MT. LEBANON SCHOOL DISTRICT

LONG TERM FACILITIES PLAN

TEN YEAR FORECAST

2026 - 2035

February 2026

Mt. Lebanon School District
7 Horsman Drive
Pittsburgh, Pennsylvania 15228

Mt. Lebanon School District
7 Horsman Drive
Pittsburgh, Pennsylvania 15228

February 9, 2026

Letter of Transmittal

Mt. Lebanon School District is committed to providing the best education possible for each and every student. In collaboration with this mission statement the District's goal is to provide a clean, safe educational environment in a cost effective and energy efficient manner so as to preserve the District's assets.

We are pleased to present Mt. Lebanon School District's 2026-2035 Long Term Facilities Plan. The Long Facilities Plan is a ten year plan that matches the School District's Facility needs with a preliminary schedule of expenditures. Facility planning is an important management tool that links facility needs with the District's financial capacity and strategic business plan.

The plan demonstrates that Mt. Lebanon School District has significant capital and maintenance needs during the next ten years. Our challenge is to continue to enhance the District's assets and keep the infrastructure well maintained so that we continue to attract and retain residents, staff and students.

This document presents a ten year Long Term Facilities plan to meet those needs.

Respectfully submitted,

Jeffrey Kaiser
Director of Facilities

Mt. Lebanon School District
7 Horsman Drive
Pittsburgh, Pennsylvania 15228

LONG TERM FACILITIES PLAN

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Mt. Lebanon School District
7 Horsman Drive
Pittsburgh, Pennsylvania 15228

I. PURPOSE:

The purpose of the plan is to be an aid or tool to use in preserving the capital assets of the District and to satisfactorily maintain and effectively manage the age appropriate learning, safety and security and related facilities for the Mt. Lebanon students, administration and community. Additionally, the plan provides a means of measuring actual progress against planned accomplishments. The plan can be used to reflect areas of concern and to address future budgeting processes. This plan demonstrates the efficient use of the operations, maintenance and capital resources showing where there is gain and return on the taxpayers' investments. All of the projects listed are proposed for Board consideration only. Projects have not been funded, given bond authorization or Board approval at this time.

II. THE ENROLLMENT PROJECTION MODEL:

GENERAL

The enrollment projection model used by the Pennsylvania Department of Education (PDE) is patterned after projection models variously called educational progression or school retention. Projection models of this nature are based on the concept that students progress routinely from one grade to another and assumes that any internal policies and external factors that influenced grade progression in the past will continue to influence the progression of students from grade to grade in the future.

The PDE model uses enrollment data reported annually by all local education agencies to the Division of Data Services on the Public School Enrollment Report (ESPE). Resident live birth data is provided by the Pennsylvania Department of Health. Grade progression is determined by calculating retention rates for grades 2 to 12 using the most recent five years of enrollment data. Retention rates for kindergarten are determined by births five years earlier and for first grade from births six years earlier. These rates are evaluated to determine if a pattern is discernible, or if any retention rates are unusual. If a pattern is found, the pattern is continued in making the projections. Unusual retention rates are discarded and the average of the remaining rates is used in making the projections. Non-graded elementary and secondary students are prorated across grades before retention rates are calculated. Because of that proration, the number of students shown in various grades may differ from the number of students reported. The total number of students may also differ slightly.

BASIC LIMITATIONS OF THE MODEL

1. Internal policy changes that can affect the accuracy of projections:
   a. policy on how old a child must be before being admitted into kindergarten and first grade
   b. policy on when and how a student is evaluated for special education services
   c. policy on how many students the area vocational-technical school is to receive
   d. policy on who provides full-time special education programs
   e. policy on scholastic retention and acceleration

2. External factors that can affect the accuracy of projections
   a. the opening or closing of a non-public school
   b. a significant increase or decrease in new home building
   c. a shift in migration patterns

3. Other considerations
   a. Enrollment projections for school districts with less than 1,000 students tend to be less reliable.

b. Actual live birth data for the most recent year are added annually. However, enrollment projections beyond five years are subject to errors in the lower grades resulting from inconsistencies between actual and projected live births and should be reviewed closely.

Mt. Lebanon School District

Third Day Report – Second Semester 2025-2026 School Year

School Enrollment by Grade and Building on January 22, 2026

ELEMENTARY SCHOOLS								2026	2025	
GRADE	FOST	HOOV	HOWE	JEFF	LINC	MARK	WASH	1/22/26	8/21/25	Difference
K-AM-1	21	22	17	19	22	19	17	137		
K-AM-2			16		22		18	56		
K-PM-1	22	24	16	16	23	17	14	132		
K-PM-2						15		15		
K-FT ABA **	3		1				3	7		
GRADE K TOTAL	46	46	50	35	67	51	52	347	345	2
1-1	16	15	18	21	18	22	18	128		
1-2	17	15	17	22	20	22	17	130		
1-3	16	16	19		19		16	86		
1-4			19					19		
1-ABA **	2		1				4	7		
GRADE 1 TOTAL	51	46	74	43	57	44	55	370	366	4
2-1	21	24	19	26	21	19	20	150		
2-2	23	23	19	26	21	18	18	148		
2-3			21		21	18	20	80		
2-4							17	17		
2-ABA **	1		2				1	4		
GRADE 2 TOTAL	45	47	61	52	63	55	76	399	397	2
3-1	17	23	24	19	18	22	20	143		
3-2	20	25	24	20	19	20	23	151		
3-3	20		24	20	19		22	105		
3-4					20			20		
3-ABA **			3				3	6		
GRADE 3 TOTAL	57	48	75	59	76	42	68	425	419	6
4-1	21	27	24	21	24	25	23	165		
4-2	21	26	25	19	24	27	25	167		
4-3	21		23	20	24		25	113		
4-4										
4-ABA**	1		1				2	4		
GRADE 4 TOTAL	64	53	73	60	72	52	75	449	446	3
5-1	27	23	21	27	25	18	18	159		
5-2	26	22	21	26	26	19	19	159		
5-3			21		24	19	16	80		
5-4										
5-ABA**							4	4		
Waterfront (FT)							1	1		
GRADE 5 TOTAL	53	45	63	53	75	56	58	403	403	0
25-26 Bldg 2nd Sem	316	285	396	302	410	300	384	2393	2376	17
25-26 Bldg 1st Sem	316	276	394	300	411	296	383	2376	2376	
Change	0	9	2	2	-1	4	1	17		

** ABA Classroom at Foster includes 7 students: 3 – FT Kdg, 2 – 1st Gr, 1 – 2nd Gr, 1 – 4th Gr

** ABA Classroom at Howe includes 8 students: 1 – Half Time KDG, 1 – 1st, 2 – 2nd, 3 – 3rd, 1 – 4th

** ABA Classroom at Washington includes 17 students: 3 – FT Kdg, 4 – 1st Gr, 1 – 2nd Gr, 3 – 3rd Gr, 2 – 4th Gr, 4 – 5th Gr

MIDDLE SCHOOLS										
	MMS 2nd Sem 25-26	MMS 1st Sem 25-26	Difference	JMS 2nd Sem 25-26	JMS 1st Sem 25-26	Difference		1/22/26	8/21/25	Difference
GRADE 6	227	225	2	204	205	-1		431	430	1
GRADE 7	227	229	-2	219	220	-1		446	449	-3
GRADE 8	215	215	0	206	207	-1		421	422	-1
Waterfront (FT)	0	0	0	1	0	1		1	0	1
TOTAL	669	669	0	630	632	-2		1299	1301	-2
HIGH SCHOOL	2nd Semester 25-26	1st Semester 25-26	Difference					HS 1/22/2026	HS 8/21/2025	Difference
GRADE 9	430	432	-2					430	432	-2
GRADE 10	418	419	-1					418	419	-1
GRADE 11	441	444	-3					441	444	-3
GRADE 12	439	448	-9					439	448	-9
Waterfront (FT)	9	9	0					9	9	0
TOTAL	1737	1752	-15					1737	1752	-15
								1/22/26	8/21/25	
DISTRICT TOTAL								5429	5429	0

Pennsylvania
Department of Education

Enrollment Projections
Prepared by the Pennsylvania Department of Education

Mt Lebanon SD 103026402

YEAR	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Actual														
2020 - 2021	318	385	398	381	397	392	430	422	429	456	492	442	419	5361
2021 - 2022	376	374	399	403	382	402	395	425	424	426	456	498	442	5402
2022 - 2023	367	423	376	403	421	398	417	406	436	447	440	466	497	5497
2023 - 2024	354	415	437	397	414	437	406	421	411	453	451	446	456	5498
2024 - 2025	346	392	422	445	404	421	453	414	418	428	453	455	453	5504
Projection														
2025 - 2026	346	369	401	428	455	415	432	458	418	431	429	459	454	5495
2026 - 2027	339	375	377	406	438	467	426	437	462	431	432	435	458	5483
2027 - 2028	319	368	384	382	415	450	479	431	441	477	432	438	434	5450
2028 - 2029	309	346	376	389	391	426	461	484	435	455	478	438	437	5425
2029 - 2030	302	335	354	381	398	402	437	466	488	449	456	485	437	5390
2030 - 2031	296	328	343	359	390	409	412	442	470	504	450	462	484	5349
2031 - 2032	290	321	336	348	367	401	419	417	446	485	506	456	461	5253
2032 - 2033	285	315	328	341	356	377	411	424	421	460	486	513	455	5172
2033 - 2034	279	309	322	332	349	366	387	416	428	434	461	493	512	5088
2034 - 2035	274	303	316	326	340	359	375	391	420	442	435	468	492	4941

Various Grade Groupings of the Enrollment Projections

YEAR	K-4	K-5	K-6	K-7	K-8	K-9	K-12	5-8	6-8	7-8	6-9	7-9	7-12	8-12	9-12	10-12
2024 - 2025	2009	2430	2883	3297	3715	4143	5504	1706	1285	832	1713	1260	2621	2207	1789	1361
2029 - 2030	1770	2172	2609	3075	3563	4012	5390	1793	1391	954	1840	1403	2781	2315	1827	1378
2034 - 2035	1559	1918	2293	2684	3104	3546	4941	1545	1186	811	1628	1253	2648	2257	1837	1395

Notes:
1. Excludes students in full-time out-of-district special education, comprehensive AVTSs, charter schools, state-owned schools, consortium-operated alternative high schools, and juvenile correctional institutions.
2. Enrollment projections beyond five years are subject to errors in the lower grades resulting from inconsistencies between actual and projected live births and should be reviewed closely.
3. Four year old kindergarten students, if any, added to K enrollments.
4. Elementary and secondary ungraded students were distributed among the grades. Therefore, enrollments by grade may differ from those reported by the local education agencies.

