 Historic Single Room School House
- 1 County-Wide Stadium Complex
- 1 Print Shop / Mail Service Center
- 1 Supply/Service Warehouse & Maintenance Shop
- 1 Site and Grounds Shop
- 1 Furniture Warehouse (Benny Street)
- 1 Wastewater Treatment Plant

Purpose

Under The Code of Maryland and Regulations (COMAR) 14.39.02.18, each LEA must annually update and submit to the IAC a Board Approved CMP that is compatible with its local educational master plan (EFMP) and its local capital improvement (CIP). The IAC requires that each LEA submit a CMP in order that the IAC may

- Evaluate the degree to which the LEA is planning the activities that should contribute to maintaining learning environments that are healthy, safe, and educationally sufficient for all of the students that the LEA serves.
- Evaluate the degree to which the LEA in planning the activities that should maintain its facilities in a condition that will ensure that the LEA obtains the appropriate facilities longevity and value from the local and state investments made to date; and
- Evaluate and compare each LEA's maintenance planning over time and across the state in a manner that supports the identification of best practices that the IAC can then share with all LEA's.

The Interagency Commission on School Construction (IAC) uses the CMP as an evaluation tool to establish goals. The CMP is intended to be an evolving document, the purpose of which is as follows:

- Comply with COMAR regulations.
- Inform the public about the WCPS Maintenance Program.
- Ensure operational continuity through documentation.
- Adapt to changes in regulations, initiatives, and technologies.
- Reflect progress and future direction in facility management.
- Document the Program to help ensure operational continuity
- Assess how well the LEA (Local Education Agency) plans for healthy, safe, and educationally sufficient environments.
- Evaluate how the LEA maintains facilities to ensure longevity and value from investments.
- Compare maintenance planning over time and across the state to identify and share best practices.

This CMP has been prepared to comply with these requirements and represents the Wicomico County Public School System's program for the care and maintenance of its facilities.

Structure: WCPS Facilities is divided into two departments, Planning & Construction and Facilities – M/O/E (Maintenance/Operations/Energy). The interrelationship of the two is maintained through constant communication, and multiple formal meetings for planning projects and budgets.

WCPS' major focus regarding maintenance is to increase the percentage of preventative maintenance while reducing the percentage of reactive maintenance. To support that focus we are developing a five-year plan to inventory, tag and record all mechanical systems and major assets for our entire portfolio. Due to the cost to achieve using outside contractors we are committed to performing the inventory, tag and record all major assets using internal WCPS staff. Part of the process is to divide the five-year plan into smaller subgroups of one- and three-year plans.

Educational Philosophy

Wicomico County Board of Education

Public education in Wicomico County is based on the democratic principle that students have, by right, the opportunity to develop their potential to the fullest. While the pursuit of education is a right, a privilege and a responsibility that is shared by the school, the student, the home, and religious and other community entities, the primary responsibility for this educational development lies with the student and the school.

It is acknowledged that individuals vary greatly in their needs and abilities. Consequently, the school system has the obligation to provide diversified and well-balanced programs.

Education in Wicomico County is concerned not only with the intellectual and skill development of the students but also with other aspects of their growth. Since education is a continuous process, it is the responsibility of the school system to make its instructional program relevant to the present as well as applicable and useful for the future.

In our school system, education should be a dynamic process subject to evaluation, revision and updating of existing programs based upon the needs of students, the latest knowledge and current scientific information as to how individuals learn.

- In conformity with this philosophy, the Wicomico County School System will:
- Provide a safe environment that will ensure the physical and emotional well-being of students as they pursue their education.
- Help students acquire knowledge, habits, and attitudes necessary to become responsible and productive citizens.
- Provide a rigorous academic curriculum which challenges all students to develop their intellectual capabilities to the fullest.
- Devise techniques of teaching that will prepare students for a world of rapid change requiring continuous learning.
- Maximize the potential of each student by adapting teaching methods to the diversity of learning styles and capabilities of students.
- Create an environment designed to encourage a student's development and maintenance of a positive self-image and attitude toward school.
- Assist students and staff in developing an understanding of and an appreciation for persons of different social, economic, cultural, and ethnic groups.
- Provide encouragement and opportunities for creativity.
- Assist in the development of sound health habits and an understanding of the conditions necessary for the maintenance of physical and emotional well-being.
- Prepare students to take advantage of present and future career opportunities.
- Work cooperatively with other public and private community entities to enhance and support student learning experiences.

-
- Enhance community interest in and an understanding of the purposes and processes of public education.

Beliefs

We, the members of the Wicomico County Board of Education and the Superintendent of Schools, believe the following:

- All students can learn.
- Each student should be challenged to reach his or her full potential.
- The diversity of everyone, including his or her unique and innate characteristics, should be respected.
- Students should be exposed to a wide array of academic, co-curricular and extracurricular experiences.
- Students should experience rigorous content and achieve high standards.
- Each student should acquire a core body of knowledge and a set of definable skills prior to graduation.
- Community-based values should be reinforced.
- Parents or guardians should be intimately involved in the education of their child(ren).
- Schools should welcome and encourage parental and community involvement.
- Students benefit when those closest to the action are involved in the decision-making process.
- Continual evaluations of the school system should be made to ensure the effective and efficient delivery of high-quality public education.
- Public education should be governed by local boards of education.
- The Maryland State Board of Education, the Maryland State Department of Education and the U. S. Department of Education should be supportive of the local boards of education.

2. Facilities Services Guiding Principles

The primary mission of the Facility Services department is to support the educational mission of Wicomico County Public Schools by providing all the necessary services, skills and resources required to care for all aspects of the built environment and physical plant infrastructure of the school system.

The WCPS has adopted the following strategic objectives:

- High Student Achievement
- Safe Learning Environment
- Effective and Efficient Operations

We believe that the overall mission of the Facility Services department is strategically aligned with these objectives. This means carrying out the following departmental objectives:

- *Provide all services necessary to plan, construct, maintain, operate, and keep clean, safe, and secure all the WCPS facilities.*

This includes the care and upkeep of all public-school buildings, systems, equipment, grounds, and communication networks for students, staff, and other personnel. This also includes the planning and construction of new facilities to respond effectively to the demands of the community.

3. Vision Statement

Our vision is to educate each student to his or her full potential.

Strategic Priorities

During these past two years, we worked to seek feedback and input on our school system and its future direction. From this comprehensive feedback and with the collaboration of our Board of Education, we have identified the five strategic priorities below that will guide our efforts moving forward. As we present this strategic plan to our staff and community members, we emphasize that these priorities reflect our collective vision and commitment to providing an exceptional educational experience for all students.

- School Climate & Safety**
Ensuring the safety of all students and staff is paramount, as a safe and supportive learning environment is essential for the academic and personal well-being of every member of our school community.
- Student Achievement**
Our commitment to increasing student achievement drives us to provide equitable resources and opportunities, fostering an environment where every learner can reach their full potential.
- Student Engagement Opportunities**
We are dedicated to offering additional opportunities for student engagement, ensuring that every student can actively participate and thrive in their educational journey both inside and outside of the classroom.
- High Performing Workforce**
We strive to maintain a high-performing workforce to ensure that students receive the best education possible, fostering an environment of excellence and continuous improvement.
- Parent & Community Involvement**
We actively encourage parent and community involvement to support the growth and development of all students, recognizing that a collaborative approach enriches the educational experience.

7

4. Mission Statements

Mission

The Wicomico County Board of Education and Wicomico County Public Schools are committed to providing the best education possible for all students and to establishing the means by which each and every student can learn.

Mission Statement

The mission of the Wicomico County Public School System is to provide all students an educational foundation and a set of skills which will enable them to become responsible and productive citizens in our society.

5. Interrelationships

The CMP interrelates with Wicomico's Educational Facilities Master Plan (EFMP) as well as the Capital Improvement Plan. The EFMP studies the issues affecting our facilities in detail and is the building block. Data is gathered, analyzed, and then used to make data driven decisions about the needs of our facilities. The data in the EFMP is used to prioritize project needs both short and long term. The Capital Improvement Plan outlines project priorities. The CMP uses data from the EFMP as well as the Computerized Maintenance Management System (CMMS) to prioritize preventative maintenance efforts.

6. Long Term Focus

- Continue the shift from reactive to preventative maintenance.
- Develop a **5-year plan** and update annually.²
- Continuing the process of entering and bar-coding large asset inventories, work-flow development/improvements and transition of information into annual/monthly reports Due to the cost to inventory all assets using outside contractors we have committed to performing the inventory, tag and recording of all major assets using internal WCPS staff.
- Integrate tools like **CMMS**, event planning software, and accounting systems.

7. Near Term Focus

- Operate in the most efficient and cost-effective manner possible with the resources available.
- Beyond balancing the budget, this includes making sure there is close coordination between the service groups, maintaining orderly and comprehensive documentation, making sure all equipment and processes comply with local, state, and federal regulations, and monitoring overall performance to ensure that a satisfactory level of productivity is being achieved. The 2024-2025 budget is flat, so we are reviewing annual maintenance goals and align high needs to schedule budget implementation.

8. Computerize Maintenance Management System (CMMS)

- A. Both Operations and Maintenance use an application to help manage the service operation. Brightly “Asset Essentials Enterprise” (CMMS) is a highly integrated web-based maintenance management platform specifically designed to manage work orders and inventory. This system was implemented in May of 2019. We continue to expand the areas to be covered using this CMMS software. Currently we **DO NOT** track contractor work orders through the work order system and are working on the development of a method to perform the tracking soon.
- B. Asset Essential Enterprise includes the following additional modules:
- Asset Management Module
 - Safety Programs Module
 - Inventory Module
 - Connector Tool
 - Parts Express
 - Mobile App
 - Work Orders
 - Preventive Maintenance
 - Analytics
 - GIS

Work orders:

- Work orders are managed through the workflow process including all requests from service to response actions and history. All school staff can generate a work request that must be approved by both Principal and Asst. Principal before or Building Service Manager (BSM). BSM's and facility staff can generate work orders without approval.

Inventories:

- Helps to maintain orders, inventories, quantities and controls on supplies, tools, equipment etc.

Assets:

- Maintains data on all physical plant assets and associated work order history.

Work Scheduling:

- Allows for planning and scheduling of all work activities especially designed to manage all routine, preventive maintenance and program checks and inspections.

Productivity:

- Helps to monitor, track and report on operational effectiveness.

Workflow:

- A process module designed to help with routing, approvals and internal processes which is tailored to our organization.

While the system provides all the basics you would expect of any good work order system such as processing and tracking work orders and inventory control, the capability of the system allows for decentralized web-based control, ease of use and analysis of the maintenance data along with report generation in real time. Sample work order on following page.

Currently WCPS does not track contractor work orders in the CMMS. We are developing the workflow and interrelationships of our system within individual contractor systems. WCPS Facilities would be appreciative for input from other LEA's success doing this.

- C. Wicomico County public schools implemented the Asset Essential Enterprise program in late 2019 and continues to add data. Currently 100% of Preventative Maintenance work orders are automatically generated.
- D. 20% of major building systems and components are tagged and entered in the CMMS software inventory. This is a 10% increase over last year. 2025-2026 goal 30%. We have increased the number of assets added to the CMMS and will continue working on it. Due to the cost of contracting the inventory of this information we decided to collect the data within the available Facilities staff. It takes a bit longer, but avoids a large cost.

Detail

Date Printed: 09/26/2023



0000062876

Page 1 of 2



Work Order #: 0000062876

Title:

Origin: Non-PM

Priority: High

Problem: Equipment/Malfunction/Repair

Originated: 09/11/2023 07:27:00 AM

Expected:

Work Category: Locksmith

Address: 532 South Division Street
Fruitland, MD
21826

Source Type: Location

WO Status: In Progress

Originator: John Jones

Work Type: Reactive Maintenance

Assigned: 09/11/2023 07:27:00 AM

Completed:

Work requested:

electric eye on outside sliding doors not working Main entrance

Action Taken:

Comments:

outside sensor only not working all other sensors are working correctly. Have DAVE Owens looking into this

Total Labor Cost:	0.00	Total Labor Hours:	0.00
Total Part Cost:	0.00	Total Other Hours:	0.00
Equipment Usage Cost:	0.00		
Total Other Cost:	0.00		
External Labor \$:	0.00		
Non-inv \$:	0.00		
WO Cost:	0.00	Total Hrs:	0.00

Custom Fields

None

Assigned To

	Employee #	Name	Job Title	Phone	Email	Est Hrs	Company Name
1	E004142	John Jones			johjones@wcboe.org	0.00	
2	E014862	William Frisch		410-677-4515	wfrisch@wcboe.org	0.00	
3	E013990	David Horton			dhorton@wcboe.org	0.00	

Source

Name	Location #	Path	Site	Description
A100-Vestabule	[N/A]	A100-Vestabule	Bennett Middle	40-01100

Source Custom Fields

No	Name	Custom Field	Value
	A100-Vestabule	Location SP Verified	Yes

Labor

None

Parts

None

Equipment Usage

None

9. Facilities-Assessment Process

- A. Many of the facilities maintained by Facility Services are of various ages (Appendix A Average Age Graph) and conditions. It is important to use a method of evaluating building / asset / system condition consistently. Facilities uses a method called Facility Condition Indexing (FCI) (Appendix B). The FCI is an industry standard index that objectively measures the current condition of the facility (through a 3rd party assessment) to help identify, assess, and prioritize capital renewal or replacement projects. Long- and short-term project plans are made to assure the continued useful life (Appendix D, Life Cycle Data) of the physical plant and its various systems and components as funding is available.

Wicomico maintains a facility asset database which allows us to track the life cycle of various building components, equipment, and systems in our facilities. The data comes from facility condition assessments (FCA) which look at the relative condition of an asset based on its usable life as a function of its age and care.

From this data Facility Needs Indexes for Major Capital Improvements and Systemic are a comparative index is-generated using the facility condition index (FCI). These facility needs indexes, which can be used to help identify major maintenance projects assist in planning, prioritizing, and coordinating various resources.

