

FY 2024

Comprehensive Maintenance Plan



Charles County
Public Schools

Working together to achieve excellence for every student.

THE BOARD OF EDUCATION OF CHARLES COUNTY, MARYLAND



Michael Lukas, Chairperson

Michael Lukas is a retired engineer and branch manager for the Department of the Navy where he has worked for 35 years. Born in Washington D.C., and moving to Maryland when he was seven, Mr. Lukas proudly calls himself a Marylander and attended Prince George's Community College, and the University of Maryland, College Park where he earned a degree in electrical engineering. He completed graduate studies in systems engineering at George Mason University and the Naval Post Graduate School. Mr. Lukas has volunteered with the Greater Waldorf Jaycees where he served as the community vice president. He enjoys playing and coaching soccer and has volunteered with the Boy Scouts where he was an assistant Scoutmaster. He has lived in Charles County for 25 years with his wife, Kim, who is a teacher at the College of Southern Maryland and their son who is a 2016 CCPS graduate. Mr. Lukas was first elected to the Board in 2010 and is serving in his fourth term.



Yonelle Moore Lee, Esq., Vice Chairperson

Yonelle Moore Lee was born in Guyana, South America, and is the first generation in her family educated in the United States. She is an attorney, mediator and part owner of an investment club and a real estate investment company. She received a Bachelor of Arts in Political Science from the University of D.C., and a Juris Doctor from Pepperdine University School of Law. Mrs. Moore Lee is a graduate of both the Leadership Southern Maryland Executive Program and the Dorothy Irene Height Global Leadership Academy. She is currently studying at the College of Southern Maryland to regain her fluency in Spanish.

Mrs. Moore Lee serves as Vice Chair of the American Bar Association's GP, Solo and Small Firm Division's Women's Initiative Network and Judiciary Committees. She is also the Region IV Treasurer of the National Bar Association and Recording Secretary of the Southern Maryland (MD) Chain Chapter of The Links, Incorporated. Mrs. Moore Lee is a Diamond Life member of Delta Sigma Theta Sorority, Inc., where she was also elected to the Eastern Regional Nominating Committee.

Mrs. Moore Lee is happily married to her hero Jonathan, Sr., a former U.S. Marine and Purple Heart recipient. They have three children - Gabrielle, Jonathan Junior, and Jackson. She is serving her first term as a Board Member.



Dottery Butler-Washington

Dottery Butler-Washington is the IT Program Manager for the Department of Defense within the Pentagon. Born in Greensboro, GA and moved to Waldorf, MD, by way of the military, Mrs. Butler-Washington is a proud Navy veteran. She earned her Bachelor of Science from Saint Leo University in Computer Information Systems and her Master of Business in Technology Management. Mrs. Butler-Washington is a member of Zeta Phi Beta Sorority, Incorporated, The Links Incorporated, the National Council of Negro Women (NCNW), and the Charles County Branch of the NAACP. She is Vice President of the Center of Children's Board of Directors. A resident of Waldorf, Mrs. Butler-Washington is married to Maurice Washington, retired Navy 23 years and has two sons and four grandchildren. Mrs. Butler-Washington is serving her first term as a Board Member.



David Hancock

David Hancock is a small business owner and manages Hancock Family Farms in La Plata. He is a past president and current board member of the Charles County Farm Bureau, 2016 Young Farmer of the Year, board member of the Eastern Virginia Feeder Calf Association and a board member of the University of Maryland Extension Advisory Board. Mr. Hancock is a 2008 graduate of the UA Mechanical Trade School through Montgomery College and a 2002 graduate of La Plata High School. He lives in Charles County with his wife, Kim, and their three children. Mr. Hancock is serving his second term as a Board of Education Member.



Nicole M. Kreamer

Nicole M. Kreamer is a senior-level healthcare professional of over 20 years, holding several leadership positions throughout the Washington, DC metro area. She has also worked part-time as a substitute teacher for Charles County Public Schools. She and her family have lived in Charles County for 19 years. She is a graduate of the University of Maryland, University College with a dual Master's in Healthcare Administration and an MBA. She is the proud mom of two CCPS graduates, 2017 and 2021 respectively, and her youngest is in elementary school. Ms. Kreamer is an active member of the Charles County community. She is a certified facilitator for the Gals Lead Mentorship Program and a mentor with Stella's Girls, Inc. She is an alumni mentor for UMGC, a certified Blueprint Advocate with Strong Schools Maryland, member of the Charles County Branch of the NAACP, and member of the Board of Directors for American Association of Healthcare Administrative Management (AAHAM). Ms. Kreamer is serving her first term as a Board Member.