Sources:
1. Pennsylvania Information Management System (PIMS)
2. Resident Live Birth file supplied by the Division of Health Statistics, Pennsylvania Department of Health. The Department of Health specifically disclaims responsibility for any analyses, interpretations or conclusions.

Retention Rate by Grade by Year

	Birth to K	Birth to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11	11 to 12
2020-21 to 2021-22	1.12913	1.08092	1.03636	1.01256	1.00262	1.01259	1.00765	0.98837	1.00474	0.99301	1	1.0122	1
2021-22 to 2022-23	1.0826	1.27027	1.00535	1.01003	1.04467	1.04188	1.03731	1.02785	1.02588	1.05425	1.03286	1.02193	0.99799
2022-23 to 2023-24	1.03207	1.22419	1.0331	1.05585	1.0273	1.038	1.0201	1.00959	1.01232	1.03899	1.00895	1.01364	0.97854
2023-24 to 2024-25	1.10543	1.14286	1.01687	1.01831	1.01763	1.01691	1.03661	1.0197	0.99287	1.04136	1	1.00887	1.0157
Average Rate	1.08731	1.17956	1.02292	1.02419	1.02305	1.02735	1.02542	1.01138	1.00895	1.0319	1.01045	1.01416	0.99806
Retention Rate Used	1.08731	1.17956	1.02292	1.01363	1.02305	1.02735	1.02542	1.01138	1.00895	1.0319	1.00298	1.01416	0.99806

Year	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Births	346	333	339	343	313	318	312	293	284	278	272	267	262	257	252

Projected Births

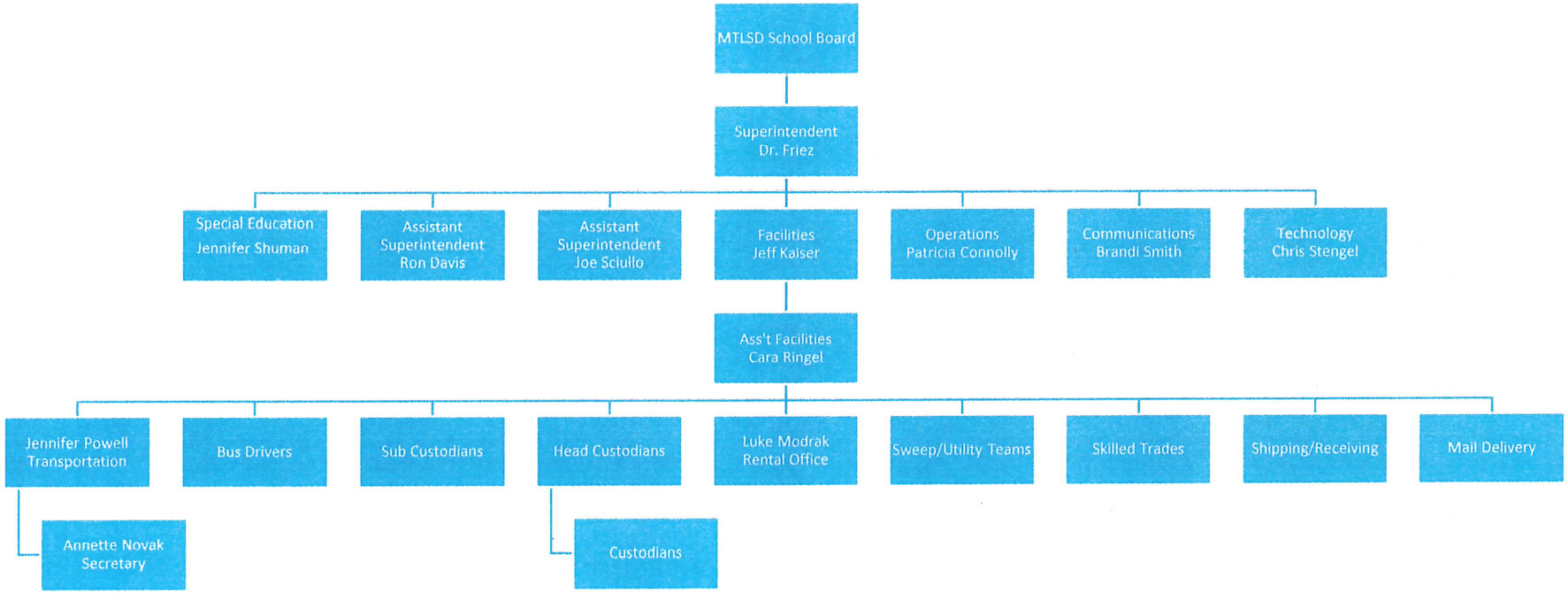
Mt Lebanon SD

103026402

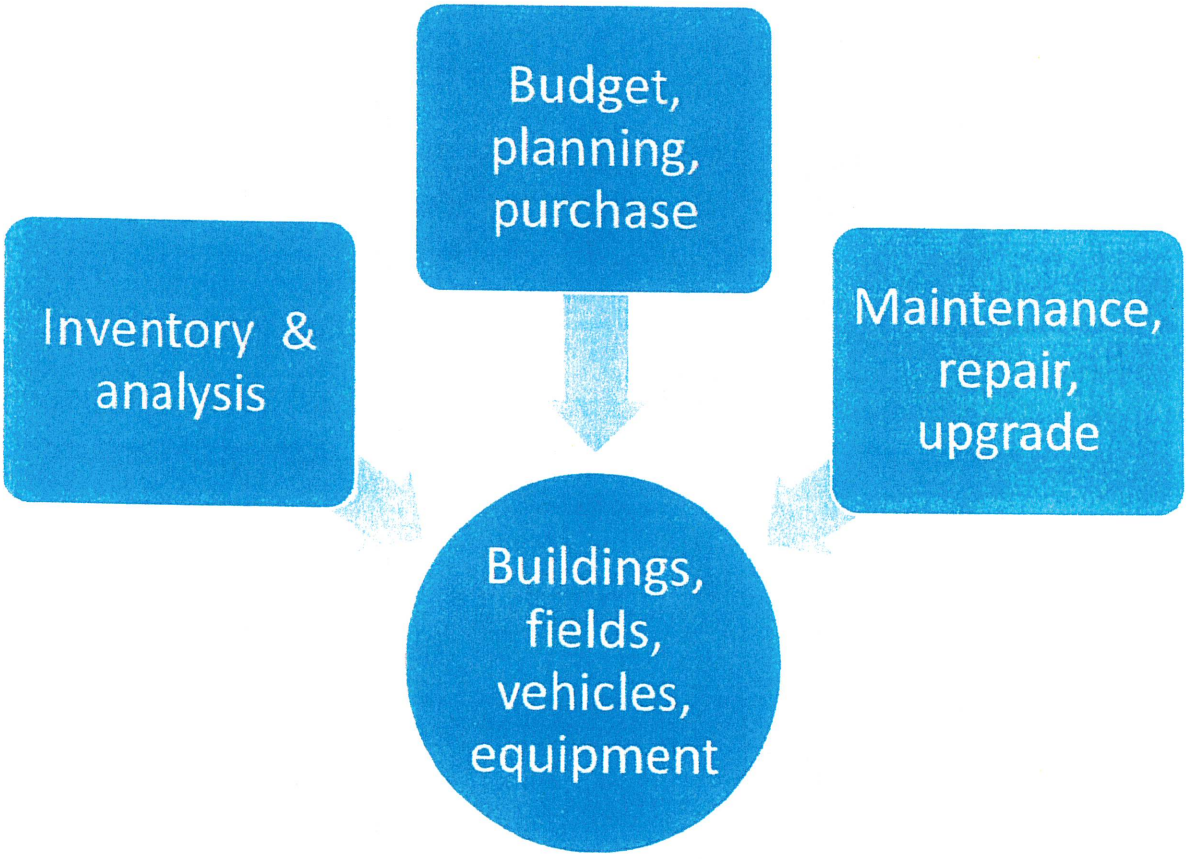
Thursday, October 30, 2025

Department of Education, Data Quality Office

II. Facilities Department Organization


MTLSD School Board
Superintendent
Dr. Friez
Special Education
Jennifer Shuman
Assistant
Superintendent
Ron Davis
Assistant
Superintendent
Joe Sciullo
Facilities
Jeff Kaiser
Operations
Patricia Connolly
Communications
Brandi Smith
Technology
Chris Stengel
Ass't Facilities
Cara Ringel
Jennifer Powell
Transportation
Bus Drivers
Sub Custodians
Head Custodians
Luke Modrak
Rental Office
Sweep/Utility Teams
Skilled Trades
Shipping/Receiving
Mail Delivery
Annette Novak
Secretary
Custodians

Long Term Capital Improvement Plan



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IV. Long Term Maintenance and Repair Plan
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IV. LONG TERM MAINTENANCE AND REPAIR PLAN