For additional information please refer to: Wicomico County Public School FY 2026 Educational Facilities Masterplan (link: FY 2026 Educational Facilities Master Plan)

- B. Facility assessments are conducted by an independent 3rd party consultant/contractor for educational buildings within our portfolio and updated regularly. The same consultant/contractor has been used for over 15 years creating assessment data consistency. Due to local and state funding constraints, Wicomico historically completes a major capital improvement project every 3-5 years. The independent facility assessments typically align with this timeline, undergoing a reassessment roughly every 5 years depending on building improvements completed with available funding. To save on costs, new buildings are often modeled from as-built drawings for input in the database. During the last quarter of 2024, two major capital projects were modeled in the database based on as-built drawings – Beaver Run Elementary School Replacement and Mardela Middle/High School Addition & Renovation. During this timeframe, six buildings, with recent systemic upgrades, were also re-assessed by the independent consultant/contractor. Below is a comprehensive list of the years in which each of the facilities has been reassessed.

C.

Beaver Run Elementary	2024	Modeling from Drawings – NEW in 2022
Chipman Elementary	2024	Re-assessment
Delmar Elementary	2024	Re-assessment
East Salisbury Elementary	2024	Re-assessment
Fruitland Primary	2008	Next Major Capital – Replacement – FY26
State Construction Funding	FY24	State LP Approval
Fruitland Intermediate	2020	
Glen Ave Elementary	2024	Re-assessment
North Salisbury Elementary	2020	
Northwestern Elementary	2019	
Pemberton Elementary	2020	
Pinehurst Elementary	2024	Re-assessment
Pittsville Elem / Middle2	2019	
Prince Street Elementary	2020	
West Salisbury Elementary	2019	Modeled from Dwgs – NEW in 2018
Westside Primary	2020	
Westside Intermediate	2020	
Willards Elementary	2020	
Bennett Middle	2019	Modeled from Drawings – NEW in 2015
Wicomico Middle	2020	
Salisbury Middle	2020	
Mardela Middle/High	2024	Modeling from Drawings – Major

Additions/Renovations completed in 2025

J.M. Bennett High School	2019	Modeled from Drawings – NEW in 2010
Parkside High School	2019	
Wicomico High	2024	Re-assessment

D. FACILITY OUTCOMES

Facility Usability

During school calendar year 2024-2025 Wicomico County Public Schools delivered, supported educational programs and services assigned to all (100%) WCPS schools within WCPS. WCPS goal for the next year again is to maintain 100% usability of schools.

PM Work Orders:

a. Total # of PM work orders opened

Our previous year goal was **2447** we had an actual of **6895** and our current goal is **4500**.

b. Percentage of PM work orders closed within 30 days

Our previous year goal was **80%**, we had an actual of **77.1%** and our current goal is **80%**.

c. Total number of staff hours spent on PM work

Our previous year goal was 9250; We had an actual of **10528** hours and our current goal **12000** hours.

d. Total number of Contactor hours spent on PM work

Currently we do not track this information and are working on integrating information between contractor and WCPS. *We do not currently track.*

e. Total dollars spent on PM work completed by staff

Currently we do not track this information and are working on integrating information between contractor and WCPS. *This is a partial year tracking in the amount of \$271,880.00*

f. Total dollars spent on PM work completed by contractors

Currently we do not track this information and are working on integrating information between contractors and WCPS. *We do not currently track*

g. Percentage of all maintenance work hours spent on PM

Our previous year goal was **60%**. We had an actual of **77%** and our current goal is **60%**.

Corrective Maintenance Work Orders:

a. Total #of CM work orders opened

Our previous year's goal was **1308**, we had an actual of **12836** and our current goal is **13000**.

b. Percentage of CM work orders closed within 30 days

Our previous year goal was **70%**. We had an actual of 69.9% and our current goal is **75%**..

c. Percentage of CM work orders marked as emergency or Hi Pri.

Our previous year goal was **13%**, we had an actual of **23.1%** and our current goal is **15%**..

d. Total number of staff hours spent on CM work

Our previous year goal was 15000 hours, we had an actual of **37466 hours** and the goal for the next year is **25000** hours. We propose achieving the reduction in CM work through increase of preventative maintenance.

e. Total number of Contactor hours spent on CM work

Currently we do not track this information and are working on integrating information between contractor and WCPS. *We do not currently track*

f. Total dollars spent on CM work completed by staff

We did not have a previous year goal since we hadn't tracked this information. We started some integration between our Business Plus system and work orders. Our current partial year dollars spent is **\$3,439,060.00**. Our systems are newer and more preventative maintenance performed. The goal is to reduce this amount by 15% using preventative maintenance.

g. Total dollars spent on CM work completed by contractors

Currently we do not track this information and are working on integrating information between trade contractors and WCPS.

h. Mean time to repair items for which a CM WO was opened

Our previous year goal was less than **30 days**, we had an actual of **38 days** and our current goal is less than **30 days**.

i. Percentage of CM WO entered by admin or non building staff

We have a partial year of data calculated and it is **1%**.

j. Percentage of CM WO entered by building staff

We started tracking and have a partial year calculation of 82%. Not sure how to calculate a goal for this. Any WCPS employee can enter a work order and many times 18% of the time are by technicians or other WCPS staff visiting a building.

Custodial:

a. Percentage of custodial staff trained on custodial scope of work, last two fiscal years

Our previous year goal was **100%**, we had an actual of **100%** and our current goal is to maintain **100%**.

b. Percentage of custodial duties adequately completed

Our previous year goal was **100%**, we had an actual of **98%** and our current goal is to maintain **100%**.

c. Percentage of custodial tasks tracked via CMMS

- h. We started tracking and are working on integrating additional information. Current partial percentage is **10%**.

E. Resources and Inputs

Maintenance and Operations Staffing and Organization

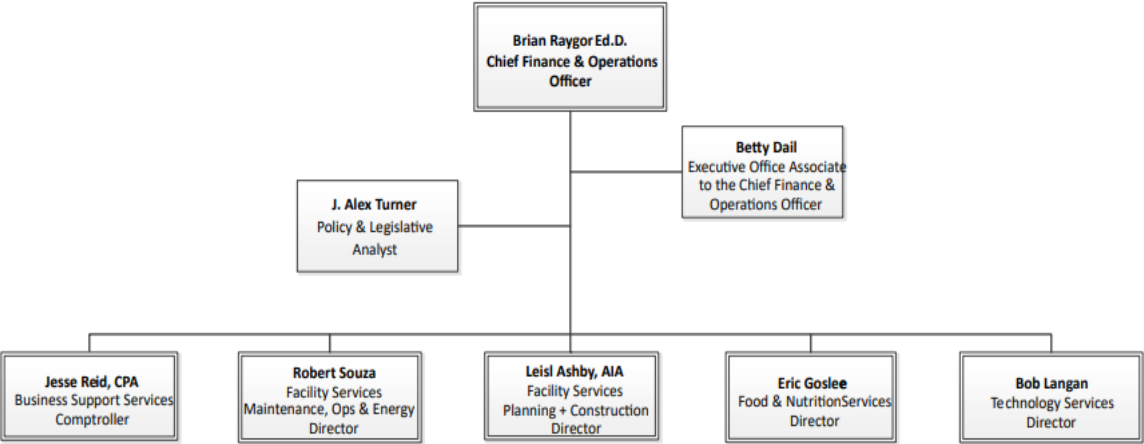
The Facility Services Department is one of five departments within the Division of Business and Operations Services. It is managed by the Director of Facility Services who reports directly to the Chief Finance and Operations Officer. The departments under the Chief Finance and Operations Officer authority and oversight are as follows:

- Business Support Services (Finance)
- Food and Nutrition Service
- Facility Services
- Facility Planning and Construction
- Technology Services

Business & Operations Services
Division Organization Chart

Wicomico County Public Schools
Organization Chart
2025- 2026

Business & Operation Services

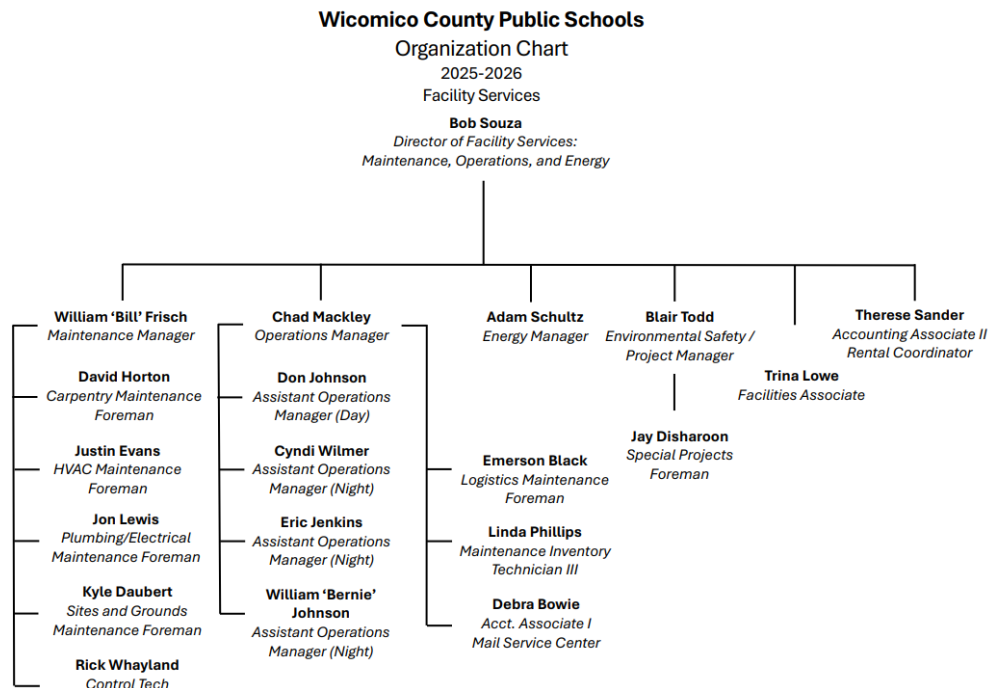


Maintenance

The structure of the Facility Services department has been developed over time to provide a comprehensive range of services for addressing the various facility-related needs of WCPS. Facility Services is comprised of 3 integrated divisions.

- Maintenance
- Operations
- Energy
- Environmental/Safety/Project Management

Organization Chart



Facilities Services Positions by Type

The WCPS Maintenance group consists of 37 full-time employees, each of whom bring a unique set of skills, qualifications and trade experience to the maintenance effort. Currently (1) Plumber

position is open due to retirement and currently advertised.

Approved FTE as follows Page 22

-
- 1 Facility Manager Maintenance
 - 4 Maintenance team foremen
 - 18 maintenance mechanics
 - 13 Site & Grounds personnel
 - 1 Energy Controls Technician
 - 1 Environmental/Safety/Project Manager
 - 1 Special Projects Foreman
 - 1 Energy Manger

Operations Staffing

Operations currently has 5 full-time custodial positions open, and All positions are advertised and in different stages of advertisement, interviews and hiring process. We experience around 5-6 positions opening every month due to retirements, promotions and staff exits. Custodial positions are continuously advertised as a pool of potential staff and interviews take place as positions open.

- 1 Facility Manager Operations
- 1 Logistics Foreman
- 1 Logistics Inventory Technician
- 4 Logistics / Warehouse Technician
- 1 Mailroom
- 1 Delivery Driver
- 32 Building Service Managers
- 82 Full time and 49 contractual custodians
- 4 Assistant Operations Managers.

Environmental/Safety/Project Management

- Environmental-Safety-Project Manager
- 1 Special Projects Foreman
- 1 Environmental-Safety Technician (New Position)

Service Divisions Maintenance

Each division consists of an individual or a team with the specialized knowledge and skills needed for their respective service disciplines. Each division is managed autonomously or by a division manager who is directly responsible for the operations of that group and is accountable for the services provided under that group's service areas.

- **Maintenance:**

The maintenance of facilities includes those activities that support the educational program by providing all the necessary repairs and/or replacement services to the existing physical plant to maintain or extend the useful service life of the physical plant, systems and/or facility assets to insure the operational, functional, structural, and environmental integrity of the facility for the purpose of providing a sound educational environment.

- **Operations:**

Operations primary focus is to maintain and provide for the efficient daily operation and care of all WCPS facilities and their varied users. Operations strives to support the educational requirements of the Board of Education by addressing the life, health, safety needs and other daily operational concerns of our facility users and occupants and to provide consistent and appropriate levels of custodial care, plant operations and housekeeping services. Over the last 12 months the operations division introduced more new technologies to include additional autonomous floor cleaning and vacuum maintenance equipment. Operations continues to import data into the operations management work planning software by Clean Telligent. Each operations staff member is supplied with a handheld tablet that allows them to see live changes to the cleaning schedule as well as checklist for each room and area of the school.

- **Energy:**

Energy services include all those activities which support the operations of the physical plant and complement the Operation and Maintenance divisions by providing services that result in improved operational efficiencies and cost containment as it relates to our use of energy and other natural resources. The emphasis of this service group is primarily directed toward the monitoring and managing the use of electricity and other utilities across the entire portfolio of buildings. Programs and tools typically used are automated temperature controls, building automation systems, energy management programs, demand response programs and other operational monitoring and control systems. Maintenance

Planning and Construction

Planning and Construction is a separate department that falls under the general category of Facilities. They are under a separate Director, Ms. Leisl Ashby

- **Planning and Construction**

Planning and Construction includes those activities which precede and support the construction program through the development of long range and short-range strategies. The range of services provided within this division may include student projections, budget development, property acquisition, demographic data collection, design studies and educational specifications, design standards and reviews, establishing program needs and facility condition assessments. Also included is the annual preparation of the Educational

Facilities Master Plan and Capital Improvement Plan which are developed to document our current and future educational needs.