Jamila Smith

Jamila Smith has over 15 years of education policy experience as a civil servant, and throughout her career she has held several leadership positions. Mrs. Smith is a dedicated and active community leader who has served on the PTO, as a school volunteer supporting college and career preparation from elementary through high school, as a Board member on the Charles County Early Childhood Advisory Council, and is an active member of the Tri-county Chapter of Delta Sigma Theta Sorority, Inc. and the Southern Maryland Chapter of Jack and Jill, Inc.

Mrs. Smith holds a bachelor's degree from Georgetown University, a master's degree from The Catholic University of America, and is a doctoral candidate at the American University School of Education's education policy and leadership program. She resides in Waldorf with her husband and is the proud mom of three children, who attend Charles County Public Schools. Mrs. Smith is serving her first term as a Board Member.



Brenda Thomas

Mrs. Brenda Thomas is a lifelong resident of Charles County and a retired Federal Government employee having served for over 25 years in the Department of Treasury's Bureau of Printing and Engraving. She is currently the President of the Western Charles County Community Association (WCCCA). She is also an active Community Advocate in the county, especially in the Nanjemoy area, where she often organizes children's programs focusing on underserved communities and aiding those with substance abuse.

She is deeply respected for her efforts in assisting families during emergencies in disaster situations. She has also provided essential projects and recruitment assistance for an important cancer research initiative in collaboration with Morgan State University. She is an entrepreneur, owning Keystone Enterprise Solutions Inc. and operating other successful businesses. Mrs. Thomas is a proud member of the Piscataway Conoy Tribe, still residing on this ancestral land in Indian Head, MD with her husband Danny.



Linda Warren

Linda Warren is a public information officer for the Charles County Department of Health. She is also an adjunct instructor at the College of Southern Maryland for the Kids and Teens College program. Mrs. Warren formerly taught middle school health education in both the Baltimore City and Prince George's County Public school systems. She has served in other educational leadership capacities in Pennsylvania. Mrs. Warren is the founder of Young Pioneers Enrichment Center Inc. She earned her Bachelor of Science degree in health science from Lincoln University and her master's degree in education from Liberty University. Mrs. Warren lives in Charles County with her husband. Mrs. Warren represents Charles County District 4 and is serving her first term as a Board member.



Treasure Perkins, Student Member

Treasure Perkins is a Thomas Stone High School junior and Student Member of the Board of Education for the 2023-2024 school year. As the student member, Perkins will serve as the voice of the Charles County Public Schools (CCPS) student body. During her term, Perkins plans to focus on school safety and increasing student achievement. She is a member of the National Society of High School Scholars and most recently served as the Thomas Stone High School Sophomore Class President. She has also attended the Minority Law and Research Institute offered through Southern University Law Center. Through this opportunity, Perkins researched legal information, studied case law and participated in a mock trial with other student participants. Her participation was sponsored by the Aunt Berta's Kids Education Foundation based in Prince George's County. Outside of her studies, Perkins enjoys singing, writing and swimming.



Maria V. Navarro, Ed.D., Superintendent of Charles County Public Schools

Maria V. Navarro, Ed.D., is a veteran educator who has served in various teaching and leadership roles in Maryland, Delaware and Washington, D.C. Prior to working for CCPS, Navarro was an education consultant working to support school systems and government agencies to improve learning opportunities for young people. Dr. Navarro was the chief academic officer for Montgomery County Public Schools (MCPS) in Maryland for six years and was the acting Chief Academic Officer in Baltimore City Public Schools (BCPS) for five years. Prior to joining Baltimore City schools, Navarro worked as a senior-level administrator for the Christina School District in Delaware and as a teacher and administrator for the Cesar Chavez Public Charter High School in Washington, D.C. Navarro holds a bachelor's degree from the University of Delaware, a master's degree in science education from Temple University and a doctorate in Educational Leadership and Policy from The George Washington University. Navarro is bilingual and speaks Spanish and English and has intermediate proficiency in French and Portuguese.

October 2023

Submitted By:

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The Maintenance and Operations Departments

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The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessler, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).

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Glossary

Definition of terms and acronyms used in this document:

Acronym or Term	Definition
APPA	Association of Physical Plant Administrators
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."
CCPS	Charles County Public Schools
CIP	Capital Improvement Program
CMMS	Computerized Maintenance Management System
CM	Corrective maintenance
CMP	Comprehensive Maintenance Plan
COMAR	Code of Maryland Administrative Regulations
Corrective Maintenance	Work performed to return a degraded or failed system or piece of equipment to an operational condition within the tolerances or limits established for in-service operations
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 the most recent year's APG-CIP instructions at www.iac.maryland.gov)
EFMP	Educational Facilities Master Plan
FTE	Full-time equivalent
GSF	Gross square feet
IAC	Interagency Commission on School Construction
LEA	Local Education Agency
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 & Operations
PM	Preventive maintenance
PD	Professional Development
WO	Work order

Purpose

The purpose of the annual Comprehensive Maintenance Plan (CMP) is to communicate to the Local Education Agency's (LEA's) stakeholders, including the State, the LEA's intentions for the coming fiscal year for its facilities-maintenance program.