Facilities Management Template

A. Custodial Services

1. General Cleaning

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Remove graffiti	MTLSD/ ASBO Guidelines	Graffiti noted and removed ASAP, no longer than 24 hours of being found and reported.	Desired standards are being met.
Clean tables and seating	MTLSD/ ASBO Guidelines	Cleaned daily and disinfected weekly(or more frequently if warranted). If used for dining, disinfect after each seating.	Desired standards are being met.
Clean furniture	MTLSD/ ASBO Guidelines	Cleaned and disinfected at least once per year. Spot cleaned as needed.	Desired standards are being met.
Clean telephones	MTLSD/ ASBO Guidelines	Disinfected weekly or more frequently if requested.	Desired standards are being met.
Clean doors and walls	MTLSD/ ASBO Guidelines	Doors cleaned daily(glass). Knobs and grips cleaned and sanitized daily. Other door surfaces and walls cleaned as needed or annually.	Desired standards are being met.
Horizontal dusting	MTLSD/ ASBO Guidelines	Tops of bulletin boards, file cabinets and bookshelves cleaned weekly.	Desired standards are being met.
Clean sinks and counters	MTLSD/ ASBO Guidelines	Cleaned daily and kept dry.	Desired standards are being met.
Clean water fountains and bottle fillers	MTLSD/ ASBO Guidelines	Cleaned and sanitized daily.	Desired standards are being met.
Clean light fixtures	MTLSD/ ASBO Guidelines	Cleaned annually	Desired standards are being met.
Clean vents	MTLSD/-ASBO Guidelines	Cleaned monthly.	Desired standards are being met.
Clean HVAC supply registers and return grills.	MTLSD/ ASBO Guidelines	Spot inspected periodically and cleaned annually.	Desired standards are being met.
Clean refrigerators, microwave ovens and other small appliances	MTLSD/ ASBO Guidelines	Cleaned weekly or when spills occur.	Desired standards are being met.
Clean inside of windows	MTLSD/ ASBO Guidelines	Cleaned annually or as needed. Entry and hallway windows checked daily and cleaned as needed.	Desired standards are being met.
Clean outside of windows	MTLSD/ ASBO Guidelines	Cleaned annually except entry door windows.	Desired standards are being met.
Clean blinds	MTLSD/ ASBO Guidelines	Wiped semi-annually. Washed annually.	Desired standards are being met.
Clean overflow water trays in machinery/appliances	MTLSD/ ASBO Guidelines	Checked daily, emptied and cleaned as needed.	Desired standards are being met.
Clean areas under appliances and vending machines	MTLSD/ ASBO Guidelines	Cleaned monthly.	Desired standards are being met.
Service trash container	MTLSD/ ASBO Guidelines	Checked daily and emptied as needed. Replace trash liner as needed. Follow current recycling guidelines.	Desired standards are being met.

2. Classroom Cleaning

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain pencil sharpeners	MTLSD/ ASBO Guidelines	Checked daily and emptied as needed to prevent overflow.	Desired standards are being met.
Service trash container	MTLSD/ ASBO Guidelines	Checked daily and emptied as needed. Replace trash liner as needed. Follow current recycling guidelines.	Desired standards are being met.
Clean desks, lockers, and cubbies	MTLSD/ ASBO Guidelines	Empty and clean annually.	Desired standards are being met.
Clean chalkboards, smartboards and whiteboards	MTLSD/ ASBO Guidelines	Clean daily by wet wiping or per manufacturer's specifications.	Desired standards are being met.
Clean chalkboard and smartboard trays	MTLSD/ ASBO Guidelines	Check daily, clean as needed by wet wiping. Clean annually.	Desired standards are being met.
Clean vents	MTLSD/ ASBO Guidelines	Inspect monthly and clean as needed.	Desired standards are being met.
Clean blinds	MTLSD/ ASBO Guidelines	Dust monthly, wet wipe semi-annually.	Desired standards are being met.
Store non- food materials	MTLSD/ ASBO Guidelines	Only necessary moisture absorbent should be kept in classrooms. When possible, materials stored away from walls and ventilators.	Desired standards are being met.
Store food and food products	MTLSD/ ASBO Guidelines	Food should be stored in glass, plastic or metal containers with pest-proof lids.	Desired standards are being met.
Remove and dispose of waste food	MTLSD/ ASBO Guidelines	Food and food wrappers not stored should be removed from classrooms daily.	Desired standards are being met.

3. Cleaning Restrooms/Locker Rooms/ Weight Rooms/ Trainer Rooms

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Clean fixtures	MTLSD/ ASBO Guidelines	Clean and sanitize daily	Desired standards are being met.
Clean partitions	MTLSD/ ASBO Guidelines	Check and spot clean daily. Sanitize weekly or as needed. Use touchless system periodically.	Desired standards are being met.
Clean mirrors	MTLSD/ ASBO Guidelines	Check daily, clean as needed.	Desired standards are being met.
Maintain paper and soap products/dispensers	MTLSD/ ASBO Guidelines	Ensure adequate supply. Service daily at a minimum. Clean exteriors of dispensers daily.	Desired standards are being met.
Remove trash	MTLSD/ ASBO Guidelines	Empty waste containers daily. Provide new trash liners as needed.	Desired standards are being met.
Maintain floor drains and traps	MTLSD/ ASBO Guidelines	Maintain water seal in floor drain traps. Flush and clean drains monthly. Keep openings covered with appropriate screens.	Desired standards are being met.
Clean floors	MTLSD/ ASBO Guidelines	Sweep/ wet mop (sanitize) daily or as needed. Display safety signage. Mops/cleaning solution used on restroom floors are not to be used on non- restroom floors.	Desired standards are being met.
Clean wet mops and buckets	MTLSD/ ASBO Guidelines	Mops and buckets are to be cleaned and dried daily in an adequately ventilated storage area.	Desired standards are being met.
Sanitize by fogging	MTLSD/ ASBO Guidelines	Locker, training, weight, and some workout rooms are to be fogged on a rotating basis during periods of heavy use.	Desired standards are being met.

4. Floor Care

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Clean spills	MTLSD/ ASBO Guidelines	Spills should be cleaned within 15 minutes of reporting.	Desired standards are being met.
Service walk-off mats	MTLSD/ ASBO Guidelines	Provide sufficient mats in number/size to minimize tracking of dirt/water. Mats are to be cleaned on a regular basis.	Desired standards are being met.
Vacuum and spot clean carpets	MTLSD/ ASBO Guidelines	Use a vacuum with a suitable filter on a regular basis(spot vacuum daily, full vacuum weekly). Remove spots frequently by spot cleaning.	Desired standards are being met.
Shampoo carpets	MTLSD/ ASBO Guidelines	Use bonnet or deep extraction cleaning method annually. When possible wet work is to be done during periods of low humidity.	Desired standards are being met.
Clean VAT/VCT floors	MTLSD/ ASBO Guidelines	Floors are to be kept clean and dry. Dry mop and spot mop on a daily basis. Wet mop entire floor surface using approved chemicals and methods on a weekly basis.	Desired standards are being met.
Refinish VAT/VCT floors	MTLSD/ ASBO Guidelines	Maintain a protective finish barrier by either shower scrubbing or stripping. Afterwards, the recommended number of finish coats should be applied.	Desired standards are being met.
Clean hardwood floors	MTLSD/ ASBO Guidelines	Sweep or dust mop as needed to remove dirt/dust to preserve the finish. Care is to be taken to not introduce chemicals that will mar the finish or make the surface slippery.	Desired standards are being met.
Refinish hardwood floors	MTLSD/ ASBO Guidelines	Floors are to be refinished annually following the manufacturer's guidelines.	Desired standards are being met.
Use appropriate safety signage	MTLSD/ ASBO Guidelines	Signage is to be used to prevent accidental tracking of wet surfaces or potential injury due to falls.	Desired standards are being met.

5. Waste Management

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Remove trash	MTLSD/ ASBO Guidelines	Empty trash daily and replace liners as needed.	Desired standards are being met.
Recycle waste and surplus materials	MTLSD/ ASBO Guidelines	Provide containers and guidelines to do one-source recycling. Dispose of surplus material in a manner consistent with District	Desired standards are being met.
Store or dispose of products containing mercury.	MTLSD/ ASBO Guidelines	All products containing mercury must be properly stored or disposed.	Desired standards are being met.
Manage hazardous materials and waste	MTLSD/ ASBO Guidelines	Generate less waste than the DEP limit for a large universal waste generator. Utilize an authorized agent to remove hazardous waste.	Desired standards are being met.
Service dumpster	MTLSD/ ASBO Guidelines	Empty weekly or as often as necessary to control pests and odors.	Desired standards are being met.
Clean trash spills and leaks	MTLSD/ ASBO Guidelines	Spills and leaks cleaned up ASAP and all leaks repaired within 24 hours of report.	Desired standards are being met.
Service recyclable containers	MTLSD/ ASBO Guidelines	Wash recyclable containers periodically and before storing.	Desired standards are being met.
Manage indoor trash	MTLSD/ ASBO Guidelines	Indoor trash is kept in lined containers (covered preferably), and emptied daily.	Desired standards are being met.
Control combustible materials	MTLSD/ ASBO Guidelines	combustible materials are to be stored in appropriate containers. Accumulations of combustible wastes are to be removed daily.	Desired standards are being met.

6. Storage

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Store materials in an appropriate manner	MTLSD/ ASBO Guidelines	Stored products should not be in direct contact with floors or walls. Storage areas are to be kept clean and in good order. Products are to be rotated on a "first in, first out" basis. Paper products should be stored separately from food products. Cleaning and disinfecting products are to be stored in secure areas inaccessible to children. If the building has a sprinkler system, storage must be 18" below the sprinkler head level. Adequate clearance is to be maintained between light fixtures/ lights/ furnaces/ stoves/ or combustion vents and flammable materials.	Desired standards are being met.