Construction Services includes all those activities which complement the Operation and Maintenance divisions by providing services that result in changes to the built environment. The emphasis of this service group is primarily directed toward the effective delivery of specific building or construction type projects. These projects usually involve multiple trades or disciplines, are complex or technical in scope and far exceed the maintenance mission. They usually involve a defined scope, schedule, budget and some form of performance requirement or outcome. They generally require a broader range of coordination, tighter contract documentation, regulatory and policy oversight, and a greater level of management responsibility. These projects are developed and managed by utilizing the most effective contract management tools available to assure project delivery, maintain cost controls and provide a structured turnover for the orderly operation of the facility while minimizing the impact or inconvenience to the customer.

The Program

Maintenance services are those activities which are directed toward keeping the physical plant assets, including buildings, grounds, fixed equipment and other capital improvements at, or near, their original condition and working efficiently. This can be accomplished through a maintenance program focused on repairing and/or replacing worn out equipment and system components over the life of a building (at least 40 years).

A distribution chart of work orders broken down by location is provided in appendix B.

Wicomico County Public Schools utilizes Asset Essentials CMMS maintenance work order system since June 2019. While many of our facilities are aging, our maintenance program has been able to maintain and often significantly extend the useful life of many of our schools. Most of our maintenance programs and routines are time tested and have returned reliable results for us. While we believe our program has served us well over the years, we recognize that there is always room for improvement. This plan attempts to leverage the successes of the current system with our vision and plan for an improved maintenance program. We continue to move from reactive maintenance to a preventative maintenance program. This will extend the life of equipment, reduce service/repair calls, and maintain a comfortable and safe place for learning Essentials.

Objectives

- Provide facilities that are safe, secure, and functional to the highest level of efficiency possible and maintained by a level of service that supports the instructional program with limited disruptions to provide a positive learning environment.
- Maintain and extend the useful life of our facilities and their respective building systems.
- Manage, track, report and record all work activities through a computerized maintenance management system (CMMS). Maintain the school buildings, grounds, and fixed equipment in compliance with all fire, health, environmental and safety regulations.

-
- Provide facility accommodations and support services to allow the general public use of our school facilities for a variety of purposes.
 - Protect the asset value of the property entrusted to us through a coordinated maintenance effort.
 - Manage and conserve energy and other resources.
 - Provide and maintenance program that will produce the maximum expenditure of funds. Provide adequate levels of staffing, management, tools, and resources to support the maintenance effort and to provide maintenance and repair services to our customers in a timely and efficient manner.
 - Provide an organization that is supportive and promotes improvement and opportunities for growth, training, and advancement.

Organization Structure

The Maintenance Division has an organizational structure based on a maintenance-centric model. That is, the work force is centralized along with the report and control functions of the operation.

Maintenance mechanics and service technicians are not assigned to a specific facility but provide service throughout the entire school system. Maintenance personnel assemble daily for organizational group meetings at the Facility Service compound where work order distribution and daily assignments are made, supplies are picked up and mechanics transfer to their service vehicles. All maintenance technicians have a WCPS supplied laptop and receive a cell phone stipend that provides them with the ability to connect their laptops to the internet. They can receive, respond, and edit work orders as received.

The overall management of the division is the responsibility of the Maintenance Manager, all the service teams are led by a team foreman who is responsible for the performance of that team and report directly to the Maintenance Manager.

This model provides a balanced approach to our maintenance effort so that service issues and concerns can be weighed and coordinated by the Maintenance Manager.

Service Organization

Service Areas

The Maintenance Division is divided into specific "Service Areas" (SA). Each SA can be thought of as a category which defines the scope or range of services provided within each group. This is a very flexible arrangement and allows for all our service areas to be attended to across functional lines as may be required. Since administrative and supervisory resources are limited, extra effort is spent coordinating the various work activities across the group functions to eliminate waste or duplication of effort. We find this arrangement to be highly effective and allows us to maximize our resources by leveraging the talents and skills of the individuals for the tasks wherever and whenever it is needed.

Areas of Responsibility

Each of the (SA) is divided into "Areas of Responsibility" (AOR) which generally describe the scope of work required by the (SA). Each of the AORs is broken down further to define the specific services, tasks and/or performance expectations.

Group Administration

The Maintenance group is administered by the Maintenance Manager as described in the "Roles and Positions" section of this report.

Building Repairs/Service

Maintenance is responsible for repairs and service for all buildings, inside and out. To accomplish this, Maintenance has several building trades on staff, including:

- HVAC
- Boilers
- Mechanical
- Electrical
- Plumbing
- Alarm Systems (Fire and Security)
- Painting
- Food Service Equipment
- Carpentry/Locksmith
- Site and Grounds

Outside contractors are hired as necessary from time to time to support our maintenance efforts. This is done primarily through Unit Price Contracts (UPC) or Job Order Contracts (JOC) and is generally used for specialty projects or large-scale systemic repairs or major maintenance projects. Examples such as for paving, sealcoating, roof repairs, underground service, major boiler repairs, and major electrical work. In the past we used JOC's for many other projects due to staff shortages.

Security/Controls/Integrated Technologies

Maintenance is responsible for the service and repair of security equipment, such as:

- Keys and locks,
- Fire alarms, security alarms, CCTV
- Security access control systems such as electronic locks that use keypads and swipe cards
- Communication infrastructure, networks, towers, fiber optic and building area cabling.

Wastewater Management (WWM)

Maintenance is responsible for the operation, service and repair of the wastewater treatment plant located at Mardela Middle/High School. The wastewater treatment plant services both Mardela Middle/High School and Northwestern Elementary School. Wastewater Management includes monitoring, testing and repair services and is provided by Maryland Environmental Services (MES) through an annual inter-governmental agreement.

Domestic Water & Wells

Maintenance is responsible for the management, repair, testing and monitoring of all potable water supply systems supplied by local wells. The following schools depend on local wells to supply domestic water.

- Northwestern Elementary School
- Mardela Middle/High School
- Westside Primary School

Site/Grounds

The Site and Grounds services are composed of responsibilities pertaining to the upkeep of all WCPS property/land surrounding facilities, such as:

- *Playgrounds and athletic areas* — Swing sets, soccer fields, basketballs courts. All high School tennis courts were resurfaced during the summer 2019. We are now on a five-year (funded) rotation for tennis court resurfacing.
- *Parking/circulation* — Painted arrows on parking lot pavement that directs traffic, orange cones, portable signs on wheels, lot signage and seal coating.
- *Exterior lighting* — Lighting for walkways, athletic areas, parking lots.
- *Walkways* — Sidewalks and hallways
- *Environmental Areas* — Maintain all biological drainage structures *Snow Removal*: Site and Grounds has assumed approximately 6 sites to their responsibility of plowing, all other snow removal is contracted.

Site/Grounds also include grass cuttings, planting, pruning, retention pond and hedge row maintenance, drainage systems around buildings and portables, and the fences that surround the enclosed land. SCPS Facilities Maintenance manager is a certified playground inspector and inspects all playgrounds once a year.

General Services

Maintenance is responsible for other services that are not confined to any other SAs, such as:

- *Maintenance Management* — Managing the work order system. Facilities implemented a new maintenance management software program in 2019. The new system (Asset Essentials) includes building inventory of all mechanical systems, miscellaneous furniture

fixtures and equipment, miscellaneous finishes, other building systems. The work order module is integrated with existing warehouse inventory systems.

- Supplies/Equipment — Maintaining the tool room as well as other miscellaneous assets and inventories.

ATC/Energy Management

The Maintenance group uses automatic temperature controls (ATC) to operate, monitor and control HVAC and other equipment and to manage energy use throughout the facilities.

- Program scheduling
 - Utility usage monitoring
 - Managing use
 - Investigations
- Maintenance is also responsible for the installation and service of the EMS itself.
 - Network Communications: Maintenance is responsible for the upkeep and maintenance of the internal network used for EMS.
 - Installations/Service: Maintenance staff handle the installation of EMS hardware at Facilities, making sure that all the digital control devices are connected properly to the equipment they monitor, and that data from the devices is being successfully received at the data center.

Duties and Responsibilities

Roles & Positions

Specific duties and responsibilities of the Maintenance organization are as follows:

Director of Maintenance/Operations/Energy

- Responsible for the overall administration and management of the department. The director serves as the principal advisor to the Chief Finance and Operations Officer in all matters related to the various service groups, the overall department budget, staffing, and physical facilities including alterations, plant maintenance, operations, and facility use.

Facility Maintenance Manager

- Responsible for the daily and detailed operation of the maintenance group and reports to the Director of M/O/E. The Facility Manager devotes considerable time to working in managing staff, projects and developing budgets for the Maintenance division.

Facility Operations Manager

-
- Responsible for the daily and detailed operation of the maintenance group and reports to the Director of M/O/E. The Facility Operations Manager devotes considerable time in managing staff, projects and developing the budgets for the Operations division.

Environmental/Safety/Project Manager

- Responsible for providing support to the department in the area of regulatory compliance and other requirements related to environmental and safety considerations, reports to the Director of Facility Services. Duties may include personnel training, inspections, documentation, research, and correspondence.

Team Foremen

- Responsible for supervising and directing the field work of the trade mechanics and/or contract resources under their responsibility. In the capacity of crew leaders, the foreman is also responsible to assure safety and performance, and to coordinate the manpower and logistics required of the task's assignments.

Skilled Trade Personnel

- Skilled field tradesmen are responsible for providing all in-house maintenance services throughout the school system as it pertains to their respective trade(s) or area(s) of responsibility, Carpenters, Electricians, Security/Fire Alarms, Heating/Ventilating/Refrigeration, Plumbers, Boiler Technician, Equipment Repair, Controls Specialist, Locksmith.

General Maintenance Personnel

- Field personnel responsible for providing support to the skilled personnel and provide other general support in the areas of general maintenance.

Inventory Technician

- Responsible for the warehouse management and the inventory control of all equipment, tools supplies, and parts and reports to the Operations Manager.

HVAC/Controls Technician

- Responsible for working with the maintenance mechanics and providing technical support, diagnostics and troubleshooting and in the area of HVAC, temperature and energy management system controls; reports to the Maintenance Manager.

Support Staff Personnel

Site/Grounds Personnel

- Responsible for the upkeep of the parking lots, playgrounds, hedge rows, ditch banks, retention ponds, flower beds; report to the Site/Grounds Foreman.

Building Service Manager

- Responsible for providing general operational management and oversight within school facility as it relates to operational and maintenance considerations. The BSM provides direct hands-on service, management, and assurance at the building level that the physical plant is being operated correctly and maintained and that all services related to customer care, custodial service, and maintenance and housekeeping operations are being provided as required. The BSM is assigned to a specific facility and provides direct communication to the Operations Management team. The BSM reports to the Operations Manager and indirectly to the principal. This position plays a key role in delivery of maintenance service to the building and its occupants by providing timely communication to the maintenance department about various needs and by being aware and observant to changing conditions and demands within the facility.

2. Portfolio: Maintained Buildings

FACILITIES INVENTORY

IAC/PSCP FORM 101.1

LEA: Wicomico County								DATE: 04/24/24	
SCHOOL NAME & ADDRESS	GRADES	SRC	9/30/23 FTE	% UTIL	ACREAGE	BUILDING DATA		PHYSICAL CONDITON	COMMENTS
						DATE:	SQ. FT:		
ELEMENTARY:									
Beaver Run Elementary 31481 Old Ocean City Road Salisbury, MD 21804	PK (FT) - 2	664	713.0	107	17.92	2022	98,193	WCPS FCI: 0 Excellent	(PFA)
Chipman Elementary 711 Lake Street Salisbury, MD 21801	PK (FT) - 1	384	288.0	75	6.5	1986	31,375 9,377 40,752	WCPS FCI: 55 Poor FY2021 MI: Good	Portables: 4 (PFA)
Delmar Elementary 811 South Second Street Delmar, MD 21875	PK - 4	683	882.0	129	10.2	1978	76,645	WCPS FCI: 32 Good FY2022 MI: Adequate	Portables: 8 (PFA Comment Area)
East Salisbury Elementary 1201 Old Ocean City Road Salisbury, MD 21804	3 - 5	424	480.0	113	12.1	1942	32,845 9,930 6,090 5,747 6,877 400 61,889	WCPS FCI: 42 Poor FY2023 MI: Adequate	Portables: 4 (PFA)

FACILITIES INVENTORY

IAC/PSCP FORM 101.1

LEA: Wicomico County							DATE: 04/24/24		
SCHOOL NAME & ADDRESS	GRADES	SRC	9/30/23 FTE	% UTIL	ACREAGE	BUILDING DATA		PHYSICAL CONDITON	COMMENTS
						DATE:	SQ. FT:		
Fruitland Primary Elementary 301 N. Division Street Fruitland, MD 21826	PK (FT) - 2	474	436.0	92	18	1955	17,870	WCPS FCI: 68 Poor FY2023 MI: Adequate	Portables: 5 (PFA)
							1,965		
							10,223		
							26,250		
Fruitland Intermediate Elem. 208 W. Main Street Fruitland, MD 21826	3 - 5	378	348.0	92	10	1937	13,009	WCPS FCI: 53 Poor FY2022 MI: Good	Portables: 3 (PFA)
							7,369		
							7,760		
							5,120		
Glen Ave Elementary 1615 Glen Avenue Salisbury, MD 21804	2 - 5	470	388.0	83	15	1964	17,823	WCPS FCI: 45 Poor FY2022 MI: Good	Portables: 1 (PFA Comment Area)
							8,096		
							5,747		
							9,171		
North Salisbury Elementary 1213 Emerson Avenue Salisbury, MD 21801	3 - 5	506	520.0	103	8	2006	5,780	WCPS FCI: 22 Good FY2020 MI: Good	Contains WCPS Magnet School Program grades 3, 4, 5. Portables: 3 (PFA)
							8,451		
							55,068		