Background

Under 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 Facilities Master Plan (EFMP) and its local Capital Improvement Program (CIP). The IAC requires that each LEA submit a CMP in order that the IAC may:

- 1) 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;
- 2) evaluate the degree to which the LEA is 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
- 3) evaluate and compare each LEAs' maintenance planning both over time and across the state in a manner that supports the identification of best practices that the IAC can then share with all LEAs.

To ensure that each CMP provides the full needed value to the LEA, its stakeholders, and the State, the IAC here establishes minimum content requirements for CMPs in a table-of-contents format that is intended to provide clear guidance to LEAs. The objective is to obtain the information that the IAC requires in a low-effort format that allows LEAs to publish and submit the IAC-required information as well as other LEA-selected information. On March 30, 2021, the IAC shared with LEAs the draft list of data elements to be required in future LEA CMPs and requested feedback and input. Between that date and late June, a number of LEAs provided feedback or input on the draft list. The IAC took that feedback and input into account in developing these instructions.

Deadline for and Method of Submission

Upload the final, Board-approved CMP document to the LEA's folder within the Submissions library under the CMPs tab in IAC's SharePoint site by October 15, 2023. Hard copies are not accepted.

Required Format

The LEA may provide the required data listed below within any reasonable format, including that of the LEA's standard or traditional CMP. The IAC prefers Word or Excel document formats but accepts PDF documents.

Required Data Elements

For the 2023 CMP submission, it is understood that the LEAs' data collection, accounting, and reporting differ and that some of the data elements below may not have historically been collected, tallied, or generated or are not currently available for various reasons. In light of this, the IAC may exercise flexibility at its discretion to accept a CMP that does not necessarily meet all of the specified requirements. If the LEA expects to submit such a CMP, LEA staff should notify the Assessment & Maintenance Group Manager in advance and collaborate to identify appropriate modifications.

A. Introduction and Supporting Documentation

A1. Guiding Principles

School facilities maintenance is about more than just resource management. It is about providing clean and safe environments for students and staff. It is also about creating a physical setting that is appropriate and adequate for learning. Planned and preventive maintenance are vital as they not only extend the life expectancy of building components and equipment but contribute to the efficiency and effectiveness of our facilities as they impact the learning environment.

A2. Vision

Routine and unexpected maintenance demands are bound to arise. Charles County Public Schools (CCPS) must proactively develop and implement a plan for dealing with these inevitabilities. A sound *Comprehensive Maintenance Plan (CMP)* helps to ensure our school facilities are and will be cared for appropriately. Negligent facilities maintenance planning can result in real problems. Large capital investments can be squandered when buildings and equipment deteriorate, or warranties are invalidated. In addition, failure to maintain school facilities adequately also discourages future investment in our public education system.

A3. Mission

As our school buildings age, we face the growing challenge of maintaining them at a level that enables our teachers to meet the needs of 21st century learners. Facilities issues arise at all educational levels from prekindergarten through high school and at all sites from classrooms to administrative offices. Challenges arise in new and old facilities alike, although the types of concerns may differ.

The mission of our Maintenance and Operations Departments is to implement an effective Comprehensive Maintenance Plan that can:

- Contribute to our school system's instructional effectiveness and financial well-being;

- Improve the cleanliness and safety of our facilities;
- Reduce the operational and life-cycle costs of our buildings;
- Help staff identify facilities priorities proactively rather than reactively;
- Extend the useful life of our buildings;
- Increase energy efficiency and thereby help the environment.

Students and staff thrive in an orderly, clean, and safe environment. Classrooms that are well ventilated, suitably lighted, and properly maintained actually facilitate learning. Poor air quality on the other hand negatively affects alertness and results in increased student and teacher absences, which can have a corresponding impact on student achievement. Moreover, appropriate facilities maintenance extends the life span of older facilities and maximizes the useful life of newer facilities. Thus, a facilities maintenance plan contributes to both the instructional and financial well-being of an education organization and its community.

A4. Interrelationships

This CMP is designed primarily for staff at our local school level, where most facility maintenance is planned, managed, and carried out. This audience includes Board members, the superintendent, school business officials, principals, facilities planners, maintenance staff, and building service staff. While the document is required by the State of Maryland Public School Construction Program's Administrative Procedures Guide, it is also relevant to the school facilities interests of the County Government staff, community groups, vendors, and other regulatory agencies.