7. Training

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Conduct hazardous materials communication training	MTLSD/ ASBO Guidelines	All school personnel are to be trained in Hazard Communication. Re-training should occur at regular intervals.	Desired standards are being met.
Maintain and provide Material Safety Data sheets	MTLSD/ ASBO Guidelines	MSDS sheets should be readily available to all department workers.	Desired standards are being met.
Train custodial and maintenance staff to properly deal with Asbestos Containing Material(ACM)	MTLSD/ ASBO Guidelines	All custodial and maintenance need to be trained within 30 days of employment and retrained as appropriate.	Desired standards are being met.

V. LONG TERM MAINTENANCE AND REPAIR PLAN

B. Grounds Services

1. Lawn and Athletic Field Care

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Mow lawns	MTLSD/ ASBO Guidelines	Keep lawns at 2-4 inches as weather and intended use dictates.	Desired standards are being met.
Aerate lawns	MTLSD/ ASBO Guidelines	Keep ground loose enough to support healthy turf growth. Twice per year for athletic surfaces.	Desired standards are being met.
Re-seed or re-sod lawns	MTLSD/ ASBO Guidelines	Strive to have no more than 1% bare patches without turf.	Desired standards are being met.
Control weeds	MTLSD/ ASBO Guidelines	Strive to have no more than 15% weeds present in turf.	Desired standards are being met.
Follow IPM plan	MTLSD/ ASBO Guidelines	District IPM Plan should be used for all pesticide use. Pesticides are to be used as a last resort, and then only with proper notification of community.	Desired standards are being met.
Fill low spots	MTLSD/ ASBO Guidelines	Inspect turf and fill in low spots with topsoil. Seed and reseed as needed.	Desired standards are being met.
Inspect surface for debris	MTLSD/ ASBO Guidelines	Remove rocks, sticks, glass and other debris that may cause injury to students	Desired standards are being met.
Line fields for games	MTLSD/ ASBO Guidelines	Line as necessary using environmentally friendly products.	Desired standards are being met.

2. Fall Zones and Decorative Beds

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain mulch areas	MTLSD/ ASBO Guidelines	Much is used to control weeds and is to be kept 12" from the building if possible.	Desired standards are being met.

3. Playgrounds

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Inspect playgrounds on a regular basis	MTLSD/ ASBO Guidelines	Playgrounds are inspected continuously and by a certified playground inspector on an annual basis.	Desired standards are being met.
Review equipment for hazards	MTLSD/ ASBO Guidelines	There are no accessible pinch, crush, or shear points on equipment. No sharp edges, corners, or points on equipment. All wooden parts are smooth and free from splinters. There are no openings that could trap a child's head. All anchoring devices are below grade level.	Desired standards are being met.
Inspect suspended equipment	MTLSD/ ASBO Guidelines	Flexible or suspended components are not located in high traffic areas. suspended components contrast with surrounding equipment.	Desired standards are being met.
Review surfacing materials	MTLSD/ ASBO Guidelines	Surfacing materials meet critical height values.	Desired standards are being met.
Maintain landing zones	MTLSD/ ASBO Guidelines	Landing zones must meet safety specifications.	Desired standards are being met.
Provide retaining walls	MTLSD/ ASBO Guidelines	All retaining walls are to be highly visible and fenced when appropriate.	Desired standards are being met.

4. General Repairs

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Address safety issues	MTLSD/ ASBO Guidelines	Hazardous conditions should be mitigated within 24 hours notice.	Desired standards are being met.
Review and repair broken equipment and building components	MTLSD/ ASBO Guidelines	Repairs addressed within one week of reported deficiency. 75% of corrective maintenance requests completed in less than 31 days.	Desired standards are being met.

5. Grounds Maintenance Equipment Upkeep

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Store and maintain flammable liquids	MTLSD/ ASBO Guidelines	Purchase limited quantities to avoid storing large amounts of flammable liquids. Limit materials to that which is required for current activities. Only approved containers should be used to store any flammable liquids. Storage areas for all flammable liquids are kept free from combustible materials. Doors to storage areas are provided with self- closing fire doors.	Desired standards are being met.
Service combustion motors and power trains.	MTLSD/ ASBO Guidelines	Service equipment motors per manufacturer's specifications including oil changes, filter changes, blades and belts.	Desired standards are being met.
Check machinery	MTLSD/ ASBO Guidelines	Ensure all machinery is properly guarded to protect operator and other people in machine area. Inspect and PM as needed. Seasonal changeover periods require thorough inspections.	Desired standards are being met.
Require employees to utilize appropriate footwear	MTLSD/ ASBO Guidelines	Steel toe footwear is worn on the job. Non-slip soles are utilized where needed.	Desired standards are being met.

6. Hard Surfaces (roads and walkways)

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain asphalt and concrete surfaces	MTLSD/ ASBO Guidelines	Hard surfaces should be maintained to prevent tripping problems and potholes.	Desired standards are being met.

7. Litter Control

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Pick up outdoor trash	MTLSD/ ASBO Guidelines	Grounds are to be generally free of loose trash. Service 2 to 3 times per week depending on public use.	Desired standards are being met.

8. Fertilizer Use

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain hazardous materials inventory list for lawn care products	MTLSD/ ASBO Guidelines	Maintain MSDS sheets for all hazardous materials(HazMat). MSDSs for all HazMats available to staff.	Desired standards are being met.
Fertilize turf	MTLSD/ ASBO Guidelines	Turf fertilized sufficiently to promote healthy growth. Fertilize adequately for healthy growth. Have soils tested periodically to determine nutrient needs.	Desired standards are being met.
Fertilize trees and shrubs	MTLSD/ ASBO Guidelines	Plantings fertilized adequately to promote healthy growth.	Desired standards are being met.

9. Pruning

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain hedges and shrubs	MTLSD/ ASBO Guidelines	Hedges are trimmed to prevent an individual from hiding behind them.	Desired standards are being met.
Maintain trees	MTLSD/ ASBO Guidelines	Trees are trimmed (or removed) to remove deadwood and to help prevent disease.	Desired standards are being met.
Operate equipment	MTLSD/ ASBO Guidelines	Pruning and cutting equipment is to be maintained and operated in a manner comparable to the manufacturer's recommendations.	Desired standards are being met.

10. Irrigation

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Irrigate athletic turf	MTLSD/ ASBO Guidelines	Utilize natural rainfall for irrigation when possible. The exception would be in high use areas. Ensure that new turf is irrigated to allow it to establish. Maintain athletic fields as resources allow.	Desired standards are being met.
Irrigate flowers and shrubs	MTLSD/ ASBO Guidelines	Depend on natural rainfall except immediately after planting. New plantings are irrigated to allow them to become established.	Desired standards are being met.

11. Snow removal

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Remove ice and snow	MTLSD/ ASBO Guidelines	Remove snow from roads and walks by noon the day following snowfall. Ensure safe walking surfaces. Use sufficient appropriate ice melting products to reduce the chances of slip and fall accidents.	Desired standards are being met.
Sanding walkways and roadways	MTLSD/ ASBO Guidelines	Use correct amount of sand/salt mix to provide traction for vehicular and pedestrian traffic.	Desired standards are being met.
Clean up excess oil and dirt from hard surfaces	MTLSD/ ASBO Guidelines	Hard surfaces should be kept clean and free from dirt, sand and oil. If sand mixture is used on roads and walks, clean it up a needed with a final clean in the spring.	Desired standards are being met.

12. Training

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Train employees on hazardous materials	MTLSD/ ASBO Guidelines	All grounds personnel receive HazMat training.	Desired standards are being met.
Provide general safety training, including ladder training.	MTLSD/ ASBO Guidelines	All grounds personnel should receive annual safety training, including ladder training.	Desired standards are being met.

Long Term Maintenance and Repair Plan
Facilities Management Template
C. Maintenance Services

1. HVAC Systems

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain ventilation	MTLSD/ASHRAE Guidelines	Ventilation system operated at least to the code in effect at the time of building construction or when system was installed. Ventilation systems are operated continuously during school activity hours.	Desired standards are being met.
Inspect HVAC systems	MTLSD/ASHRAE Guidelines	Inspect annually, or more frequently , and make necessary repairs.	Desired standards are being met.
Change filters	MTLSD/ASHRAE Guidelines	Check periodically. Replace at least twice per year, or per manufacturer's specs.	Desired standards are being met.
Service motors	MTLSD/ASHRAE Guidelines	Clean and lubricate every six months or per manufacturer's specs.	Desired standards are being met.
Check and change belts	MTLSD/ASHRAE Guidelines	Belts changed as needed per inspection and manufacturer's specs.	Desired standards are being met.
Check operating and safety controls	MTLSD/ASHRAE Guidelines	Maintain controls sufficiently to meet both energy and ASHRAE guidelines.	Desired standards are being met.
Inspect intake vents and louvers	MTLSD/ASHRAE Guidelines	All outside louvers have screens to prevent pest infiltration.	Desired standards are being met.
Clean ducts	MTLSD/ASHRAE Guidelines	Check at least every three years and clean as needed.	Desired standards are being met.
Maintain dust collection systems	MTLSD/ASHRAE Guidelines	Dust producing equipment is vented to a dust collection system which is serviced periodically, and a minimum of semi-annually.	Desired standards are being met.

2. Boiler Systems

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Comply with requirements for periodic boiler inspections	MTLSD/ Ashrae Guidelines	Boilers are inspected periodically and certificates are posted as per statute. Annual inspection is completed by an outside contractor. In-season daily checks to ensure correct operation.	Desired standards are being met.