FACILITIES INVENTORY

IAC/PSCP FORM 101.1

LEA: Wicomico County							DATE: 04/24/24		
SCHOOL NAME & ADDRESS	GRADES	SRC	9/30/23 FTE	% UTIL	ACREAGE	BUILDING DATA		PHYSICAL CONDITON	COMMENTS
						DATE:	SQ. FT:		
Northwestern Elementary 9975 Sharptown Road Mardela Springs, MD 21837	PK - 5	251	335.0	133	11.48	1966	8,607	WCPS FCI: 24 Good FY2021 MI: Adequate	Portables: 7 (PFA)
							11,333		
							875		
							5,985		
Pemberton Elementary 1300 Pemberton Drive Salisbury, MD 21801	PK (FT) - 5	523	488.0	93	18.78	2001	73,917	WCPS FCI: 30 Good FY2021 MI: Adequate	Portables: 6 (PFA)
Pinehurst Elementary 520 S. Pinehurst Avenue Salisbury, MD 21801	PK (FT) - 5	467	542.0	116	8.9	1937	30,887	WCPS FCI: 57 Poor FY2022 MI: Adequate	Portables: 6 (PFA)
							7,792		
							6,092		
							5,216		
Prince Street Elementary 400 Prince Street Salisbury, MD 21804	PK (FT) - 5	616	878.0	143	14.8	2008	5,747	WCPS FCI: 25 Good FY2024 MI: Adequate	Portables: 8 (PFA)
							6,877		
							13,613		
							76,224		
West Salisbury Elementary 1321 West Road Salisbury, MD 21801	PK (FT) - 2	352	389.0	111	14.11	2018	60,833	WCPS FCI: 3 Excellent FY2021 MI: Superior	Portables: 0 (PFA)

FACILITIES INVENTORY

IAC/PSCP FORM 101.1

LEA: Wicomico County								DATE: 04/24/24	
SCHOOL NAME & ADDRESS	GRADES	SRC	9/30/23 FTE	% UTIL	ACREAGE	BUILDING DATA		PHYSICAL CONDTION	COMMENTS
						DATE:	SQ. FT:		
Westside Primary Elementary 6046 Quantico Road Quantico, MD 21856	PK - 1	199	169.0	85	18	1956	17,741	WCPS FCI: 40 Good	Portables: 7
							2,828	FY2021 MI: Adequate	
Westside Intermediate Elem. 8000 Quantico Road Hebron, MD 21830	2 - 5	414	342.0	83	10.5	1999	54,797	WCPS FCI: 34 Good	Portables: 0 (PFA Comment Area)
								FY2020 MI: Adequate	
Willards Elementary 36161 Richland Road Willards, MD 21874	PK (FT) - 3	362	316.0	87	42	2003	44,825	WCPS FCI: 39 Good	Portables: 0 (PFA)
							6,422	FY2021 MI: Good	
MIDDLE:									
Bennett Middle School 532 South Division Street Fruitland, MD 21836	6 - 8	1114	919.0	82	35.38	2015	161,304	WCPS FCI: 3 Excellent	Portables: 0 (PFA)
							5,709	FY2021 MI: Good	
Pittsville Elementary/ Middle School 34404 Old Ocean City Road Pittsville, MD 21850	4 - 8	207 (Elem) 298 (Mid) 505 Total	124.0 (Elem)	61	13.46	1956	10,095	WCPS FCI: 21 Good	Portables: 2 (PFA)
			183.0 (Mid)				1,713	FY2024 MI: Good	
Salisbury Middle School 607 Morris Street Salisbury, MD 21801	6 - 8	999	869.0	87	75.68	1999	143,519	WCPS FCI: 34 Good	Portables: 3 Contains WCPS NeXgen STEM Academy Program grades 6, 7, 8. (PFA Comment Area)
								FY2021 MI: Adequate	

FACILITIES INVENTORY

IAC/PSCP FORM 101.1

LEA: Wicomico County								DATE: 04/24/24	
SCHOOL NAME & ADDRESS	GRADES	SRC	9/30/23 FTE	% UTIL	ACREAGE	BUILDING DATA		PHYSICAL CONDTION	COMMENTS
						DATE:	SQ. FT:		
Wicomico Middle School 635 East Main Street Salisbury, MD 21804	6-8	914		87	16	1931		WCPS FCI: 57 Poor FY2023 MI: Adequate	Portables: 6 (PFA)
			796.0						
HIGH:									
James M. Bennett High School 300 East College Avenue Salisbury, MD 21804	9 - 12	1,496	1379	92	69.26	2010	247,202	WCPS FCI: 10 Excellent FY2020 MI: Good	Portables: 0 (PFA)
Mardela Middle & High School 24940 Delmar Road Mardela, MD 21837	6 - 12	186 (Mid)	328.0 (Mid)	115	39.79	1958	18,142	WCPS FCI: 76 Poor FY2018 MI: Good	Portables: 9 (PFA)
		430 (High)	378.0 (High)				11,522		
		616 Total	706.0 Total				23,450		
							20,064		
Parkside High School w/ CTE 1015 Beaglin Park Drive Salisbury, MD 21804 *CTE square footage	9 - 12	944	1223	130	55.6	1974	164,178	WCPS FCI: 42 Poor FY2021 MI: Adequate	Portables: 9 (PFA)
							113,546*		
							277,724		
Wicomico High School 201 Long Avenue Salisbury, MD 21804	9 - 12 (Sec. Sp. Ed.)	1215	1307	108	62.1	1954	195,941	WCPS FCI: 54 Poor FY2024 MI: Good	Portables: 5 (PFA)

No.	Abb	FACILITY				Avg Age	Bldg Area	qty	Portables sq.ft.	cls	cls	Total Bldg. SF	Roof Area
OFFICE													
50		Central Office/Northgate - <i>leased</i>										29,000	
		Long Avenue		1966			15,486					15,500	15,500
INSTRUCTIONAL													
80		Center for Tech Ed (3)	9-12	1997		27	113,546	0	0	0	0	113,546	110,000
23		Early Learning Center (WELC)	Y3-PK	1977			11,321	1	960	1	0	12,281	12,750
47		Choices					20,860	25	20,860	11	11	41,720	20,860
58		Instructional Resource Center					2,012	0	0	0	0	2,012	2,200
		Annex 4						1	960	0	0	960	
		Annex 5						1	960	1	1	960	
30		PHS Schumaker Complex					26	26	21,321	23	23	23,000	23,000
MAINTENANCE													
28		Morris Street (Transportation Bldg H)		1954		56	9,960	0	0	0	0	9,960	9,960
70		Site/Grounds Shop (Bldg I)		1967		56	22,730	0	0	0	0	22,730	20,348
70		Jersey Warehouse (Bldg D)		1973		69	17,555	0	0	0	0	17,555	22,730
54		Maintenance Shops					4,704	0	0	0	0	4,704	4,800
57		Wrhse/Print Shp/Mail Cntr					8,640	0	0	0	0	8,640	8,640
53		Facility Service Bldg		1954			16,439	1	960	0	0	17,399	16,500
CONSTRUCTION PORTABLES													
30		Construction Modulares (Mardela)					9	9	7,200	8	8	7,209	7,350
30		Construction Modulares (Mardela)					9	9	7,200	8	8	7,209	7,350
30		Construction Modulares (Pinehurst)					9	9	7,200	8	8	7,209	7,350
30		Construction Modulares (Chipman)								4	0	0	
OTHER													
39		Bennett Aud (850 seats) (4)		1976									
81		Pemberton Historic Sch					500	0	0	0	0	500	550
56		Cnty Stadium / Field House					3,600	0	0	0	0		
subtotal:							247,406	82	67,621	64	59	342,094	289,888

School building Total Square Footage: 2,281,900 Gross Square Feet

Support Building Total Square Footage: 247,406 Gross Square Feet

Total Gross Square Footage: 2,529,306 Gross Square Feet

3. Summary of Current Staffing Against Industry Standards

Metric	Industry Standard	Previous FY Budgeted	Previous FY Actual	Current FY Budgeted
a.) Maintenance Staffing (FTE's for Total GSF) 2,529,306 GSF	APPA Level 2 (Comprehensive Stewardship). 30 FTE's for 2,529,306 GSF	31	31	31
b.) Maintenance Load (GSF per FTE) 2,529,306 GSF	APPA Level 2 (Comprehensive Stewardship). 67,456 GSF per FTE 2,529,306 GSF	31	31	31
c.) Percent of Maint. Staff delivering bldg. services	100%	100%	100%	100%
d.) Custodial Staffing (FTE's for Total GSF) 2,529,306 GSF	APPA Level 2 (Ordinary Tidiness). 141 FTE's for Total GSF. 2,529,306 GSF	141	141	141
e.) Custodial Load (GSF per FTE) 2,529,306 GSF	APPA Level 2 (Ordinary Tidiness). 16700 GSF per FTE. 2,529,306 GSF	141	141	141

4. Budget Narrative:

Adequate funding resources are a fundamental necessity for any school system to carry out the maintenance mission effectively. State and Local governments provide significant funding resources to maintain and operate the public schools in Wicomico County. To that end, Facilities M/O/E is responsible for managing 2 distinct budgets categories related to facilities. Each is specifically developed with sufficient detail to provide unique services related to the care and service of our built environment. These budget areas are as follows:

- Maintenance
- Operations

The methodology for the square foot cost Operations and Maintenance is calculated using the budget and dividing by the total square footage of usable space. This is different from years past; it provides actual cost associated with the Facility operations. Total square footage 2,269,259.

Overview

Maintenance of Plant includes activities concerned with keeping the grounds. Buildings and fixed equipment in their original condition of completeness or efficiency through repair, scheduled and preventative maintenance or replacement of property. Strategies implemented improve efficiency and effectiveness of operations by aligning actions and reducing cost through internal and collaborative initiatives and provide safe and healthy environments to support student learning.

Goals and Objectives

- Maintain school system facilities in their original condition through repair, scheduled or preventative maintenance. Increasing preventative maintenance performance to reduce the amount of reactive maintenance.
- Ensure safety standards are maintained in all schools through testing, inspecting and servicing all fire suppression and alarm monitoring systems.
- Maintain surrounding grounds to ensure safe learning environments. We are scheduling replacement of old paved walkways in lieu of patching sections.
- Support classified staff in upgrading their skills and/or obtaining specialty licenses. It is all about developing a well-trained workforce.
- Contribute to the mission of conserving energy by ensuring that equipment is functioning at optimum levels and best practices.

Budget Highlights

- Support and sustain increasing maintenance in all facilities to address backlogs of deferred maintenance projects.
- Increased training for maintenance personnel to obtain certification.
- Increase staffing in 2025-2026 budget cycle, to implement an increased level of Preventative Maintenance and reducing Reactive Maintenance.

5. Maintenance and Operations Budget by Category:

<u>Maintenance: Budget</u>	<u>2024-2025</u>	<u>2025-2026</u>
Salaries and Wages:	\$1,942,402.00	\$2,019,792.00
Contracted Services:	\$3,043,461.00	\$3,608,481.00
Supplies/Materials:	\$820,131.00	\$820,131.00
Other Charges:	\$18,000.00	\$18,000.00
Land, Buildings & Equipment:	\$360,000.00	\$360,000.00
Maintenance Budget Total:	\$6,184,994.00	\$6,826,384.00
Square Foot Cost	\$2.72/SF	\$3.00/SF
<u>Operations Budgets</u>	<u>2024-2025</u>	<u>2025-2026</u>
Salaries and Wages:	\$8,975,499.00	\$9,092,608.00
Contracted Services:	\$2,738,437.00	\$2,225,549.00
Supplies/Materials:	\$1,654,013.00	\$1,336,756.00
Other Charges:	\$5,382,034.00	\$5,386,081.00
Land, Buildings & Equipment:	\$165,000.00	\$185,000.00
Operations Budget Total:	\$18,919,258.00	\$21,337,964.00
Square Foot Cost:	\$8.33/SF	\$9.40/SF

Note: Wicomico County Public School maintenance budget format is not divided into preventative, corrective and deferred maintenance line items. We are currently researching how to divide maintenance items into three categories using Asset Essentials.

6. Current Replacement Values:

The current replacement value for Wicomico County Public School buildings is \$1.09 Billion. Granted this number changes quickly and may adjust with the next month. We calculate below the CRV for both Maintenance and Operations.

CRV Buildings: \$1.09 Billion

CRV Maintenance: \$1.09 Billion x .035 = \$38,150,000.00

CRV Operations: \$1.09 Billion x .015 = \$16,350,000.00

7. Fiscal Summary:

	INDUSTRY STANDARD	PREVIOUS FY GOAL/BUDGET	PREVIOUS FY GOAL/BUDGET PER SF	PREVIOUS FY ACTUAL	PREVIOUS FY ACTUAL PER SF	CURRENT FY GOAL/BUDGET	CURRENT FY GOAL/BUDGET PER GSF
SPENDING							
PREVENTATIVE	Developing	Developing	Developing	Developing	Developing	Developing	Developing
MAINTENANCE	Datee	Datee	Datee	Datee	Datee	Datee	Datee
CORRECTIVE	Developing	Developing	Developing	Developing	Developing	Developing	Developing
MAINTENANCE	Datee	Datee	Datee	Datee	Datee	Datee	Datee
DEFERRED MAINTENANCE (If Applicable)	Developing	Developing	Developing	Developing	Developing	Developing	Developing
	Datee	Datee	Datee	Datee	Datee	Datee	Datee
MAINTENANCE TOTALS		\$ 6,184,994.00	\$ 2.72			\$ 6,826,384.00	\$ 3.00
OPERATIONS		\$ 18,919,256.00	\$ 8.33			\$ 21,337,964.00	\$ 9.40
M&O COMBINED		\$ 25,104,250.00	\$ 11.05			\$ 28,164,348.00	\$ 12.40

F. PLANNED ACTIONS

- Changes:** Descriptions of how the LEA's planned approach to maintenance or maintenance activities are different from the past year, if applicable.
 - WCPS is still working on improving PM's and starting to track costs of capital equipment for planned future replacement. Fiscal Budget 2025-2026 approved a new position "Assistant Facilities Manager Maintenance". The position was created to manage and monitor all CMMS tasks work orders and maintenance activities and reporting to the Facilities Manager of Maintenance. First order of business is to harvest and develop

working CMMS reports supporting the Fiscal Reporting information required as part of this report.