The CMP is one of three documents required to be submitted to the Interagency Commission on School Construction, along with the Educational Facilities Master Plan (EFMP) and the Capital Improvement Program (CIP). The three documents are connected as the data within them have a direct impact on one another. The EFMP identifies facility information along with enrollment growth. The CIP identifies projected renovation and large systemic projects. This data drives decision making on day to day as well as long term maintenance. An example would be an air handler unit that has exceeded its life expectancy but is in need of repair. If the area of that particular facility is identified as receiving an upcoming renovation then the repair would be reactive maintenance consisting of the particular component within the air handler unit instead of capital maintenance replacing the entire air handler. In this case, a complete replacement of the air handler may not properly serve the upcoming renovation of that space.

A5. Long-term Focus

The long-term (strategic) focus regarding maintenance of our facilities is to extend the life of building components through predictive and preventive maintenance. These efforts will reduce operating funds being allocated for costly repairs that increase the total cost of ownership associated with these components. When equipment can be maintained through its entire life cycle and replacements can be coordinated with larger scale projects, such as additions or renovations, we are capable of providing a uniform solution that promotes efficiency and streamlines maintenance efforts as multiple systems can be reduced into one coherent system. An example of this could be a chiller system that is near its anticipated end of life cycle at a facility that is several years from receiving an addition. The addition will require a chiller capable of more capacity. If properly maintained the current chiller could be replaced within the scope of the addition and the HVAC mechanical systems that will serve the new addition would integrate with the replacement chiller of a larger capacity that can meet the needs of the existing building along with the addition.

A6. Short-term Focus

The short-term (next one to three fiscal years) focus regarding maintenance of our facilities places an emphasis on building components or needs that are not identified in the CIP. When long-term strategies to prolong life of components to align with renovations is not practical due to driving factors such as obsolete equipment or funding limitations extending the renovation date we need to identify short-term strategies to continue to provide an optimal learning environment with the resources we have. The scope of these projects usually involve addressing an area of a facility not a complete system overhaul. Examples would include an air handler that serves a wing of a building, not a complete building HVAC system overhaul or a repair to a section of a roof instead of a complete roof replacement . Varying factors drive these decisions, such as whether a specific component is beyond its useful life, but a total overhaul wouldn't expend its total cost of ownership because of a renovation that may be 7 to 10 years away.

A7. Computerized Maintenance Management System (CMMS)

- A. CMMS software package being utilized by CCPS to manage maintenance:
 - Brightly formerly Dude Solutions
- B. List of the CMMS modules being utilized and their primary purpose:
 - Maintenance Direct – Work Order management
 - PM Direct – Preventive Maintenance management
 - Inventory Direct – Maintenance & Operations Inventory Management
- C. CMMS utilization for contractors:
 - Contractor repairs are captured within the work order system and the invoice is applied to the specific work order
- D. Percentage of Preventive Maintenance work orders being generated automatically within the CMMS – 15%
- E. Percentage of facilities for which all major building systems and components are tagged and entered into the asset inventory within the CMMS – 100%

A8. Facilities-Assessment Process

Charles County Public School facilities undergo a comprehensive deep cleaning during the summer months. Inspections are performed in August to assess building conditions and cleanliness as a result of the summer cleaning that was performed. These inspections are used to ensure our buildings are ready to open for another school year. Additionally, these inspections are used to assess the effectiveness of current procedures and to verify that work orders are being entered to capture reactive maintenance concerns.

The Operations Department performs summer cleaning tasks while accommodating facility usage demands for Summer Educational Programs, Food Programs, Parks and Recreation, and Maintenance/ Construction Projects.

In an effort to ensure our facilities are continuously being cleaned and properly maintained, a mid-year inspection has been implemented during the winter months. This mid-year inspection allows us to identify issues and prioritize work

based on the findings. These identified needs can include deep cleaning, floor care, and maintenance tasks.

In addition to a summer and mid-year inspections, staff from the Operations Department visits schools often throughout the school year to ensure facilities are clean, safe and conducive to learning. During these visits, staff from Operations walk the building with school-based staff to discuss any issues with the building or grounds and provide guidance to resolve the issue or request that a work order is submitted to address this concern.

B. Facility Outcomes

The following elements are metrics that help to illuminate those key issues that can have an adverse impact upon life, safety, and/or health of facility occupants; upon teaching and learning; and/or upon the longevity of the facility.

B1. Facility Usability

- (A) The number of facility-days during which the facility could not support the delivery of the educational programs and services assigned to that facility – Zero.