3. Electrical Equipment and Lighting

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain electrical equipment	MTLSD/ ASBO Guidelines	Only approved conductors and equipment are used for electrical installations. All electrical equipment is free from recognized hazards that could cause physical harm.	Desired standards are being met.
Maintain adequate workspace around electrical equipment	MTLSD/ ASBO Guidelines	There is sufficient access and working space around electrical equipment, to provide ready and safe operation and maintenance.	Desired standards are being met.
Maintain work area lighting	MTLSD/ ASBO Guidelines	Illumination provided for all working spaces around service equipment, switchboards, panel boards, and motor control centers.	Desired standards are being met.
Maintain machinery	MTLSD/ ASBO Guidelines	All machines guarded to protect operator and other people in machine area. All machinery designed for a fixed location is securely anchored to prevent "walking" or "moving". All machines are provided with a power cut-off switch that an operator can reach without leaving the operating position. All machine operating controls easily reachable by operator is at the regular work location and away from any hazardous point of operation.	Desired standards are being met.
Inspect fans	MTLSD/ ASBO Guidelines	All fans, less than 7 feet from the floor, are provided with guards that have openings to no larger than one-half inch.	Desired standards are being met.

4. Elevator Equipment

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Complete annual elevator inspections	MTLSD/ ASBO Guidelines	Elevators and lifts are inspected annually by a licensed inspector.	Desired standards are being met.
Perform regular elevator maintenance.	MTLSD/ ASBO Guidelines	Ensure that a plan is in place to assure the safety of elevators and lifts.	Desired standards are being met.

5. Fire Protection

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain sprinkler system, standpipes, and hydrants	MTLSD/ ASBO Guidelines	Maintain systems per manufacturer's specifications.	Desired standards are being met.
Maintain fire alarm system maintenance	MTLSD/ ASBO Guidelines	All fire alarm and fire detection systems maintained in sound operation condition.	Desired standards are being met.
Inspect and maintain exit doors	MTLSD/ ASBO Guidelines	All exit avenues are inspected daily to insure proper working condition. All fire doors are tight fitting and in good operational condition.	Desired standards are being met.
Maintain classroom doors	MTLSD/ ASBO Guidelines	All classroom doors are inspected to ensure they can be secured from the inside.	Desired standards are being met.
Inspect opening between spaces	MTLSD/ ASBO Guidelines	Openings in walls, floors, and ceilings which could contribute to the spread of fire are sealed or otherwise repaired.	Desired standards are being met.
Storage of flammable and combustible liquids	MTLSD/ ASBO Guidelines	Storage of flammable liquids limited to the amount required for current activities.	Desired standards are being met.
Maintain appropriate flammable liquid storage	MTLSD/ ASBO Guidelines	Ensure that only approved containers are used for storing flammable liquids. Storage areas for flammable liquids are kept free from	Desired standards are being met.
Maintain adequate storage room doors	MTLSD/ ASBO Guidelines	Openings to storage rooms are provided with approved self-closing fire doors.	Desired standards are being met.
Inspect and service fusible links	MTLSD/ ASBO Guidelines	All fusible links and fusible link sprinkler heads are replaced annually.	Desired standards are being met.
Protect fire detection equipment	MTLSD/ ASBO Guidelines	Fire detection equipment is protected from mechanical or physical impact as needed.	Desired standards are being met.

6. Building Preventative Maintenance Guidelines

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Caulk exterior cracks and voids	MTLSD/ ASBO Guidelines	No excess air infiltration allowed through exterior wall penetrations. Cracks in foundation, walls, and openings around conduits, plumbing, doorways, and windows	Desired standards are being met.
Manage sources of moisture	MTLSD/ ASBO Guidelines	Inspect and correct as necessary any situation which may allow water infiltration into the building interior.	Desired standards are being met.
Inspect window screens	MTLSD/ ASBO Guidelines	All screened openings are kept in good repair.	Desired standards are being met.
Maintain automatic door closers	MTLSD/ ASBO Guidelines	Inspect and lubricate annually per manufacturer's specs or as needed.	Desired standards are being met.
Maintain outdoor lighting	MTLSD/ ASBO Guidelines	All exterior lamps are inspected and serviced to ensure they are working properly.	Desired standards are being met.
Maintain plumbing system	MTLSD/ ASBO Guidelines	Inspect and maintain system to eliminate dripping faucets, leaks or clogged drains.	Desired standards are being met.
Maintain sewer lines	MTLSD/ ASBO Guidelines	Interior and exterior lines are tested periodically and cleaned as needed to assure proper operation. Regular drain treatments with	Desired standards are being met.

7. Storm Water Drainage Systems

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain perimeter drainage	MTLSD/ ASBO Guidelines	Inspect to ensure water drains away from buildings. Correct as required.	Desired standards are being met.
Maintain gutters and downspouts	MTLSD/ ASBO Guidelines	Inspect to ensure downspouts and gutters are clear and sized to handle max flow. Downspouts should be led sufficiently away from buildings to avoid moisture infiltration.	Desired standards are being met.

8. Painting Guidelines

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Paint interior surfaces	MTLSD/ ASBO Guidelines	Repaint classrooms every 5-8 years, hallways every 4-6 years, and other spaces as needed.	Desired standards are being met.
Paint exterior surfaces	MTLSD/ ASBO Guidelines	Repaint as often as necessary to prevent exposure of bare wood.	Desired standards are being met.

Long Term Maintenance and Repair Plan
Facilities Management Template
D. Operations Services

1. Fire Safety

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Test fire alarm system	MTLSD/ ASBO Guidelines	Test fire alarm at least annually in addition to the 10 required tests during fire drills each year.	Desired standards are being met.
Conduct occupant/student fire drills	MTLSD/ ASBO Guidelines	Ensure that each school has 10 fire drills per year.	Desired standards are being met.
Inspect fire alarm system	MTLSD/ ASBO Guidelines	Fire alarm system is inspected annually by a qualified technician.	Desired standards are being met.
Inspect sprinkler system	MTLSD/ ASBO Guidelines	Inspection of the sprinkler system annually by a qualified technician.	Desired standards are being met.
Test emergency and exit lighting	MTLSD/ ASBO Guidelines	Lighting is tested monthly.	Desired standards are being met.
Maintain kitchen fire suppression system	MTLSD/ ASBO Guidelines	Inspect semi-annually to ensure kitchen ranges and ovens have operable fire suppression systems.	Desired standards are being met.
Maintain emergency exits	MTLSD/ ASBO Guidelines	Inspect all exits, on a frequent basis, to ensure they are free of obstructions.	Desired standards are being met.
Inspect exit doors	MTLSD/ ASBO Guidelines	Ensure that no wedges or devices are holding exit doors open.	Desired standards are being met.
Provide adequate means of egress	MTLSD/ ASBO Guidelines	All means of egress are free of obstructions.	Desired standards are being met.
Provide and inspect exit signs	MTLSD/ ASBO Guidelines	Every exit sign is conspicuously indicated and visible from any point.	Desired standards are being met.

1. Fire Safety (continued)

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Provide "Not an exit" signs where confusion may exist if a door is not a means of egress	MTLSD/ ASBO Guidelines	Doors, stairways, and passages which are not exits are clearly marked as such.	Desired standards are being met.
Inspect furnishings and decorations	MTLSD/ ASBO Guidelines	No furnishings of an explosive or highly flammable nature permitted.	Desired standards are being met.
Control and inspect decorative materials	MTLSD/ ASBO Guidelines	All decorative materials are to flame resistant.	Desired standards are being met.
Inspect display of artwork and teaching materials	MTLSD/ ASBO Guidelines	Flammable materials attached to walls must cover less than 20% of wall area.	Desired standards are being met.
Develop and review fire prevention plan	MTLSD/ ASBO Guidelines	A written Fire Prevention Plan has been developed and is periodically reviewed.	Desired standards are being met.
Distribute Fire Safety Plan	MTLSD/ ASBO Guidelines	An approved Fire Safety Plan has been distributed to all buildings.	Desired standards are being met.
Review Fire Safety Plan with building occupants	MTLSD/ ASBO Guidelines	Fire Plan has been reviewed with all new and current building occupants.	Desired standards are being met.
Provide periodic Fire Plan Training	MTLSD/ ASBO Guidelines	Training has been provided to designated individuals to assist in building evacuation.	Desired standards are being met.
Maximize distance of ignition sources and stored flammable vapors	MTLSD/ ASBO Guidelines	There is to be at least 50 feet between any flammable vapors and any ignition source. No flammable liquids are stored near exits.	Desired standards are being met.
Utilize flammable material storage labels	MTLSD/ ASBO Guidelines	Flammable materials storage containers are properly labeled.	Desired standards are being met.
Ensure proper flammable storage venting	MTLSD/ ASBO Guidelines	Flammable storage cabinets are vented to the outdoors.	Desired standards are being met.
Maintain storage room aisle clearance	MTLSD/ ASBO Guidelines	There is at least a 3 foot wide clearance aisle in each storage room.	Desired standards are being met.

2. Fire Equipment

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Provide and maintain approved fire extinguishers	MTLSD/ ASBO Guidelines	All portable fire extinguishers are approved types.	Desired standards are being met.
Perform fire extinguisher annual maintenance	MTLSD/ ASBO Guidelines	Annual maintenance is performed in each fire extinguisher.	Desired standards are being met.
Maintain fire extinguisher maintenance records	MTLSD/ ASBO Guidelines	Records for annual fire extinguisher maintenance are kept for at least one year.	Desired standards are being met.
Perform periodic fire extinguisher inspection	MTLSD/ ASBO Guidelines	Portable fire extinguishers inspected monthly.	Desired standards are being met.
Display an appropriate fire extinguisher tag	MTLSD/ ASBO Guidelines	Each fire extinguisher has a tag on which is recorded monthly inspections or records are maintained in a log of such inspections.	Desired standards are being met.
Place fire extinguishers in appropriate locations	MTLSD/ ASBO Guidelines	Ensure there is at least one extinguisher in each lab, shop, and vocational education room. Portable fire extinguishers is provided at each location where flammables are stored.	Desired standards are being met.
Provide staff training	MTLSD/ ASBO Guidelines	Staff are to be trained at the time of initial assignment and annually. Staff are re-trained in extinguisher use and hazard.	Desired standards are being met.
Maintain mounted fire extinguishers safely	MTLSD/ ASBO Guidelines	Fire extinguishers are mounted, located and readily accessible. fire extinguishers enclosed in cabinets are accessible, unobstructed and visible.	Desired standards are being met.