2. **Improvements:** List of planned improvements to maintenance structures/systems and maintenance processes.
 - We are constantly reviewing our processes to improve workflow. As detailed in the section above the new position will be instrumental in documenting the work order relationship/integration between WCPS and contractors. The new position will document a plan of action to inventory and document WCPS assets.
3. **Major Maintenance and Repair Projects:** List planned major (Capital) maintenance and repair **projects by facility for current FY and next FY. Covers all categories listed as major building** systems in the IAC's SFA; Skin, Roofs, Interior Construction, Interior Doors & Hardware, Ceilings, Wall Finishes, Flooring, Conveyance, Plumbing & Fixtures, HVAC, Electrical Distribution, Life/Safety Systems, Relocatable, Program Support Equipment and Site.

Wicomico Middle School

- Phase II Sub-Floor restoration and new LVT installation to include (7) stairwell riser and tread replacement. During phase two walls were painted remainder of lighting upgrades and new classroom furniture. Flooring and finishes in restrooms were upgraded. Phase III flooring replacement is planned for the end of fiscal year 2025-2026.

James M. Bennet High School:

- Tennis Court Major Upgrade to include remove/replace net post and footings, Crack filling, installation of heavy crack preventing matt, overlay court with 2" of new asphalt, coat entire court, to include out of bounds areas, courts and lines was completed during fiscal year 2024-2025. Fiscal year 2025-2026 the tennis courts at Parkside High School are scheduled for restoration.

Chipman Elementary School:

- Prep and overlay parking lots and access ways with 2" of asphalt and striping was completed during Fiscal Year 2025-2026/

Choices Academy:

- Received two single classroom portables relocated from another WCPS school. Relocation included new footings, electrical supply, water supply, sewer, communication/network, interior finish, sidewalks and new aluminum steps and ramps. Project was completed summer August 2024.

Prince Street Elementary:

- Received two single classroom portables relocated from another WCPS school. Relocation included new footings, electrical supply, water supply, sewer, communication/network, interior finish, sidewalks and new aluminum steps and ramps. Project was completed summer August 2024.

Wicomico High School:

- Repave rear bus arrival and staff parking lot to include access and exist roads were graded for improved drainage, overlayed with 2" asphalt and restriped. Project was completed summer August 2024.

- Received two single classroom portables relocated from another WCPS school. Relocation included new footings, electrical supply, water supply, sewer, communication/network, interior finish, sidewalks and new aluminum steps and ramps. Project was completed summer August 2024.
- This initial part of a four-year program to renovate auditorium stages started summer 2024. WI HI Stage wood floor was removed and replaced with new sleepers and wood flooring. The typical wood floor was installed and painted black to the closed stage curtain line and from the front of the stage curtain to the front of the stage maple flooring was installed and finished natural. As part of the stage renovation a ½" flush strip of LED lighting was installed along the front of the stage. Project was completed summer August 2024.

Westside intermediate School:

- This was the last of a five-year lighting conversion/upgrade project within Wicomico County Public Schools. Interior and exterior lights were replaced with new LED light fixtures. Project was completed summer September 2024.

Fruitland Primary School

- Pre demolition construction of the new school next year we used summer 2024 to remove a large portion of Asbestos and other environmental items. Continue to perform summer asbestos abatement in preparation of new school

Wicomico Middle School

- Phase II Sub-Floor restoration and new LVT. Miscellaneous rooms where carpet will remain, will be replaced if funded. Project was completed summer August 2024.
-

4. Professional Development (PD)

a. LEA Accomplishments (Training/Professional Development)

Future Professional Development:

- Currently we send staff to trade-related educational programs for additional training and certifications related to their WCPS positions. Several staff are enrolled for pesticide/herbicide licensing, FAA drone certified pilot license as well as other trade related courses.

E. OBSTACLES and MISSING RESOURCES

Obstacles: The major obstacle is always funding. The new approved budget was encouraging. Facilities receive 75% of our 2025-2026 budget request which was a great surprise and very welcomed. In addition, we received an additional cost of doing business fund of 1 million dollars. We are very thankful and are not complaining. The only foreseeable obstacle is finding the time to organize, bid and start the projects that have been in waiting.

Summaries of Information:

Departmental Resources

Energy Management Systems

WCPS has chosen BacNET as the standard protocol for its Energy Management System (EMS). Oversight and operation of the system is managed by the on-staff Energy Manager. The system is remotely hosted and controlled centrally at the Facility Services main building. While not directly managed by the Maintenance group, the EMS group and the Energy/Control Technician in particular are vital resources to the maintenance team.

Energy Management Staffing Update:

The end of 2024 the long-term Facilities Energy Manager retired and was replaced with an IT person that assisted the retiring manager with developing the energy management computer support software. During the new energy manager's first 6 months in the position, he has secured substantial grants to upgrade old high energy consuming stage lighting to LED. He is currently working on seven grant applications for additional energy-reducing grants.

Energy Management & Conservation

The Board of Education has taken steps to reduce energy consumption in electric, heating oil, natural gas, and liquid propane by adopting an energy conservation policy and guidelines (*appendix K*). All facilities operate on occupancy schedules and have standardized set points for heating and cooling. All employees are required to conserve energy wherever possible by turning off computers and peripherals, copiers, lights, and all other energy consuming devices when leaving their work area.

There are 30 facilities on the Energy Monitoring System. This allows the Energy Manager to centrally monitor and troubleshoot electric usage.

EMS controls the building system's occupancy and temperature.

WCPS also actively monitors and manages its electric consumption using real-time interval metering and aggressively participates in Peak Demand Management and Demand Response programs.

Currently WCPS operates one (1) LEED "Gold" certified middle school.

WCPS uses the EPA's Portfolio Manager and Energy Star building rating system. Seven (7) school buildings within WCPS have been Energy Star certified and listed in the National Energy Star register.

During the summer 2023 two schools were re-lamped with LED light bulbs. The balance of schools (1) has been inventoried for replacement of both interior and exterior lighting. The lighting in the last school will be replaced in summer 2024.

Environmental/Safety/Project Management

This position is now responsible for all environmental/safety including lead, asbestos and any other environmental issue.

Part of the daily operation means having all WCPS procedures and equipment in compliance with local, state, and federal environmental and safety standards and regulations. Personnel need to be trained in the proper procedures for handling certain machines and/or products, research needs to be done to determine the impact of new regulations on WCPS operations, investigations need to be carried out to understand potentially hazardous situations that can arise and how best to prevent them, and an auditable documentation library must be maintained in order to demonstrate that all compliance issues are being addressed to the best of our ability. One such area of compliance is the area of asbestos and the presence of asbestos containing material (ACM) in our schools. This environmentally hazardous material is regulated by the Federal AHERA law when it comes to schools and to that end WCPS has a "Designated Person" who is responsible for all aspects of compliance when it comes to the WCPS asbestos management program. The Environmental/Safety/Project Manager is the designated person responsible for AHERA.

This position is a vital resource to the maintenance team when it comes to compliance and safety issues in the workplace.

Scope of Service

1. The Environmental/Safety/Project Manager is responsible for helping to keep Facility Services in compliance with the following areas of environmental and safety considerations:
 - *OSHA* — Occupational Health and Safety Administration standards for preventing work-related injury, such as:
 - Lockout/Tagout procedures for preventing accidents caused by the unexpected startup of equipment
 - Confined Space requirements for preventing people from getting trapped in enclosed environments
 - Hazardous Communications requirements for making sure employees know what kinds of chemicals they are exposed to
 - PPE requirements for knowing what types of protective equipment are necessary for each task
 - *Indoor Air Quality* — Monitoring and pollution prevention methods for air quality in each facility.
 - *Integrated Pest Management* — Regulations on the use of pesticides on school property.
 - *Blood-borne Pathogens* — Training for custodians on dealing with any situation where they have to clean up blood (i.e.: vaccinations, fights, accidents).
 - *Water Quality Assurances* — Monitoring and pollution prevention methods for water quality in each facility.(contracted service). WCPS completed water testing of all fixtures designated for drinking or cooking. This was completed one year ahead of the required three year phased time frame.

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- *Asbestos Awareness Training* — Federal regulations requiring the training of new employees with regard to asbestos awareness in our public schools.
 - *Lead Paint* – State and Federal regulations regarding the removal or disturbance of Lead Paint in our schools
 - *Miss Utility* — Federal regulations regarding how to determine whether there are gas lines, electrical lines, or any other hazard at a spot where digging will take place.
 - *Fire/ADA/Life Safety* — Local and federal regulations regarding accessibility by disabled people and building safety.
 - *Asbestos Management Plans* – Maintaining, updating and implementing the management plans for all WCPS facilities
 - *AHERA Communication* — Notifications and communications of the presence of ACBM in our facilities
 - *Asbestos Inspections and Testing* – Coordination of contracted activities related asbestos testing consultants and abatement contractors as may be required.
 - *Training Assurances* – Verification and assurance of required training.

Research Requirements

A great deal of research is conducted to ensure that Facility Services is in compliance with all codes and regulations. This is done both proactively, such as when a new product is received or is being considered for use, and reactively, such as when inquiries or complaints are made on anything from building materials to pest control and nutrient management chemicals.

In order to do this research, the Environmental/Safety/Project Manager interacts with other departments in WCPS, as well as state and federal regulatory bodies, such as the EPA, OSHA, MOSHA, the Department of Agriculture, the Health Department, the Maryland Department of the Environment, etc.

The Environmental/Safety/Project Manager will at times make regular or periodic inspections within their specific area of responsibility and/or investigate compliance or complaints relating to environmental or safety issues.

Documentation

The Environmental/Safety/Project Manager maintains respective libraries of data that document all environmental and safety compliance efforts as may be required. These libraries include:

Chemical inventory lists

- Training documentation
- SDS sheets
- Records of inspections

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- Complaints and any subsequent investigations and recommendations
 - Lead Paint surveys
 - Potable water testing for lead.
 - Asbestos Management Plans

Environmental Training

The Environmental/Safety Specialist provides training for Maintenance and custodial staff on equipment handling and lockout/tag out procedures, for parents and teachers if there are questions about potential classroom hazards and for anyone else in a circumstance where compliance with a regulation entails training.

Maintenance Categories

There are (3) primary categories of service performed by the Maintenance Group.

- **Scheduled Maintenance**
- **Unscheduled Maintenance**
- **Deferred Maintenance**

SCHEDULED MAINTENANCE

Scheduled maintenance includes maintenance and repair activities that can be forecast and for which expenditure for parts and labor are based on a predictable timetable or use schedule. The subcategories of scheduled maintenance are as follows:

Preventive Maintenance

Preventive maintenance (PM) are proactive measures taken to reduce the risk of unscheduled failures. These actions can help to prevent the potential breakdown or the expensive repairs before they occur. It is a scheduled and planned program that includes lubricating, cleaning, adjusting, painting, replacement of expendable parts, and other activities designed to maintain the buildings and fixed equipment in a condition as near to the original as possible. We are moving toward a higher level of preventative maintenance to lessen the level of reactive maintenance. Example: Through the implementation of a quarterly filter replacement program for all HVAC equipment we have reduced problems, breakdowns, and service calls.

A sample of the latest PM routine chart is provided in exhibit 2.

Routine Maintenance & Minor Repairs

These are planned work activities usually funded through the annual maintenance budget and are done to continue or achieve either the originally anticipated life of a fixed asset or an established suitable level of performance. At times, corrective maintenance may also fall into this category particularly when physical plant deficiencies, failures in performance or non-functioning components are discovered that are not urgent in nature and can be scheduled and planned in order to resolve the problem.

At times small alterations are needed to improve the suitability of a facility for its current and intended use. These actions could include painting, carpet installation, lighting upgrade, construction of a small partition, etc., all restricted to a few spaces and not requiring capital funding. Minor repairs are typically carried out by in-house maintenance personnel, though outside contractors may be required. Minor repairs do not normally require the involvement of architectural/engineering analysis and design before work begins.

This work is usually performed on capital assets such as buildings, systems and fixed equipment.

Planned Replacement / Programmed Maintenance

Scheduled major repairs or actions that involve a more sizable effort than preventive maintenance or normal repairs needed to maintain a facility in good condition normally includes those maintenance tasks whose cycle exceeds one year.

Scheduled repairs usually occur at or near the end of the specified life of an item or system. Examples of planned or programmed maintenance items may include painting, roof replacement, boiler replacement, carpet replacement, seal coating of roads and parking lots, and similar functions,

Cyclical Maintenance

These are scheduled minor repairs that are not major in size or complexity but require systematic attention such as the replacement of batteries, retention pond maintenance, summer seal coating, summer painting, HVAC filters, system checks and generally involve a minor effort compared to preventive maintenance to maintain a facility in good condition.

Projects / Major Maintenance

Although not specifically a maintenance category, often times requests are made of the maintenance group for services beyond their scope of work. These requests are usually related to changes in the built environment not related to the maintenance effort. Requests involving spatial or area modifications such as alterations, additions, remodeling and/or renovations are quite often received as maintenance requests.

Since these efforts are often project intensive and have significant budgetary and approval requirements, they are assigned to the Construction Group for project tracking.

UNSCHEDULED MAINTENANCE

Unscheduled maintenance includes repair activities that cannot be programmed or forecast. It includes corrections of day-to-day routine component breakdowns, system failures and/or emergency repairs. It is usually based on a perceived report or work requests received from principals, building service managers, custodians, or other building-based personnel that some system or building function is not working properly. If the problem has created a hazard or involves an essential service, it could require an emergency response.

The subcategories of unscheduled maintenance are as follows:

Reactive Repairs

- Unscheduled repairs are actions to correct unforeseen breakdowns or failures of building systems or equipment that were not forecast events and usually of an urgent nature. Reactive repair items are typically more costly to correct and are normally accomplished through the annual operation and maintenance (O&M) budget.
- They include repairs such as:
 - Power failure
 - Electrical problems
 - Heating/ventilating service repairs
 - Plumbing or Roof Leaks
 - Sewer Flow Problems
 - Alarm/Security/CCTV
 - Fire Alarm and Fire Protection
- General repair service work is submitted through a work order request, and more serious requests for service may be phoned into the maintenance office for a quicker response with a follow-up work order completed.
- Emergency maintenance is a type of reactive maintenance in that it requires immediate action to restore services or to remove a problem that could interrupt activities, or to protect life and property. It normally receives a response priority level of a 1 or 2 within our CMMS program.
- To facilitate response action to the occasional emergency, all maintenance workers are equipped with a radio and cell phone that allows for county-wide communications.