B2. Maintenance

- (A) Work Orders (WOs)
 - (i) Preventive Maintenance (PM)
 1. PM WOs opened – 2792
 2. PM WOs closed within 30 days – 82%
 3. Staff hours spent on PM – 15,652 hours
 4. Contractor hours spent on PM – Not Currently Measured
 5. Total dollars spent on PM work completed by staff - \$802,720.03
 6. Total dollars spent on PM work completed by contractors - \$87,007.03
 7. Percentage of all maintenance work hours spent on preventive maintenance – 22%
 - (ii) Corrective Maintenance (CM)
 1. CM WOs opened – 17,915
 2. CM WOs closed within 30 days – 92%
 3. CM WOs marked as Emergency or High Priority WOs – 2.8%
 4. Staff hours spent on CM – 53,986 hours
 5. Contractor hours spent on CM – Not Currently Measured
 6. Total dollars spent on CM work completed by staff - \$3,973,467.35

7. Total dollars spent on CM work completed by contractors - \$1,849,245.61
8. Mean Time to Repair the items for which a CM WO was opened – 3.01 hours
9. CM WOs entered by non-building-level staff – 37%
10. CM WOs entered by building-level staff – 63%

B3. Custodial

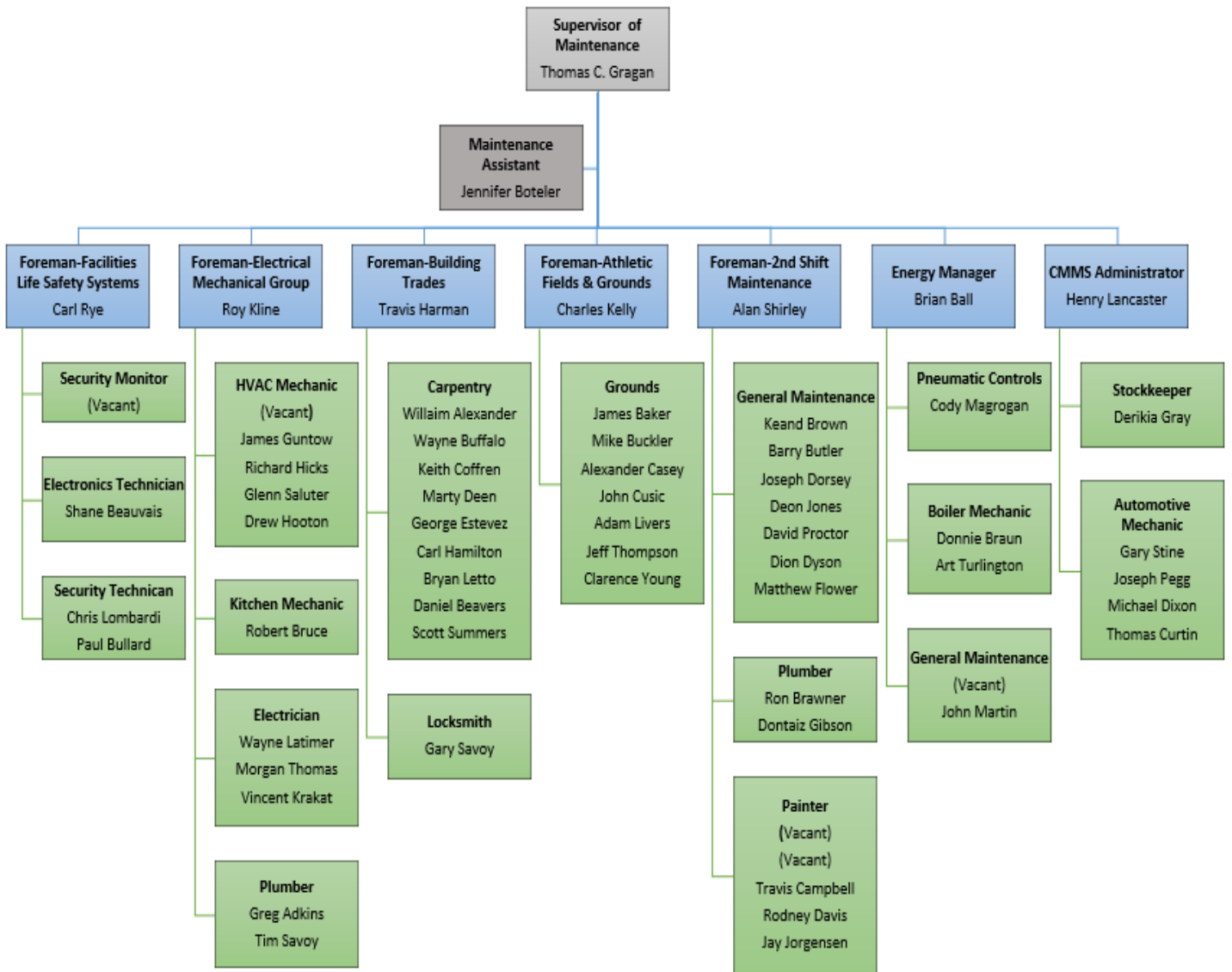
- (A) Building Service Workers trained on the Custodial Scope of Work during the last two fiscal years – 100%
- (B) Percentage of Custodial duties completed adequately – Not currently measured