3. Emergency Plans

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Provide Emergency Plan	MTLSD/ ASBO Guidelines	A written Emergency Plan has been developed and utilized with comfort.	Desired standards are being met.
Train staff	MTLSD/ ASBO Guidelines	All staff is properly trained in their Emergency Plan duties.	Desired standards are being met.
Review Emergency Plan with building occupants	MTLSD/ ASBO Guidelines	Emergency Plan has been reviewed with all new and current building occupants.	Desired standards are being met.

4. Asbestos Containing Materials

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain ACM Management Plan	MTLSD/ ASBO Guidelines	ACM Management Plan is in place and kept up to date.	Desired standards are being met.
Identify designated person for LEA	MTLSD/ ASBO Guidelines	A designated person is appointed and trained for LEA.	Desired standards are being met.
Perform 3 year re-inspection	MTLSD/ ASBO Guidelines	Facilities are re-inspected every 3 years by a licensed professional.	Desired standards are being met.
Complete 6 mos. observation and maintenance	MTLSD/ ASBO Guidelines	6 months surveillance checks are carried out and recorded.	Desired standards are being met.
Train staff	MTLSD/ ASBO Guidelines	All department employees are trained in ACM procedures.	Desired standards are being met.
Provide warning labels	MTLSD/ ASBO Guidelines	Warning labels are attached to all ACM in occupied areas.	Desired standards are being met.
Notify contractor	MTLSD/ ASBO Guidelines	Outside contractors are notified before working in areas with ACM.	Desired standards are being met.
Provide annual worker/parent notification	MTLSD/ ASBO Guidelines	Annual notification to parents, teachers and other building occupants is made.	Desired standards are being met.

5. Potable Water Systems

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Certify drinking water	MTLSD/ ASBO Guidelines	Quality of drinking water is certified annually.	Desired standards are being met.
Maintain adequate water supply	MTLSD/ ASBO Guidelines	Ensure water suitable for drinking , persaonl hygiene, food preparation, and cleaning is available.	Desired standards are being met.

6. Risk Management/ Safety Guidelines

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Check exterior lighting timers	MTLSD/ ASBO Guidelines	Exterior lighting timers are adjusted as needed to ensure lights are on one half hour before and after dark.	Desired standards are being met.
Review location and function of exterior lighting	MTLSD/ ASBO Guidelines	Sufficient exterior lighting exists and is operated to provide safe access and egress.	Desired standards are being met.
Develop and follow a Crisis and Disaster Plan	MTLSD/ ASBO Guidelines	Ensure a written critical incident plan exists, is followed, and is reviewed annually.	Desired standards are being met.
Provide signs on Electrical Rooms	MTLSD/ ASBO Guidelines	Doors to Electrical rooms are marked with conspicuous warning signs forbidding unqualified persons to enter.	Desired standards are being met.
Provide signs indicating warnings regarding electrical shock and other hazards	MTLSD/ ASBO Guidelines	Spot check to ensure safety signs, safety symbols, or accident prevention tags are in use to warn students/staff about hazards.	Desired standards are being met.
Secure doors and other openings	MTLSD/ ASBO Guidelines	Doors are kept closed when not is use. Other openings are inspected and minimized where applicable.	Desired standards are being met.

7. Utilities/Energy Conservation

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Monitor electric use	MTLSD/ ASBO Guidelines	Electric usage is reviewed and publicly posted monthly.	Desired standards are being met.
Adhere to an energy conservation program	MTLSD/ ASBO Guidelines	A written energy conservation program is in place and reviewed annually.	Desired standards are being met.
Monitor interior temperature	MTLSD/ ASBO Guidelines	Recalibrate controls as needed. Spot check periodically for accuracy.	Desired standards are being met.
Monitor fuel use	MTLSD/ ASBO Guidelines	Fuel usage is monitored and any irregularity is investigated.	Desired standards are being met.
Develop and follow a winterization program	MTLSD/ ASBO Guidelines	A written Weatherization Plan is in place and reviewed annually.	Desired standards are being met.
Conduct and Energy Audit	MTLSD/ ASBO Guidelines	An energy audit is conducted periodically and management plans are adjusted accordingly.	Desired standards are being met.
Practice a Water Conservation Plan	MTLSD/ ASBO Guidelines	Re-calibrate controls as needed. Spot check periodically for accuracy.	Desired standards are being met.

8. Environmental Management

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Test for Radon	MTLSD/ ASBO Guidelines	Radon tests are conducted as required or desired.	Desired standards are being met.
Mitigate Radon	MTLSD/ ASBO Guidelines	If Radon is detected, an ACHD approved mitigation plan is to be followed.	Desired standards are being met.
Inspect fuel tanks and lines	MTLSD/ ASBO Guidelines	All fuel lines are of a non-ferrous type.	Desired standards are being met.
Above Ground Storage Tanks (AST)	MTLSD/ ASBO Guidelines	AST are monitored monthly.	Desired standards are being met.
Prevent or control chemical spills	MTLSD/ ASBO Guidelines	Appropriate spill controls are utilized when needed.	Desired standards are being met.
Follow ADA compliance	MTLSD/ ASBO Guidelines	All programs and facilities are made available to all potential users.	Desired standards are being met.
Maintain a school Health and Safety Committee	MTLSD/ ASBO Guidelines	A school-wide Health and Safety committee is in place and meeting monthly.	Desired standards are being met.
Properly store hazardous materials	MTLSD/ ASBO Guidelines	Ensure a list of hazardous chemicals at each school has been prepared and is kept up-to-date. All containers of hazardous chemicals are labeled or marked with required information.	Desired standards are being met.
Dumpsters are placed on hard, cleanable surfaces	MTLSD/ ASBO Guidelines	Dumpsters placed on hard, cleanable surfaces.	Desired standards are being met.
Maintain dumpsters	MTLSD/ ASBO Guidelines	Dumpsters have tight fitting lids and are kept closed. Dumpsters are emptied and cleaned often enough to avoid odors and pests.	Desired standards are being met.
Follow an up-to-date hazard communication plan	MTLSD/ ASBO Guidelines	A written Hazard Communication Program has been developed, maintained and followed.	Desired standards are being met.
Maintain a hazard chemicals list	MTLSD/ ASBO Guidelines	A list of all hazardous chemicals at each school is maintained.	Desired standards are being met.

9. Training

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Provide Blood Borne Pathogen training	MTLSD/ ASBO Guidelines	All employees are trained annually in handling blood borne pathogens.	Desired standards are being met.
Provides Hazmat Communications training	MTLSD/ ASBO Guidelines	All employees are trained annually in Hazmat communications.	Desired standards are being met.
Comply with Hazmat Communication	MTLSD/ ASBO Guidelines	Make sure MSDS sheets are readily available to all department employees.	Desired standards are being met.

10. Display of Flags

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Ensure proper flag etiquette	MTLSD/ ASBO Guidelines	US flags are flown every school day as per national flag standards.	Desired standards are being met.

LONG TERM MAINTENANCE AND REPAIR PLAN

Facilities Management Template

E. Vehicle Services

1. Vehicle Inspections

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Inspect school buses	PA State Requirement	3 times per year: 2 times by private vendor and 1 time by State Police all school buses must be inspected. Perform pre-trip and post-trip inspections on vehicles.	Desired standards are being met.
Complete pre-trip checklist	PA State Requirement	Pre-trip checklist is completed before each trip by the driver or mechanic.	Desired standards are being met.
Complete post-trip checklist	PA State Requirement	Post-trip checklist is conducted at the end of each trip by the driver or mechanic. Check interior of bus for occupants.	Desired standards are being met.
Develop PM mechanic's checklist for vehicles	PA State Requirement	Service check performed every 6000 miles.	Desired standards are being met.
Inspect other rolling equipment	PA State Requirement	Annual inspection for all on-road and off-road motor vehicles except dump trucks which are inspected twice per year.	Desired standards are being met.

2. Vehicle Operating Regulations (Pupil Transport Vehicles)

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain appropriate driver licensure	DOT	All drivers are properly licensed and copies of licenses are on file. Licenses are updated annually or every two years, depending on license classification.	Desired standards are being met.
Observe speed limits	DOT	Drivers are instructed to obey all speed limits at all times.	Desired standards are being met.
Monitor and control vehicle seating capacity	Manufacturer's standard	Drivers are instructed to appropriately limit seating capacities at all times to mfg. design.	Desired standards are being met.
Maintain operating lights	PA state required	Operating lights are checked pre- and post- trip for proper operation. Deficiencies are corrected ASAP.	Desired standards are being met.
Provide seat belts (when and where required)	NHTSA	All vehicles with GVW of 10,000 lbs. or less must be equipped with appropriate passenger lap belts/harnesses. NOTE: Existing buses are grandfathered. All passenger restraints are in compliance and maintained as per manufacturer's specs.	Desired standards are being met.
Provide adaptive equipment	Meets ADA requirements and is certified at level/capacity for expected use.	All passenger restraints are in compliance and maintained per manufacturer's specs.	Desired standards are being met.
Turn in accident reports	PA state required	Accident reports are filed per the state statute.	Desired standards are being met.
Conduct evacuation drills	Mt. Lebanon Standard	All enrolled students receive emergency evacuation training and participate in evacuation drills completed annually or as otherwise required.	Desired standards are being met.
Provide updated certification training	PA state required	Certification training completed every four years.	Desired standards are being met.