Vandalism and Security Related Repairs

A vandalism and security related repair item are one which requires the expenditure of labor and material to restore it to its original condition after it has been damaged by vandals or provide temporary protection in some manner from vandals. It does not generally include modifications of facilities for the purpose of improving building security such as installation or enlargement of intrusion systems. In most cases, these repairs are limited to replacing glass or making other minor repairs.

DEFERRED MAINTENANCE

Deferred maintenance includes maintenance and repair activities which have been delayed or postponed due to lack of funds or personnel or which have been delayed pending some future decision regarding the building such as major renovations, disposal or change of use. It may include any of the above-described categories of maintenance.

Deferred maintenance usually refers to the total dollar amount of existing maintenance repairs and required replacements (capital renewal) that have not been accomplished when they should have been, not funded in the current fiscal year or otherwise delayed to the future. Such repairs are typically identified by a comprehensive facilities condition assessment (FCA) audit of buildings, grounds, fixed equipment and infrastructure.

G. Preventative Maintenance Plan

As part of our ongoing maintenance program there are several areas that require routine or regular inspections and checks. These items or system checks have been identified as being important for a variety of reasons such as regulatory compliance, risk management or system integrity assurance. They have been incorporated into our scheduled preventive maintenance program and are systematically generated and tracked through our CMMS work order program. While most system tests and/or general inspections are performed in-house, often times outside contractors are used for specific programs. A comprehensive PM maintenance check list is also provided.

General system checks with basic descriptions are as follows:

Routine

- **Periodic**
 - Other state and federal agencies, along with various insurance carriers, conduct periodic health and safety inspections.
- **Annually**
 - Fire extinguishers are inspected and serviced.
 - Back Flow Preventors
 - Elevators
 - Complete Fire alarm and Fire Suppression system testing
 - State fire inspections are scheduled and conducted by the State Fire Marshal's office

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- The Wicomico County Health Department conducts annual, unannounced, inspections of all school general areas and periodic unannounced inspections of all school cafeterias and kitchens.
 - Kitchen suppression hoods as necessary through contracted services
 - Boilers inspections
 - Generators
 - State Maintenance Inspections
 - Food service equipment
 - Stadium lighting
 - HVAC Coil cleaning and electric unit heater cleaning program
 - Every 5 years: Parking and Paving lot seal coatings
 - Every 5 years: Potable well pump inspections
 - **Greater than 1 Year**
 - 5 years: Parking and Paving lot seal coatings
 - Every 5 years: Potable well pump inspections
 - **Semi-Annually**
 - Roofs are inspected by school-based personnel weekly and by the facility services maintenance personnel on a semi-annual basis. In addition, WCBOE school roofs are periodically re-evaluated by an independent roofing consultant and coordinated with our capital improvement program.
 - Diesel generators
 - Grease traps
 - **Quarterly**
 - Fire Suppression/Sprinkler System
 - Fire Pumps
 - HVAC PM Inspections
 - HVAC Filter Replacement
 - **Monthly**
 - Grease traps
 - Fire extinguishers
 - Return louvers and grills are cleaned by custodians or sooner, if required
 - Elevators
 - Classroom area air filters
 - **Daily**
 - (checked daily by the Building Service Manager and monthly/quarterly by the maintenance department)
 - Motors
 - Pumps
 - Oil Tanks
 - Boilers
 - Hot Water Heaters

Regular Service / Inspection Programs

Boiler Overhaul/Replacement/Inspection

The maintenance boiler technician maintains the boilers on a set schedule. The custodial personnel operate the boilers daily and perform daily safety inspections and maintain the appropriate boiler logs (*exhibit 3*). The school system insurance company and/or the state boiler inspector also inspect the boilers annually. The Board maintenance personnel do 98% of the work on each boiler or burner. Work beyond their scope is completed through contractual services.

Septic Tanks/Grease Trap Cleaning/Lift Pump Stations

Grease traps are cleaned semi-annually. Grease and septic tanks are cleaned through contracted services annually or as needed. Lift pump stations are checked and serviced.

Two county schools have septic systems:

- Westside Primary Elementary School
- Mardela Middle High School operates a wastewater treatment plant which serves two schools that both are monitored and maintained by maintenance personnel and/or contracted services. Northwestern Elementary School is the other school served by the Mardela wastewater treatment plant. The wastewater treatment plant is managed by Maryland Environmental services (MES) through an operations contract.

Bleacher Repair/Replacement

All bleachers are inspected and repaired by facilities personnel utilizing contractors as needed. Bleacher replacement is projected on an as needed basis. A professional engineer inspects outdoor bleachers bi-annually.

Emergency/Back Up Generators

Generators and back-up power system are started, tested, and checked on a regular schedule. These are generally provided for through an outside contract.

Towers/Light Support Structures

Communication towers wooded light poles and lighting structures are checked on a regular schedule. These are generally done in-house.

Flooring Replacement

Tile floors in all areas are repaired or replaced on an as needed basis. Both maintenance and contractor personnel perform the work. Carpet replacement is influenced by its usage, and replaced as is necessary. When possible, the carpet is replaced with tile. This work is done on a bid basis utilizing contracted services.

Paving Repairs & Resurfacing

Local funds have been used to maintain and upgrade parking areas throughout the school system. During fiscal year 2019-2020 we also renovated tennis courts at Wicomico High School, Parkside High School and James M. Bennett High School. Other areas with the greatest need are being resurfaced and/or repaired either through unit price contracts or on a bid basis using contracted services. Generally, these are serviced on a 3-5 year basis.

Storage Tanks

WCPS maintains several fuel oil storage tanks at various school sites throughout the county for use with our boiler plants. Most of these tanks are above ground storage tanks (AST) however, there is one underground storage tank (UST) which remains in service and is inspected every 5 years as required. All tanks are monitored and logged as required by law (Exhibit H). This service is performed by our school-based operation's personnel.

As may be required outside contractors are solicited to perform tank testing and cleaning. Wicomico County Board of Education follows the Maryland Department of Environment regulations that require the testing of underground storage tanks that are fifteen years of age or older at five-year intervals.

Underground Storage Tanks

Wicomico County Board of Education has one remaining underground fuel tank. Vehicle fuel is secured through a "Gas Card" arrangement with a local company and vehicle fueling occurs at sites provided by through this arrangement. WCPS does not store bulk vehicle fuel.

- **Fire Marshall Inspections:** All schools are inspected annually. Repairs are noted in work orders and accelerated for repair.

Health Department Inspections: All school kitchens are inspected annually. Repairs are noted in work orders and accelerated for repair.

Special Maintenance Programs

School Painting Program

- Total School painting as required.
- Spot painting as required.

Roof Asset Management Program

- Beginning FY 2001, Wicomico and each school system has been required to inspect their school roofs twice annually in order to be eligible for State funding for roof replacement projects. See exhibit 4 for a copy of the inspection form. Copies of the inspection reports are retained for as long as the school is owned by the Local Board of Education (LEA). Copies of these reports are used to support requests for State funding and are a required portion of the periodic facilities inspections performed by the Public-School Construction Program (PSCP) inspectors.

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- The services provided by our in-house dedicated project manager has led to significant improvements in our roof maintenance effort.
 - Generally, most repairs and all roof replacements are outsourced but are coordinated, scheduled, managed and monitored by our in-house manager.
 - All planned maintenance and capital replacement schedules are combined in a master schedule and updated periodically.
 - Contract documentation, bonds and warranty information is maintained for all new roofs and repairs.
 - All roofs are checked regularly by our custodial staff as part of their building check program. A detailed annual inspection of our roofs has been maintained in the past. Exhibit 4 is provided as a sample inspection checklist. This program has now been upgraded to a semi-annual inspection regimen through a combination of in-house and an outsourced roof specialty firm to comply with state guidelines.

Environmental/Safety Program

- While not directly part of the Maintenance Service Group the services provided through our in-house specialist has become more integrated as part of our maintenance effort. Periodic inspections and cooperative team assistance by our specialist are improving our ability to serve our customers and address issues related to Indoor Air Quality and other environmental concerns as it is related to our ongoing maintenance program.
- Provides recommendations for improvements to our preventive maintenance service schedule.
- Systematic methodical approach to environmental issues and recorded historical documentation is now available to assist the maintenance and operations programs. Exhibit 5 is provided as a sample of our routine environmental/health/safety inspection checklist.
- Environmental and safety training and awareness programs are now periodically made available on an ongoing basis to all new hires and existing employees of any of the service groups as may be appropriate.
- Integrated Pest Management is addressed as part of the cooperative effort of our in-house specialist, especially with our Site and Grounds crew. Additional assistance is made available for the schools as it may relate to various needs of the athletic or food service programs.
- A comprehensive Nutrient Management Program for field maintenance and management are now also integrated into our site and grounds management program.

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- With the recent change in legislation, we have begun to systematically address the issue of lead paint in our schools and developed a Lead Paint Maintenance Management plan for the identification and tracking of lead paint in our schools.
 - During the spring 2017 WCBOE tested all schools water supply for lead/copper levels. HB270 was passed by State legislature, and we are already in compliance with the new regulation even though the new law goes into effect 2018.

Asbestos Management Program

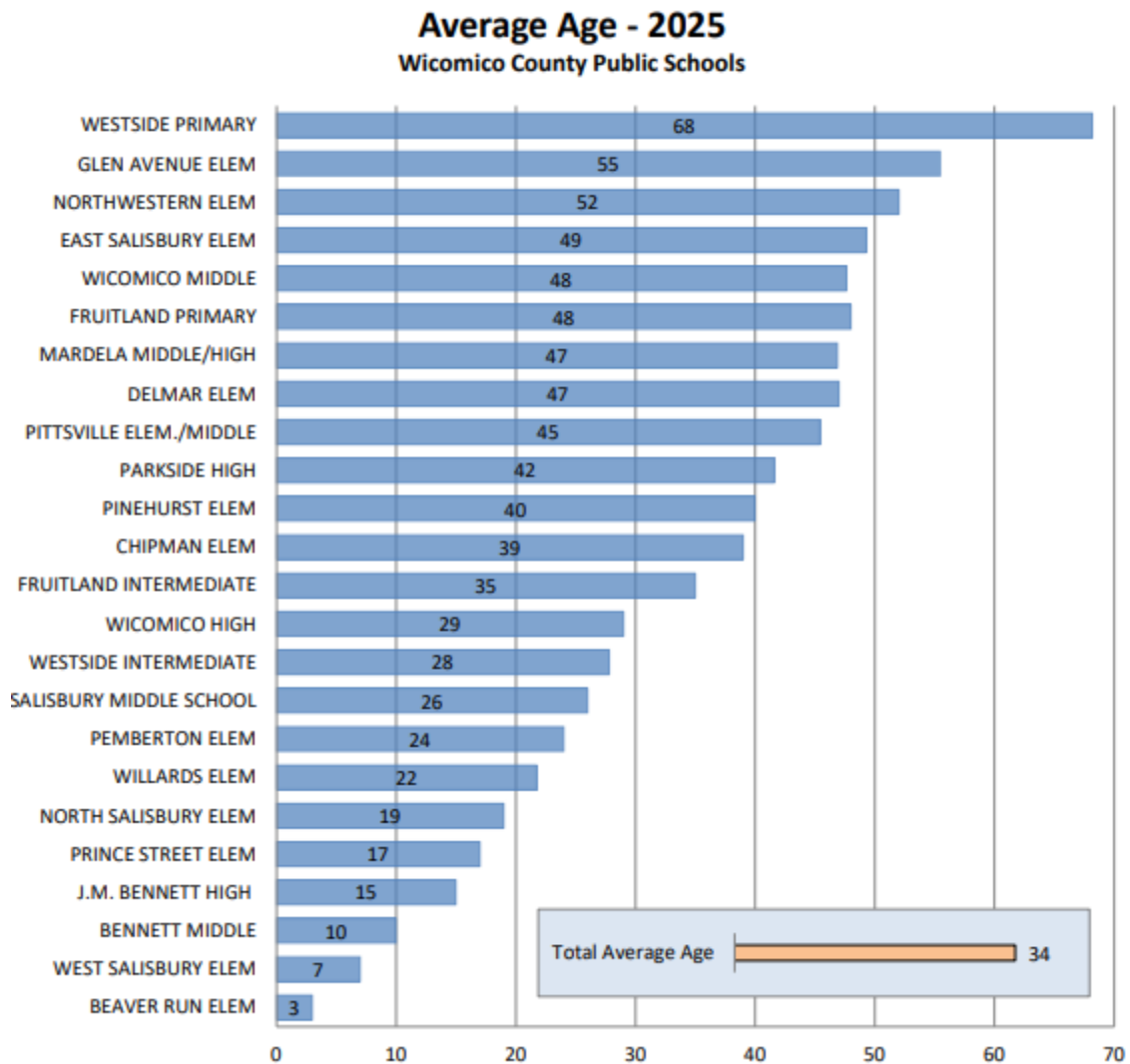
- As a member of the Maintenance Service Group, our in-house AHERA Designated Person has become more integrated and has allowed us to improve our compliance effort regarding these regulations. All abatement work and testing is outsourced, but is coordinated, scheduled, managed and monitored through our in-house AHERA Designated person.

Emergency Preparedness Plans: Utilities

The Maryland State Department of Education (MSDE) requires that each superintendent sign an Annual Assurances for Emergency Preparedness Procedures for Utility Related Emergencies form. This document is prepared and updated annually as part of our Maintenance Program activities and has become an important reference for maintenance and other operational personnel.

Emergency plans for utility related emergencies are maintained in the school administrative office and the chief custodian's office. Small scale building and facility plans to indicate the locations of utility cutoffs are part of the emergency plan and are updated to reflect any building modifications.