C. Resources and Inputs

C1. Maintenance Staffing and Organization

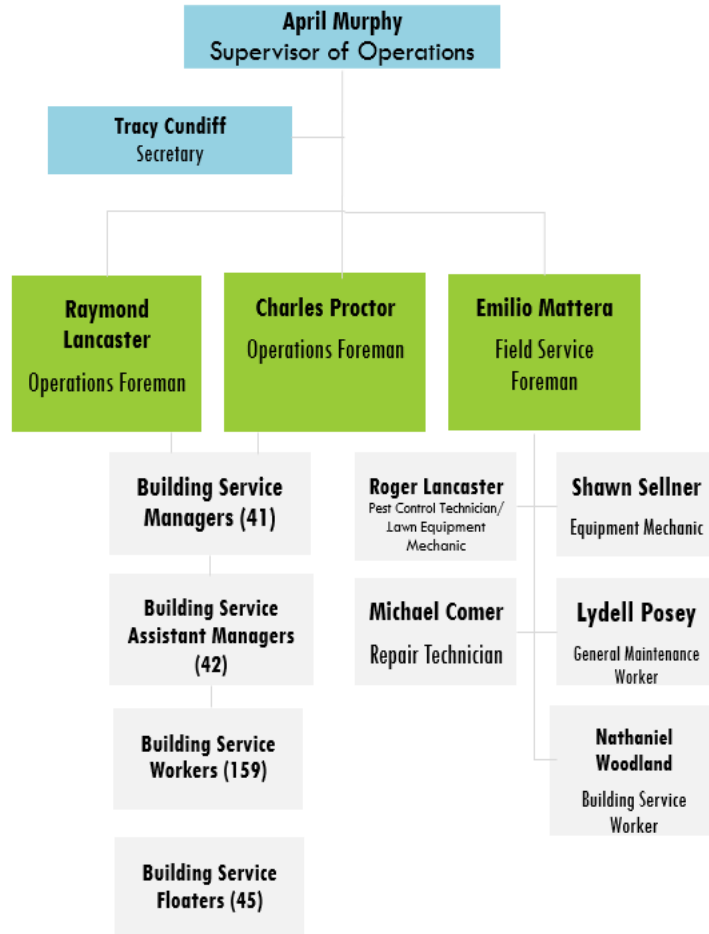
A) Organizational chart for Maintenance Department

Charles County Public Schools Maintenance Department



B) Organizational chart for Operations Department

OPERATIONS DEPARTMENT



C) List of Positions by Type – Maintenance Department

Position	Description	FTE Budgeted	Actual Filled (As of 6/30/23)
Supervisor of Maintenance	Coordinates all Maintenance Department Activities	1	1
Maintenance Assistant	Performs Administrative Functions - invoices, P-Cards, Pos, Personnel	1	1
Foreman - Facilities Life Safety Systems	Oversees all work performed on Life Safety Systems	1	1
Foreman - Electrical/Mechanical Group	Oversees all work performed on Electrical, HVAC, and Plumbing systems	1	1
Foreman - Building Trades	Oversees all work performed on Carpentry, Roofing, and Locksmith	1	1
Foreman - Athletic Fields & Grounds	Oversees all work performed on Athletic Fields, Stormwater Devices, and Playgrounds	1	1
Foreman - 2nd Shift Maintenance	Oversees all HVAC PM Work, Painting, and Plumbing	1	1
Energy Manager	Manages Building Automation System and Facility Utilities	1	1
CMMS Administrator	Manages the Computerized Maintenance Management System, Maintenance Warehouse Stock, and Fleet Vehicles	1	1
Security Monitor	Programs intrusion systems, card access, and CCTV	1	1
Security Technician	Install, repair, and maintain intrusion, card access, and CCTV systems	2	2
Electronics Technician	Install, repair, and maintain Fire Alarm devices, PA systems, Clock systems	1	1
HVAC Mechanic	Install, repair, and maintain HVAC systems	5	5
Kitchen Mechanic	Install, repair, and maintain Kitchen equipment	1	1
Electrician	Install, repair, and maintain Electrical components	3	3
Plumber	Install, repair, and maintain Plumbing components	4	3
Carpenter	Repair and maintain Building components - exterior/interior	6	6
Roofer	Repair and maintain Roofing systems	1	1
Locksmith	Install, repair, and maintain Door Hardware components	1	1
General Maintenance	Various roles - HVAC PM team, Grounds team, Building Trades team, Boiler/HVAC team	17	17
Painter	Repair and maintain Building Finishes - exterior/interior	6	3
Building Control Systems Technician	Install, repair, and maintain Building Automation components	1	1
Boiler Mechanic	Install, repair, and maintain Boiler system components	2	2
Stock Keeper	Maintains supplies associated with maintenance and repair of facilities	1	1
Automotive Mechanic	Install, repair, and maintain Fleet Vehicle components	4	4