2. Vehicle Operating Regulations (Pupil Transport Vehicles) (Cont.)

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Require annual driver physicals	DOT regulations	Each driver passes an annual physical exam, consistent with DOT regulations.	Desired standards are being met.
Test drivers for drug use.	PA CDL requirements	All drivers, of District owned and contracted vehicles that transport students, participate in a certified random drug testing program.	Desired standards are being met.

3. Vehicle Maintenance (for vehicles transporting students)

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Maintain tires	PA State Inspection	Tires meet legal requirement for tread depth. Tires are rotated according to manufacturer's specifications.	Desired standards are being met.
Maintain brakes	Manufacturer's recommendations	Brakes are maintained according to manufacturer's specifications.	Desired standards are being met.
Perform routine preventative maintenance	According to manufacturer's recommendations	Vehicles are maintained to manufaturer's specifications.	Desired standards are being met.

4. Vehicle Exterior Cleaning

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Clean vehicle body	Mt. Lebanon Standard	Vehicle body washed weekly during snow season and as necessary to ensure a clean appearance, visibility through windows and visibility of required markings.	Desired standards are being met.
Clean vehicle chassis	According to manufacturer's recommendations	Vehicle chassis washed weekly during snow season and as necessary to allow for proper inspection.	Desired standards are being met.
Clean engine and engine compartment	According to manufacturer's recommendations	Clean engine to ensure sufficient cooling effectiveness and to reduce fire hazard.	Desired standards are being met.

5. Vehicle Interior Cleaning

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Provide fresh trash receptacle	IPM	Trash receptacles are provided and properly secured on each pupil transportation vehicle.	Desired standards are being met.
Clean bus interior	IPM	Pupil transportation vehicle interiors are checked daily and cleaned at least weekly.	Desired standards are being met.

6. Vehicle Safety Equipment

Item/ Task	Recognized Guidelines/ Best Practices and/or MTLSD Standards	Task Frequency and Standard Summary	Outcome
Provide first aid kit	PA State requirement	Provide and maintain a complete, secured First Aid Kit within each vehicle.	Desired standards are being met.
Provide bodily fluids spill kit	PA State requirement	Complete Bodily Fluids Kit provided and secured within each vehicle.	Desired standards are being met.
Provide fire extinguisher	DOT guidelines, NFPA	A,B,C, or other proper fire extinguisher provided and secured in the driver's compartment or each bus. Extinguisher is checked as required.	Desired standards are being met.
Provide flares and reflectors	DOT guidelines	Three triangle reflective type signals provided in each vehicle.	Desired standards are being met.
Provide 2-way communications device	NSTSP, May 2000	Communication between each bus and a central administrator is available on all pupil transportation vehicles.	Desired standards are being met.

F. Management Plan

Maintenance repairs are completed through the use of the District's work request forms and ISIS system. As the requestor notices a deficiency, the repair or request is carried out in accordance with the following enclosed Gannt Chart.

The following abbreviations are used to represent the recognized guidelines, best practices and Mt. Lebanon School District standards.

IAQ	–	Indoor Air Quality – USEPA
IPM	–	Integrated Pest Management
ISSA	–	World-Wide Cleaning Industry Association
PDE/MTLSD	–	Approved Health and Safety Plan for Co-Vid
PRIMA	–	Public Risk Management Association
ASHRAE	–	American Society of Heating, Refrigeration and Air Conditioning Engineers
NSTSP	–	National School Transportation Specifications and Procedures
ASBO	–	Association of School Business Officials International

Additional Facility Department Operational Guidelines often utilized to maintain the District Facilities can also be found in the ASBO document entitled Planning Guide for Maintaining School Facilities.

1. Item/Task - is a description or detailed list of duties and assignments requiring the specific service.
2. Recognized guidelines/best practices or Mt. Lebanon School District standards - is the accepted specification to which the task or item is to be carried out and used as a rule for measuring the intended outcome.
3. Task Frequency - The task frequencies from the accepted standard are listed and apply to each item or task unless use and need dictate differently.
4. Outcome - is the result of completing the item or task to the specifications of the recognized guidelines done on a periodic basis to the frequency stated. The outcomes at each school are inspected, measured and graded by the District Facilities Department on a monthly basis.
5. The Long Term Facilities Plan embraces and supports the mission and goals of the Mt. Lebanon School District Strategic Plan

Pennsylvania Department of Health

Indoor Air Quality Guidelines for Pennsylvania Schools

PREFACE

This document provides useful information on indoor air quality (IAQ) in schools to school officials and others who have an interest in this topic. It offers practical guidance that will help prevent IAQ problems in schools, and resolve or alleviate such problems if they do arise. It is particularly designed to assist those officials who have the primary responsibility of providing a safe and healthy environment for students, teachers, and the general school community. This easy-to-use guidance document describes how to implement a practical plan of action using a minimal amount of resources. The document includes general guidelines to prevent or help resolve IAQ problems, additional guidelines on specific indoor contaminants, recommendations on IAQ management approaches, recommendations on seeking professional assistance, and selected resources and references. School Officials are encouraged to review and proactively use the information in this document. Many IAQ problems can be resolved with preventative maintenance approaches as described.

Bureau of Epidemiology

INDOOR AIR QUALITY GUIDELINES FOR PENNSYLVANIA SCHOOLS

This document is designed to provide practical guidance that will help prevent indoor air quality (IAQ) problems in schools and resolve such problems quickly if they do arise. Recommendations for reasonable steps that can be taken by the school staff are offered with an eye toward flexibility for the specific needs of your school. The information in the document has been derived from the Environmental Protection Agency's (EPA's) report, Indoor Air Quality Tools for Schools, other published documents, and our experience in this area.

WHY IAQ IS IMPORTANT TO YOUR SCHOOL

Most people are aware that outdoor air pollution can damage their health but many do not know that indoor air pollution can also have significant health effects. EPA studies of human exposure to air pollutants indicate that indoor levels of pollutants may be 2-5 times, and occasionally 100 times, higher than outdoor levels. These levels of indoor air pollutants are of particular concern since most people spend the majority of their time indoors. Good indoor air quality in schools is an important component of a healthy indoor environment. It contributes to a favorable learning environment for students, productivity for teachers and staff, and a sense of comfort, health, and well-being. These elements combine to assist a school in its core mission -- educating children. The definition of good indoor air quality management includes control of airborne pollutants, introduction and distribution of adequate outdoor air, and maintenance of acceptable temperature and relative humidity. Temperature and humidity are important because thermal comfort concerns underlie many complaints about "poor air quality."

Temperature and humidity can also affect indoor contaminant levels. Failure to respond quickly and effectively to IAQ problems can lead to numerous adverse health, cost, and educational process consequences. Children may be especially susceptible to air pollution The same concentration of pollutants can result in higher body burden in children than adults because children breathe a greater volume of air relative to their body weight. Unlike other buildings, there are many unique aspects of schools. The occupants of schools are close together, with the typical school having about four times as many occupants as office buildings for the same amount of floor space. A variety of potential pollutant sources exist in schools, including art and science materials, industrial and vocational arts, and gymnasiums. In combination with natural ventilation, schools may use many heating, ventilating, and air conditioning systems (HVAC), including unit ventilators and rooftop units. All require appropriate care and maintenance.

TYPICAL IAQ PROBLEMS IN SCHOOLS

Indoor air contaminants can originate within the school building or be drawn in from the outdoors. If pollutant sources are not controlled, indoor air problems can develop even if the HVAC system is properly designed, operated, and maintained. Air contaminants consist of particles, dust, fibers, biological agents (e.g., bacteria, viruses, and mold), and gases or vapors. Sources of indoor air contamination include polluted outdoor air and underground sources (e.g., radon, pesticides, and leakage from underground storage tanks). Indoor air contamination can also be caused by a variety of indoor sources (e.g., equipment, furnishings, and housekeeping supplies). Indoor concentration levels of air pollutants can vary by time and location within the school building, or possibly a single classroom. Pollutants can be emitted from point sources, such as science storerooms, or from area sources, such as newly painted surfaces. Pollutants can vary with time, such as only when floor stripping is done, or continuously such as fungi growing in the HVAC system. Indoor air often contains a variety of contaminants at concentrations that are well below any standards or guidelines for occupational exposure. It is often difficult to relate complaints of specific health effects to exposures to specific pollutant concentrations, especially since the exposures may be to low levels of pollutant mixtures.

GENERAL GUIDELINES TO PREVENT OR HELP RESOLVE IAQ PROBLEMS

To prevent or help resolve indoor air quality problems effectively and efficiently, schools must ensure that recommended temperature and relative humidity ranges be maintained in the indoor air and that the HVAC system is working properly. In addition, monitoring for carbon dioxide (CO2) may be useful for indicating when outdoor air ventilation may be inadequate. A properly designed and functioning HVAC system controls temperature and relative humidity levels to provide thermal comfort, distributes adequate amounts of outdoor air to meet the ventilation needs of school occupants, and isolates and removes odors and other contaminants through pressure control, filtration, and exhaust fans. The American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Standard 55-1992 describe the temperature and humidity ranges that are comfortable for most people. Generally, temperature and humidity should be maintained within the comfort zone of 68 to 78 degrees and 30% to 60% relative humidity,

depending on the season. ASHRAE's Standard 62-1989 should be followed for recommended outdoor air ventilation levels in schools. These levels are described in EPA's report, Indoor Air Quality Tools for Schools. Generally, a range of 15 to 60 cubic feet per minute of outdoor air for each person in the area served by the HVAC system is recommended. Additionally, CO2 can be used as a rough indicator of the effectiveness of ventilation. CO2 levels above 700 parts per million (ppm) above background levels indicate inadequate ventilation with outdoor air. Finally, good housekeeping practices and common sense approaches used in the routine maintenance and upkeep of schools help to protect the quality of the indoor environment and the health and well being of school occupants. There are six basic control methods for lowering concentrations of indoor air pollutants in school buildings:

Source Management
Source Management includes source removal, source substitution, and source encapsulation. It is the most effective control method when it can be practically applied. The best prevention method is never to bring unnecessary pollutants into the school building.