Appendix A: Average Age Graph



Appendix B: Facility Condition Assessment Criteria

The Facility Condition Index (FCI) is a system based on a Facility Condition Assessment (FCA) of the assets. Periodically inspections and surveys are done of the physical plant to review and evaluate building system and component conditions, performance and remaining usable life.

The following table is a lists all assessment criteria used for each category that is evaluated in determining the FCI.

Table 1. FCA Criteria

Category	Assessment
Architecture/Enclosure	■ Overall appearance ■ Structural/architecture ■ Exterior walls and envelope ■ Doors and windows ■ Roofs
Site	■ Site/grounds ■ Playgrounds and athletic areas ■ Parking and circulation ■ Exterior lighting ■ Walkways
Building Systems	■ Bells, clocks, and PA systems ■ Technology/telecom ■ Boilers/chillers/plant ■ HVAC/units ■ Controls and EMS ■ Lighting/electrical ■ Water/plumbing ■ Sewer/septic ■ Fixtures/accessories ■ Conveying

Category	Assessment
Interior Finishes	■ Paint and finishes ■ Floors and carpeting ■ Ceiling tiles ■ Doors and hardware
Safety/Environmental	■ Fire/security systems ■ Asbestos/environmental/IQA ■ Fire egress/ADA ■ Exiting/fire suppression systems
Program/Capacity	■ Spatial/functional use ■ Portable classrooms
Service	■ Housekeeping ■ Maintenance

Appendix C: Facility Needs Index Charts

FACILITY NEEDS INDEX SYSTEMIC

		FCI*	Notes
1	*Fruitland Primary	24	Replacement School - Bidding
2	Salisbury MS	23	HVAC Feasibility Study
3	Wicomico MS	22	Scoping Study Complete
4	Fruitland Intermed	21	HVAC Design Development
5	Westside Intermed	20	HVAC Schematic Design
6	Willards Elem	19	
7	Westside Primary	18	
8	*Parkside HS	17	Roof Replacement Summer 2025
9	East Salisbury Elem	16	
10	Pemberton	15	
11	*Wicomico HS	14	Roof Replacement Summer 2025
12	Chipman Elem	13	
13	Pittsville ES/MS	12	
14	Northwestern	11	
15	Prince Street Elem	10	
16	North Salisbury Elem	9	
17	Delmar Elem	8	
18	*Glen Ave Elem	7	Fire Sprinkler Summer 2025
19	Pinehurst Elem	6	
20	James M. Bennett HS	5	
21	West Salisbury	4	
22	Bennett Middle	3	
23	Beaver Run Elem	2	
24	Mardela MS/HS	1	

*Project underway

Scores Range: 1-24

Lower Scores = Least Attention Needed

Higher Scores = Most Attention Needed

*FCI = An industry standard index that objectively measures the current condition of the facility.

FACILITY NEEDS INDEX

MAJOR CAPITAL IMPROVEMENT

	FCI* U*			Weighted	Notes
	70%	30%	Score		
1	*Fruitland Primary	24	10	19.8	Replacement School - Bidding
2	Parkside HS	17	22	18.5	
3	Wicomico MS	22	8	17.8	Scoping Study Complete
4	Salisbury MS	23	5	17.6	
5	Fruitland Intermed	21	9	17.4	
6	Westside Primary	18	13	16.5	
7	East Salisbury Elem	16	17	16.3	
8	Westside Intermed	20	4	15.2	
9	Willard Elem	19	6	15.1	
10	Northwestern Elem	11	23	14.6	
11	Wicomico HS	14	15	14.3	
12	Prince Street Elem	10	24	14.2	
13	Pemberton Elem	15	11	13.8	
14	Delmar Elem	8	21	11.9	
15	North Salisbury Elem	9	14	10.5	
16	Pinehurst Elem	6	20	10.2	
17	Chipman Elem	13	2	9.7	
18	Pittsville ES/MS	12	1	8.7	
19	West Salisbury Elem	4	18	8.2	
20	James M. Bennett HS	5	12	7.1	
21	Mardela MS/HS	1	19	6.4	
22	Beaver Run Elem	2	16	6.2	
23	Glen Ave Elem	7	3	5.8	
24	Bennett MS	3	7	4.2	

***Project underway**

Scores Range: 1-24

Lower Scores = Least Attention Needed

Higher Scores = Most Attention Needed

***FCI** = An industry standard index that objectively measures the current condition of the facility.

***U (Utilization)** = Identifies where schools are beyond the building capacity.

Appendix D: Life Cycle Data

The listed life cycle averages are based upon good quality components, installation in accordance with manufacturers' instructions and/or the requirements of the construction specifications, a level of maintenance over the useful life of the equipment or system that is consistent with the manufacturer and designer specifications, and maintaining appropriate internal environmental conditions. With good quality maintenance, these items can easily exceed the higher limit given for the component.

Average Life Cycle of Building Components		
The useful lives of the listed items vary directly with their initial quality and level of maintenance. The list is based upon good quality components and a level of maintenance over the useful life that is consistent with manufacturer specifications.		
Item	Component	Life Cycle
Building Enclosures	Concrete Framing System:	
	Masonry Exterior	45-60
	Metal Clad	40-50
	Steel Framing System:	
	Masonry Exterior	40-50
	Metal Clad	40-50
	Wood Framing System:	
	Masonry Exterior	35-45
	Metal Clad	35-60
Roofing System	Built-Up System:	
	Asphalt	10-25

	Elastomeric	15-30
	Polyurethane foam	
	Pitched Roof w/Shingles:	
	Asphalt	20-25
	Metal	40-50
	Clay Tile	50-70
Windows and Exterior Doors	Metal Windows	40-50
	Wood Windows	30-40
	Aluminum Doors/Windows	25-30
	Revolving Doors	15-30
	Overhead Doors	20-40
Interior Construction	Demountable Partitions	20-30
	Acoustical Ceiling	20-30
	Carpet	5-15
	Vinyl Composition Tile	15
	Paint:	
	Interior:	
	Classrooms, offices, hallways	10
	Kitchens, restrooms, multipurpose	8
	Exterior:	

	Stucco, masonry	7
	Wood and wood or metal trim	3
Plumbing Systems		
	Fixtures	20-30
	Water Heaters	10-20
	Pumps	15-20
	Steel Piping	30-40
	Copper Piping	20-30
	Sprinkler Fire System	25-35
Elevators	All types	25
Heating, Ventilating & Air Conditioning	Boilers:	
	Steel Water Tube	20-30
	Steel Fire Tube	20-30
	Electric	15-20
Heating, Ventilating & Air Conditioning (continued)	Heat Exchangers:	20-30
	Burners	15-25
	Economizers	10-20
	Furnaces:	
	Gas or Oil	15-20
	Radiant Heaters	20-30
	Air Conditioners and Components:	

	Water Cooled Package Units	10-20
	Roof Top Units	10-20
	Commercial through wall units	10-20
	Cooling Towers	10-20
	Evaporative Condensers	15-25
	Air Cooled Condensers	15-25
	Package Chillers	15-25
	Fans:	
	Centrifugal	25-30
	Axial	20-25
	Propeller	15-20
	Roof Mounted	20-25
	Air Terminals:	
	Induction and Fan Coil Units	20-25
	Variable Air Volume Boxes	20-25
	Steam Turbines	25-35
	Controls	15-20
	Pumps and Compressors	15-20
Electrical Systems	Motors	15-20
	Transformers	25-35
	Generators	20-30
	Primary Wiring	25-30
	Switchboards	20-30

	Switch Units	20-25
	Secondary Wiring	20-25
	Light Ballasts	10-15
	Fixtures, Fluorescent	15
	Fire Alarm	15-25
Site Work and Utilities	Concrete Pavement and curbing	15-25
	Bituminous Concrete Pavement	10-15
	Concrete retaining walls	40
	Brick retaining walls	30
	Chain link fencing	20
	Concrete block fencing	30
	Wood fencing	10
	Underground Water Pipes	20-40
	Underground Sewage Pipes	30-60
	Underground Steam Pipes	10-30
	Tunnels for Steam and Chilled Water Piping	25-50

References:

Arizona School Facilities Board, *Average Life Cycle of Building Components*, Phoenix Jun 05, 2003.

<http://www.azsfb.gov/sfb/preventive%20maintenance/life%20expectancies.xls>

Appendix E: BSM Duties

The following checklist summarizes the main responsibilities of Building Service Managers (BSMs) in the Operations service group:

Daily:

- Check boiler and mechanical rooms
- Raise and lower the flags
- Police the exterior grounds and inspect playground equipment
- Unlock doors
- Inspect all classrooms, custodial closets, and restrooms
- Record all boiler and storage tank readings and perform tests and checks of the safety devices
- Clean up from breakfast as applicable
- Clean and restock the restrooms throughout the day as necessary
- Set up and clean the cafeteria as necessary
- Dust-mop the hallways
- Clean entry doors, windows, and display cases
- Spot clean the walls, lockers, and halls
- Clean the dumpster areas
- Collect recycling
- Take care of minor building maintenance
- Do miscellaneous tasks as needed (i.e., clean up spills, receive deliveries)
- Maintain the supply inventory
- Perform required tests as applicable (i.e., wastewater, potable water, therapy tank)
- Maintains required records and reports as applicable (i.e., pesticide, filters, wastewater, potable water, boiler, fuel inventory, work orders)
- Miscellaneous tasks assigned by the school principal or vice principal as time permits weekly:
- Inspect the roof monthly.
- Inspect the fire extinguishers
- Test the emergency lights

Appendix F: BSM Filing System

A Building Service Manager (BSM) has the responsibility to maintain the BSM Filing System, which contains the documentation listed below.

- Task/time management (daily, weekly, monthly, yearly, other)
- Employee files
- Housekeeping inspection form
- Daily bathroom checklist
- Summer cleaning checklist
- Rentals
- Fire drill reports
- Pest control log
- Fuel/gas receipts
- Dust mop receipts
- SDS sheets
- Policing grounds
- Playground equipment checklist
- Building security verification forms
- Boiler room logs
- Daily fuel tank measurements
- Water treatment copies
- Equipment listing
- Emergency light testing monthly
- Fire extinguisher testing monthly
- Alarm issues
- Incidents
- Work orders (requested, incomplete, completed, rejected)
- Rooftop inspections
- Staffing

Exhibits

Exhibit 1	Preventative Maintenance List
Exhibit 2	Occupied Set Points
Exhibit 3	Energy and Natural Resource Conservation Policy

WCBOE CMP Preventive Maintenance List

EXHIBIT 1



WCBOE CMP Preventive Maintenance List
Printed: 9/29/2015 1:44 PM

PM ID	PM Name	Frequency Desc
(Repair Center Name Not Specified)		
(Repair Center Name Not Specified) > HVAC		
HV-BOILER-A-3	Annual Boiler Maintenance	Jan 1 of every 1 year(s)
HV-COOLTWR-A-1	CHIPMAN COOLING TOWER WINTER PROCEDURES	Oct 15 of every 1 year(s)
Maintenance		
Maintenance > CARPENTRY		
LK-SEC-A-1	Annual Building Security Checks	Aug 1 of every 1 year(s)
CA-INDOOR-A-1	Annual Door, Hardware and Closer Inspections	Jan 1 of every 1 year(s)
CA-ROOF/GUTTER-A-1	Annual Building Roof and Gutter Checks	Jan 1 of every 1 year(s)
CA-SHOPTRNG-M-1	Carpentry Shop Monthly Training	Day 1 of every 1 month(s)
CA-WINDOW-A-1	Annual Window and Screen Inspections	Jan 1 of every 1 year(s)
Maintenance > ELECTRICAL		
EL-ELEVATOR-A-1	Semi-Annual Elevator Inspections	Every 1 month(s)
EL-EXHAUST-A-1	Annual Exhaust Fan Preventative Maintenance	Jan 1 of every 1 year(s)
EL-GEN-S-1	Semi-Annual PM on Emergency Diesel Generators	Every 6 month(s)
EL-OUTLIGHT-A-1	Annual Outdoor lighting checks	Every 1 year(s)
EL-SHOPTRNG-M-1	Electrical Shop Monthly Training	Day 1 of every 1 month(s)
FP-ALARM-BA-1	Semi-Annual Fire Alarm Maintenance	Day 1 of every 6 month(s)
FP-ANSUL-BA-1	Semi-Annual ANSUL Inspection	Day 1 of every 6 month(s)
FP-EXTGSHR-A-1	Annual Fire Extinguisher Inspection	Every 1 year(s)
FP-SPRINKLER-Q-1	Quarterly Fire Suppression/Sprinkler Inspection	Day 1 of every 3 month(s)
Maintenance > GROUNDS		
GR-BASIN-A-1	Annual Stormwater Catch Basin, Wetlands, Pond Inspection and Maintenance	Nov 1 of every 1 year(s)
GR-GRASS-W-1	Grass Cutting Weekly (APR-NOV)	Every 6 day(s)
GR-GRASS-W-2	Back Field Grass Cutting Weekly (APR-NOV)	Every 8 day(s)
GR-PLAYGND-A-1	Annual Playground Inspection	Every 1 year(s)
GR-SEALCOAT-3A-1	3 year Sealcoating	Jan 1 of every 3 year(s)
GR-SHOPTRNG-M-1	Grounds Shop Monthly Training	Day 1 of every 1 month(s)
GR-TRAILER-A-1	Annual Trailer Maintenance	Jan 1 of every 1 year(s)
GR-WEED-A-1	Annual Weed Spray Documentation	Jan 1 of every 1 year(s)
Maintenance > HVAC		
HV-AHEQPT-Q-1	HVAC Building Air Handling Equipment Quarterly Maintenance	Every 3 month(s)
HV-BOILER-A-1	Annual Boiler Fuel Oil Switch over	Jan 15 of every 1 year(s)
HV-BOILER-A-2	Annual Boiler Fuel Oil Switch BACK to Gas	Feb 15 of every 1 year(s)
FS-GREASE-S-1	Grease Trap Semi-Annual Pumping	Day 1 of every 6 month(s)
FS-SUMMER-A-1	Food Service Summer PM work	May 15 of every 1 year(s)

http://mcon.wcboe.org/inc_web/mapp_v12/modules/reports/rpt_check2.asp?showSQL=fal... 9/29/2015