D) List of Positions by Type – Operations Department

Position	Description	FTE Budgeted	Actual Filled (As of 6/30/23)
Supervisor of Operations	Coordinates all Operations and Building Services Activities	1	1
Secretary	Performs Administrative Functions - invoices, P-cards, scheduling	1	1
Field Service Foreman	Oversees all work completed by Operations Technicians and Mechanics	1	1
Equipment Mechanic	Install, Maintain and Repair Operations Equipment	1	1
Pest Control Technician/Lawn Equipment Mechanic	Maintain and Repair Operations Equipment/ ensures schools adhere to IPM Plan	1	1
Repair Technician	Install, Maintain and Repair Operations Equipment	1	1
General Maintenance Worker	Various Roles - deliveries to buildings, provides assistance to schools	1	1
Operations Foreman	Oversees work completed by Building Service Staff	2	2
Building Service Manager	Manages school buildings and oversees custodial work completed by building service staff in schools.	42	42
Building Service Assistant Manager	Manages school buildings and oversees custodial work completed by building service staff in schools	41	40
Building Service Workers	Performs custodial work in assigned school	160	153

C2. Summary of Staffing against Industry Standards

Metric	Industry Standard	Previous FY Budgeted 2023	Previous FY Actual 2023	Current FY Budgeted 2024
Maintenance Staffing (FTEs for Total GSF)	APPA Level 2 (Comprehensive Stewardship): <u>67</u> FTEs for <u>4,531,400</u> Total GSF	64	60	66
Maintenance Load (GSF per FTE)	APPA Level 2 (Comprehensive Stewardship): 67,456 GSF per FTE			
Percent of Maintenance Staff delivering building services	N/A	85%	84%	85%
Custodial Staffing (FTEs for Total GSF)	APPA Level 2 (Ordinary Tidiness): <u>271</u> FTEs for <u>4,531,400</u> Total GSF	246	238	248
Custodial Load (GSF per FTE)	APPA Level 2 (Ordinary Tidiness): 16,700 GSF per FTE			

C3. Funding, Budgets, and Spending

A) Budget Narrative

Per the table below Industry Standard for Maintenance and Operations is 4% combined of the Current Replacement Value (CRV). Of the 4%, Maintenance reflects 3% and Operations 1%. CRV is calculated using the IAC July 2023 Construction value of \$458.00 per square foot. Based on CCPS facilities square footage total of 4,531,400, this would be \$18.32 per square foot for Maintenance & Operations. Fiscal Year 2023 actual price per square foot was \$8.95, which is 51% below Industry Standard.

The combined Maintenance & Operations Budget has increased 7.5% from FY23 to FY24. The Operations budget is from the General Fund. The Maintenance budget consists of General Fund and funding from County Capitol Improvement Funds (Local only).

B) Fiscal Summary

	Industry Standard	Previous FY 2023 Goal/ Budget	Previous FY 2023 Goal/ Budget per GSF	Previous FY 2023 Actual	Previous FY 2023 Actual per GSF	Current FY 2024 Goal/ Budget	Current FY 2024 Goal/ Budget per GSF
Spending							
Preventive Maintenance		N/A	N/A	N/A	N/A	N/A	N/A
Corrective Maintenance		N/A	N/A	N/A	N/A	N/A	N/A
Deferred Maintenance (if applicable)		N/A	N/A	N/A	N/A	N/A	N/A
All Maintenance (CRV X .03)	\$ 62,261,436.00	\$ 12,177,025.00	\$ 2.69	\$ 16,374,886.63	\$ 3.61	\$ 12,659,301.00	\$ 2.79
All Maintenance, per GSF	\$ 13.74						
Operations (CRV x.01)	\$ 20,753,812.00	\$ 23,100,191.00	\$ 5.10	\$ 24,164,631.77	\$ 5.33	\$ 25,277,135.00	\$ 5.58
Operations, per GSF	\$ 4.58						
M&O Combined (CRV x. 04)	\$ 83,015,248.00	\$ 35,277,216.00	\$ 7.79	\$ 40,539,518.40	\$ 8.95	\$ 37,936,436.00	\$ 8.37
M&O Combined, per GSF	\$ 18.32						

D. Planned Actions

D1. Changes

Continue to seek opportunities to capture planned maintenance through preventive and predictive work orders. Planning these tasks with intervals and considering factors that effect when the work could be accomplished and not impact facilities.

D2. List of Planned Improvements to Maintenance Structures/Systems and Maintenance Processes

- Computerized Maintenance Management System
- Evaluate the possibility of migrating from Brightly's SchoolDude CMMS system to their Asset Essentials CMMS system.
- Create a process for staff to order replacement equipment through our current CMMS system. The intention is to streamline the process that a technician would utilize to order replacement equipment through our Stockkeeper. The technician will place a request that will route to the appropriate Foreman for approval and then route to the Stockkeeper for ordering. Once material is arrived the Stockkeeper will update the request notifying the Foreman and the Technician that the material has arrived. This process allows for the Foreman to verify the appropriate material is being ordered and creates a more efficient approval process.