WCBOE CMP Preventive Maintenance List

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HV-EUH-A-1	HVAC-Electric Unit Heater Summer Cleaning	May 1 of every 1 year(s)
HV-SHOPTRNG-M-1	HVAC Shop Monthly Training	Day 1 of every 1 month(s)
HV-TEMP/CHIP-D-1	Daily Startup Shutdown and PM of Temp Cooling system at Chipman	Every 1 week(s) on Mo/Tu/We/Th/Fr
HV-BOILER-BA-1	Bi-Annual Boiler Pressure Vessel Inspections	Jan 1 of every 2 year(s)
HV-BOILER-M-1	Monthly Building Climate Control Loop Chemistry Samples	Day 1 of every 1 month(s)
HV-BOILER-M-2	Monthly Mardeia Compressor checks	Day 1 of every 1 month(s)
HV-COILCLEAN-A-1	HVAC Summer Coil Cleaning	June 1 of every 1 year(s)
Maintenance > PLUMBING		
PL-BACKFLOW-A-1	Annual Backflow Preventer Maintenance	Jan 1 of every 1 year(s)
PL-DRINKWATER-A-1	Pre Startup Seasonal Water Flushes	Aug 1 of every 1 year(s)
PL-HOTW-A-1	Annual Hot Water Inspection	Jan 1 of every 1 year(s)
PL-LIFTST-A-1	Annual Lift Station Preventative Maintenance	Jan 1 of every 1 year(s)
PL-SHOPTRNG-M-1	Plumbing Shop Monthly Training	Day 1 of every 1 month(s)
PL-WELLINSP-5A-1	5 Year Potable Well Inspections	Jan 1 of every 5 year(s)
Maintenance > SUPPLY		
SU-CLASSAF-Q-1	Quarterly Classroom Air Filter Clean/Replace	Day 1 of every 3 month(s)
SU-GENERAL-D-1	General Maintenance Daily	Every 1 week(s) on Mo/Tu/We/Th/Fr
SU-SHOPTRNG-M-1	Supply Shop Monthly Training	Day 1 of every 1 month(s)



Cooling Season Occupied Set Points: 72° - 76° F

Unoccupied Set Point: 74°F

Heating Season Occupied Set Points: 68° F - 72° F

Unoccupied Set Point: 70°F

Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"

Air Conditioning Equipment

1. Occupied temperature settings shall be maintained by occupant via the space sensor. The available setting are 72° - 76°F.
2. During unoccupied times, the air conditioning equipment shall maintain the unoccupied set point.
The unoccupied period begins as stated on the attached schedule. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the staff remains in the classroom after the students have left. Administrative office areas unoccupied period begins as stated on the attached schedule. Exceptions must be authorized by the principal and submitted to the Facilities Office. Facilities Office may authorize the exception after a performance log review.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when instruction begins.
4. Auditoriums will remain in an unoccupied mode. Exceptions must be authorized by the principal and submitted to the Facilities Office via the Event Management System. (EMS) only no later than two week prior to the event.
5. Maintenance will ensure outside air dampers are closed during unoccupied times.
6. Ceiling fans should be operated in all areas that have them.
7. Relative humidity levels shall not exceed 60% for any 24 hour period.
8. Summer break occupied mode will be provided in administration offices and media centers during the period of 7:00 a. m. thru 3:00 p. m. MO – FR. Exceptions are explained in the RED DAY procedures as well as during a Demand Response event. Occupied mode should not be utilized at any location during the summer months unless the areas are being used for summer school. This as well as all other occupancy must be listed on the official Summer Schedule. Exceptions must be authorized in writing by the Assistant Superintendent of Administration and submitted to the Rental Coordinator's office.
9. All interior and exterior doors in all areas must be kept closed when the HVAC system is operating. HVAC equipment will be disabled if doors are found open for extended periods.
10. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.
11. Ensure dry food storage areas are maintained within code requirements. Typically, this is 55F-75F temperature and 35%-60% Relative Humidity. Cooling set point is 73°F. Heating set point is 60°F. Utilize loggers to verify.

Heating Equipment

1. Occupied temperature settings shall be maintained by occupant via the space sensor. The available setting are 68° - 73°F.
2. The unoccupied temperature setting shall be 70°F
3. The unoccupied time shall begin when the students leave an area at the end of the day.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 110°F or 140°F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.

7. For heat pumps, ensure a 6 °F dead-band between heating and cooling modes.
8. Heating oil and propane (if applicable) levels should be physically measured and recorded by "sticking the tanks" at least on the following intervals: 1) recurring scheduled monthly date 2) immediately before new delivery, 3) immediately after delivery.
9. Space heaters are strictly prohibited without authorization from the Office of Facilities. If permission is granted for the use of a space heater in a designated area then the space heater must be switched off when the staff member leaves the area.

Ventilating Equipment

1. All outside air, makeup air and exhaust air equipment will be disabled during unoccupied times. To enable equipment during afterhours events the event must be scheduled via the EMS scheduling process.

Lighting

1. All unnecessary lighting in unoccupied areas will be turned off. Staff should make certain that lights are turned off when leaving the classroom or office when empty. Utilize natural lighting where appropriate.
2. All outside lighting shall be off during daylight hours.
3. Gym lights should not be left on unless the gym is being utilized.
4. All lights will be turned off when students and staff leave for the day. Custodians will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Water

1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
2. Grounds watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am – 8pm.
3. When spray irrigating, ensure the water does not directly hit the building.
4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

Miscellaneous Plug Loads

It is the intent of the Board of Education of Wicomico County to provide a healthy safe environment for its students, staff and the community. Unauthorized use of appliances and/or electrical devices of any type is strictly forbidden.

1. Coffee makers, toaster ovens, toasters, microwave ovens, refrigerators, freezers, fans, space heaters and all other appliances and electrical devices not necessary for instruction and provided by Wicomico County Board of Education are strictly prohibited. Exceptions for mini refrigerators only must be authorized by the principal and submitted to the Energy Management Office for approval. Once approved and a yearly fee not to exceed \$85.00 has been submitted by the refrigerator owner a sticker will be issued. This coded sticker must be displayed on the top right corner of the authorized mini refrigerator's door. All unauthorized appliances and electrical devices (as well as refrigerators not displaying the current year's decal in the approved location) will be removed from Wicomico County Board of Education property. WCBOE assumes no responsibility for any unauthorized appliance or electrical device. All personal authorized mini refrigerators must be removed from the school on or before the last day of the school year or risk being treated as unauthorized.



Wicomico County Board of Education

Energy and Natural Resources Conservation Policy

The Wicomico County Board of Education (WCBOE) believes it is responsible for ensuring that every effort is made to conserve energy and natural resources while exercising sound financial management. WCBOE bears the responsibility for the effective use of tax dollars and to provide leadership in developing realistic energy goals and awareness of energy needs, costs, and conservation efforts.

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, students, and support personnel and its success is based on cooperation at all levels. WCBOE employees are expected to contribute to energy efficiency within their facilities. Every person will be expected to be an "energy saver" as well as an "energy consumer."

The appropriate WCBOE personnel will develop processes to maintain accurate records of energy consumption, cost of energy, and other conservation program goals and progress. To provide the most cost effective and dependable energy supply, the appropriate WCBOE personnel shall develop and implement processes to appropriately procure energy. Building Administrators and Building Service Managers will be jointly accountable for role models at his/her assigned school with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and Building Service Manager to ensure that an efficient energy posture is maintained daily.

To maintain a safer and healthier learning environment and to complement the energy and natural resource management conservation program, the WCBOE Facilities department shall create and implement processes for maintenance and monitoring for its facilities and systems, including HVAC, building envelope, and moisture management. The Superintendent or his/her designate shall develop short- and long-range strategies in the areas of facilities energy management and resource conservation.

Terms and Acronyms

ADA

Americans with Disabilities Act. The ADA contains regulations regarding building accessibility for people with disabilities that Facilities Services must be in compliance with.

A/E & CM

Architecture/Engineering and Construction Management. A/E refers to the plan and other supporting documents that need to be created and submitted before construction begins. CM refers to the management responsibilities concerned with putting the plans into action. A/E & CM fees are “soft fees” and only pertain to locally funded projects. The state does not provide funding for soft fees.

AOR

Area of Responsibility. The responsibilities within each service area (SA).

BSM

Building Service Manager. The head custodian at each school, who is also responsible for communicating service requests to Maintenance when necessary.

capacity

A school's size as it relates to the total number of students it can accommodate.

Capital Maintenance Major repair, alteration, and replacement of building systems, equipment, finishes and components, including their removal and disposal, that sustains or extends the useful life of the entire facility but is insufficient to result in the facility becoming “like new”/

Capital Outlay

Funding for the acquisition, construction, and renovation of land, buildings, and equipment.

CCTV

Closed-Circuit Television.

CIP

Capital Improvement Plan. The CIP contains budget request projections and a schedule of projects broken down by project type (additions, renovations, systemic work, etc.), the phase of development of each project, and where funding will be requested or has been deferred.

CMMS

Computerized Maintenance Management System. CMMS is used to record, manage, and track maintenance activities and service requests.

CM

Corrective Maintenance

CMP

Comprehensive Maintenance Plan

CRV

Current Replacement Value, which equates to the gross square footage of the facility multiplied by

the IAC's current cost per square foot for new construction (available in most recent year's APG-CIP instructions at www.iac.maryland.gov)

Departmental Workplan

Plan for a small-scale, in-house construction project that does not require state funding.

EFMP

Education Facilities Master Plan. The EFMP documents the issues affecting the schools and creates a framework for scheduling major school facility projects.

EMS

Energy Management System. The hardware/software platform used to monitor systems, schedule events, and handle billing when WCPs facilities are rented out.

FCA

Facility Condition Assessment. The FCA is a yearly assessment of the systems, structures, and equipment at all facilities to determine when service will be required to keep everything operational.

FCI

Facility Condition Index. The FCI is an industry standard index that measures the relative condition of a building by considering the costs of deferred maintenance and repairs as well as the value of the buildings.

FFE

Fixtures, Furniture, and Equipment. FFE refers to facility property that is not permanently connected to the structure of a building, such as desks, light switches, and telephones. FFE does not include plumbing, drywall, roofing, etc. Funding for FFE is supplied locally, not by the state.

GSF

Gross Square Footage

IAC

Interagency Commission on School Construction. The IAC is a state government committee that approves or rejects budgets for state-funded school construction projects.

JOC

Job Order Contract: A type of construction contract where the work is ordered by the project and the price structure is pre-established based on established rates and a proposal is offered based on those rates and the scope of work required. For example, if a room HVAC system required a replacement, then a whole project price proposal would be obtained from the pre-approved contractor based on his previously accepted rates and mark-up information.

LEA

Local Educational Authority. LEA is often used as a synonym for "school district".

Lockout/Tagout

"Lockout/Tagout" is a term that refers to procedures necessary to keep employees safe from the unexpected startup of equipment or the release of hazardous energy during maintenance activities. Facilities Services provides training to anyone who needs to be informed of relevant lockout/tagout procedures.

Maintenance

The work required to keep a facility (Plant, building, structure, ground facility, utility system, or other real property) in such condition that it may be fully functional and continuously utilized for its

expected lifespan, for its intended purpose, and at its maximum energy efficiency. Includes both routine and capital maintenance.

M & O

Maintenance and Operations

Material Takeoff

A list of building materials needed for a construction project. This list is generated by analyzing the project blueprints.

MOSHA

Maryland Occupational Safety and Health Act.

PM

Preventative Maintenance, The planned and regular inspection and servicing of equipment and systems in order to achieve the full expected lifespan and prevent prematurely degraded performance, premature failure, unplanned downtime, and related avoidable costs.

SDS

Safety Data Sheet. A MSDS form documents any hazardous components of a product, and it needs to be filled out for nearly everything used at any facility before it can be used (i.e., floor wax, bug spray, ceiling tiles).

OSHA

Occupational Health and Safety Administration.

PD

Professional Development

Plant Maintenance

Includes activities concerned with keeping the grounds, building, and fixed equipment in their original condition of completeness or efficiency through repair, scheduled and preventive maintenance, or replacement of property.

Plant Operation

Includes activities concerned with keeping the physical plant open, comfortable, and safe for use.

Portable

A trailer (short for "portable office"). Portables are used for administrative space and other purposes as necessary when it is determined that brick-and-mortar construction is not required or appropriate.

PPE

Personal Protective Equipment. PPE includes safety glasses, hard hats, face masks, vinyl gloves, work gloves, or any other piece of clothing or equipment designed for protection from safety hazards. In order to comply with OSHA and CDC requirements, each task performed by employees must be broken down into subtasks, and each subtask must be analyzed to determine what types of protective equipment are necessary.

PTA

Parent/Teacher Association.

RFQ

Request for Quote. A document asking a contractor to submit a bid for equipment or services.

RFP

Request for Proposal. See RFQ.

ROW

Right of Way. The land on which roads and related structures are built.

SA

Service Area. A category of responsibilities that a service group is accountable for.

service group

The main divisions comprise the Facility Services Department (Operations, Construction, etc.).

Soft Fees

Construction costs for architecture, engineering, legal fees, and other expenses not considered to be direct construction costs (labor, material, equipment).

UPC

Unit Price Contract: A type of construction contract where the work is broken down into units and a price is established for each unit of work. For example, if painting is required but the exact square footage is unknown, then a price will be placed on each square foot of area painted instead of a fixed price for the whole project.

WCBOE

Wicomico County Board of Education. WCBOE is a seven-member board, appointed by the Governor of Maryland, to make policy decisions for the county schools.

WCPS

Wicomico County Public Schools. WCPS refers to the entire school system for Wicomico County, including the WCBOE, Superintendent of Schools, Assistant Superintendents, and all departments for Administrative Services as well as for Instruction and Student Services.

WO

Work Order.