D3. Planned Major (Capital) Maintenance and Repair Projects

FACILITY NEEDS SUMMARY

LEA: Charley County Public Schools

DATE: June 9, 2023

EXISTING AND/OR PROPOSED SCHOOL	TYPE OR PROJECT	GRADES	SRC	ENROLLMENTS		JUSTIFICATION FOR PROJECT	PLANNING REQUEST YEAR
				Actual	5 th Year Proj		
				9/30/2022	9/30/2027		
Wade E.	FDK Addn.	Pre-K - 5	679	638.5	692.0	Meet requirements of No Child Left Behind/Bridge to Excellence	FY2023
Dr. Higdon E.	FDK Addn.	Pre-K - 5	451	411.0	447.0	Meet requirements of No Child Left Behind/Bridge to Excellence	FY2023
Mary H. Manula E.	Roof SR.	Pre-K - 5	656	547.0	567.0	Deterioration of existing roof system	FY2023
Matthewman M.	Roof SR.	6 - 8	912	934	1,004	Deterioration of existing roof system	FY2023
Plocowazan M.	Open Space /Roof	6 - 8	563	616	623	Enclosure of Open Space Classrooms & former Industrial Arts/Home Economics spaces and roof replacement	FY2023
New Middle School #9	New	6 - 8	940	N/A	N/A	Meet capacity needs	FY2024
Indian Head E.	Open Space /Roof	Pre-K - 5	461	457.5	457	Enclosure of Open Space Classrooms and roof replacement	FY2024
Robert D. Southern Educational Center	Roof /Boiler/ AHR/RTU SR.	6 - 11	396	Counted at home school	Counted at home school	Deterioration of existing roof, boiler & pump systems	FY2025
C. Paul Barnhart II.	Roof SR.	Pre-K - 5	602	570.0	695.0	Deterioration of existing roof system	FY2025
Dr. James Craik E.	Open Space/ Roof	Pre-K - 5	519	510	496	Enclosure of Open Space Classrooms and roof replacement	FY2025
Matthew Henson M.	RTU/HP SR.	6 - 8	668	710	712	Deterioration of existing RTU's & heat pumps	FY2025

8/2023

D4. Professional Development

A) Accomplishments

Trades

As new technologies evolve and our facilities are renovated or new facilities are added we have worked with the Planning & Construction Department to incorporate more extensive owner training on items such as HVAC equipment, lighting, and energy management systems to name a few. We have benefited by holding trainings here at our facility as well as sending technicians to vendor locations when training in a manufacturer training center is available.

Safety

CCPS utilizes Vector Solutions, formerly Safe Schools, for online training refreshers. Along with this computer-based training program we have developed a training program with vendors to perform certification trainings such as aerial lifts, confined space, and forklift operator.

B) Challenges expected to face in the fiscal year at hand in relation to maintenance.

Retirement and new construction both impact the maintenance of our facilities. When an employee retires their knowledge of our facilities goes with them. While you can document and cross train as much as possible there is still an impact when an employee has moved on that has an extensive familiarity with our buildings and the different systems. As the age of facilities vary and the technology within them varies just as much it is important to hire staff that have a knowledge of aging technology and cutting-edge technology.

C) Key components of Professional Development Plan.

It is essential to continue to work with vendors to maintain up to date certifications and licenses. Training opportunities must be coordinated to not impact the needs of our facilities so multiple sessions need to be factored to allow appropriate coverage of the various trades.

E. Obstacles and Missing Resources

E1. Missing resources & obstacles to implement maintenance activities.

Inflation and supply chain issues have steadily impacted maintenance and operations responsibilities this past fiscal year. Staffing and budget shortfalls compared to industry standards will continue to impact coordination/prioritization of work.

E2. Provide summaries of any relevant data sets included w/ CMP.

For Fiscal Year 2023, the IAC conducted assessments at five CCPS schools. The results of these assessments are in the table below. The IAC states, “an assessment score of ‘adequate’ (70% to 79%) indicates that the facility is being sufficiently maintained so that it will achieve its expected life span”. For Fiscal Year 2023 our overall average was 71.35%.

Charles County Public Schools

FY 2023 Maintenance Assessment Results

School Name	PSC Number	Overall Rating	Assessment Date
Piccowaxen Middle	08.015	70.56% Adequate	7/27/2022
Gale-Bailey Elementary	08.029	69.24% Poor	8/23/2022
Westlake High	08.031	72.11% Adequate	10/26/2022
Dr. James Craik Elementary	08.001	71.52% Adequate	11/11/2022
Dr. Gustavus Brown Elementary	08.004	73.30% Adequate	11/28/2022
Average Overall Rating for FY 2023		71.35% Adequate	