Local Exhaust
Local Exhaust is very effective in removing point sources of pollutants before they can be dispersed into the indoor air by exhausting the contaminated air outside. Examples where local exhaust is used include restrooms, kitchens, science labs and housekeeping storage rooms, printing and duplicating rooms, and vocational/industrial areas such as welding booths.

Ventilation
The ventilation system, when properly designed, operated, and maintained, will automatically take care of normal amounts of air pollutants. For certain situations, such as painting, temporarily increasing the ventilation can help dilute the concentration of fumes in the air.

Exposure control
Exposure control includes adjusting the time, amount, and location of use to reduce potential exposures.

Air cleaning
This primarily involves the filtration of particles from the air as the air passes through the HVAC equipment.

Education
Education of the school occupants regarding IAQ is critical. If people are provided information about the sources and effects of pollutants under their control, and about the proper operation of the ventilation system, they can act to reduce their personal exposure. School officials should appoint an IAQ Coordinator who will serve as the primary school contact for problem solving and problem prevention. The role and functions of an IAQ Coordinator are described in Section 3 of EPA's report, Indoor Air Quality Tools for

Schools. In larger school districts, the IAQ Coordinator may be a district level administrative person, such as the business official, a health and safety officer, or the facilities manager. In smaller school systems, the IAQ Coordinator may be the Principal or Vice Principal at individual schools.

ADDITIONAL GUIDELINES ON SPECIFIC INDOOR CONTAMINANTS

EPA's report, Indoor Air Quality Tools for Schools (page 51), has a listing of typical indoor air contaminants in schools. The listing also contains a description of the contaminant, its sources, standards and guidelines, health effects, and measurement and control methods. The purpose of this section is to provide additional guidelines for schools on some of these specific indoor contaminants. Familiarization with this section should be considered for all school staff.

Carbon monoxide (CO)

CO is a colorless, odorless, and tasteless gas. It results from incomplete oxidation of carbon in combustion. Adverse health effects from CO (an asphyxia gas) are due to the formation of carboxyhemoglobin in the blood, which inhibits oxygen uptake. CO is unique among air pollutants in that the degree of body burden from exposure to this gas can be directly determined by measuring the percent of carboxyhemoglobin in the blood. Normal carboxyhemoglobin concentrations are <2% for nonsmokers and 5%-9% for smokers. At moderate concentrations, early symptoms may be nonspecific (e.g., headache, dizziness, weakness, nausea, visual disturbances, and confusion). At higher concentrations, CO exposure may be fatal. Adequate ventilation is an important control measure.

No standards for CO have been agreed upon for indoor air. EPA's national ambient air quality standards for outdoor air are 9 ppm for eight hours and 35 ppm for one hour. These standards can be used as guidelines for indoor air in schools and should not be exceeded. Monitoring and control measures (e.g., ventilation with outdoor air) are recommended whenever these guidelines are exceeded. It is also important to determine the source(s) of elevated CO levels and correct all identified problem areas.

Carbon dioxide (CO2)

CO2 is a colorless, odorless, and tasteless gas. It is a product of completed carbon combustion. Adverse health effects from CO2 may occur since it is an asphyxia gas, which essentially displaces oxygen in the air. At concentrations above 15,000 ppm, some loss of mental acuity has been noted. ASHRAE's current standard recommends that CO2 levels be maintained below 700 ppm above background levels. The ASHRAE standard can be used as a guideline for schools and should not be exceeded. Monitoring and control measures (e.g., ventilation with outdoor air) are recommended whenever the guideline is exceeded.

Pesticides

Pesticides are chemicals that are used to kill or control pests, which include bacteria, fungi, weeds, and other organisms, in addition to insects and rodents. Most pesticides are inherently toxic. Most contain volatile organic compounds. The specific symptoms that may result from a given pesticide exposure situation depend on the pesticide and its site

of action, the dose received, and the sensitivity of the exposed individual(s). Chronic exposure to some pesticides can result in damage to the liver, kidneys, and nervous system. There are no indoor air concentration standards for pesticides. Both EPA and the Pennsylvania Department of Agriculture recommend Integrated Pest Management in schools, an approach that minimizes the use of chemical pesticides. Pesticide products should be used according to application and ventilation instructions provided by the manufacturer.

Radon

Radon is a colorless, odorless, and tasteless radioactive gas. The unit of measure for radon is picocuries per liter (pCi/L). The earth around buildings is the principal source of indoor radon. Radon penetrates crack and drain openings in foundations, basements, and crawl spaces. Water containing radon will release radon into the air when drawn for use indoors. Some building materials will also release radon into the air. Exposure to radon may cause lung cancer in humans. EPA recommends taking actions to mitigate radon if levels exceed four pCi/L. Active soil depressurization and building ventilation are the two most commonly used strategies for controlling radon in schools.

Mercury

In recent years, increasing numbers of metallic mercury spills and contamination involving school children have been reported. Mercury occurs naturally in the environment in several forms. Metallic mercury is the liquid form used in a variety of consumer products, including thermometers and barometers. It may also be found in school laboratories and accidental spills in the past have caused contamination problems. Metallic mercury vaporizes into the air at room temperatures. Small amounts of mercury (e.g., a few drops) can raise air concentrations to levels that may be harmful to health. Mercury vapor is denser than air and settles on or near the floor. Because of this effect, children may be exposed to higher concentrations of mercury than adults. Mercury affects the central and peripheral nervous systems and the kidneys. To test for air contamination, a level of 0.003 milligrams of mercury per cubic meter of air (mg/m3) can initially be used as an "action" level for "screening" purposes in either homes or public places such as schools. This level is the most practical level since initial screening is usually performed with the Jerome meter, which only has a detection level of about 0.003 mg/m3. The decision to recommend temporary evacuation or any other action steps should be made on a case-by-case basis, depending on the circumstances. The actual mercury levels in the air should be determined by appropriate follow-up air sampling using more reliable testing methodology than the Jerome meter over an extended period of time. Based on such follow-up testing, levels of mercury which exceed 0.001 mg/m3 would be considered unacceptable. The level 0.001 mg/m3 is a health guidance value which is based on occupancy at a school (or a public place) not exceeding 40 hours per week. This value was derived based on EPA's lifetime health guidance value of 0.0003 mg/m3 for residential sites.

Biological Agents

People, animals, and environmental conditions produce biological materials which include bacteria, mold, and pollen. When airborne, these agents usually attach to dust

particles of various sizes. Drapery, carpet, and other places where dust can collect harbor these agents. Dirty cooling coils, humidifiers, condensate drains, and ductwork can incubate bacteria and molds. Areas with high humidity can accelerate their growth. Various types of infections such as influenza are transmitted by air. Pollens and molds may cause allergic reactions, such as asthmatic episodes, for many individuals. No standards exist for biological agents in indoor air, although ASHRAE recommends relative humidity levels between 30 and 60 percent to control growth. Other control measures include general good housekeeping and proper maintenance of HVAC equipment. Adequate ventilation and good air distribution are also helpful. The National Institute for Occupational Safety and Health (NIOSH) generally does not routinely recommend air sampling. Visible microbial growth on interior building surfaces and signs of water leaks found during a thorough inspection for possible moisture sources in the school are indications of a potential biological problem. Based on these findings, steps should be taken to correct conditions supporting such problems. If sampling is conducted, it should be done in both the problem area and other areas of the school. Differences in biological agents present in the problem area compared to other areas of the school can help to determine the extent of contamination and the appropriate approaches for remediation.

Volatile Organic Compounds (VOCs)

There are hundreds of VOCs found in indoor air, sometimes in concentrations that are suspected of being harmful. More commonly known VOCs include benzene, formaldehyde, methylene chloride, trichloroethylene, and tetrachloroethylene. Exposure to VOCs can result in both acute and chronic health effects, depending on many factors such as the level of exposure and the length of exposure. A few VOCs have been directly linked to cancer in humans (e.g., benzene), and others are suspected of causing cancer. No standards have been set for VOCs in non-industrial settings. In industrial settings, NIOSH has recommended occupational standards for many compounds. These NIOSH recommendations and other health guidelines and standards may be useful in determining if VOC levels measured in schools are acceptable. Where practical, uses of known sources of VOCs should be restricted. These materials should be stored in properly sealed containers and in well-ventilated areas, apart from occupied zones. In the past, the Department of Health has provided guidance in residential and school situations involving underground fuel or gasoline spills. These spills increased indoor air levels of hydrocarbons. Recommendations for temporary evacuation are made if total hydrocarbon levels were 10 ppm or higher, or benzene levels were 100 parts per billion (ppb) or higher. At lower levels, corrective actions should be implemented to address the problem, including forced ventilation. The goal is to reduce the levels to normal background levels. The Occupational Safety and Health Administration (OSHA) has set a legal limit of 500 ppm of petroleum distillates and one ppm of benzene in air in the workplace.

Lead

Lead is a highly toxic metal. Exposure to lead can come from a variety of sources, including contaminated soil and dust, and air. Lead-based paint is the most common source of lead exposure to children. Lead can cause damage to the brain, kidneys, nervous system, and red blood cells. Children are especially vulnerable to lead exposure,

since lead is more easily absorbed into growing bodies, and the tissues of small children are sensitive to its effects. Exposure to lead is estimated by measuring lead levels in the blood. Preventive measures to reduce lead exposure in schools include keeping children away from areas where paint is chipped or peeling and assuring that children are protected from contaminated air during any lead abatement projects in schools. Currently, there are no indoor air standards for lead in schools. Existing standards for lead are for outdoor air or industrial workplaces.

ADDITIONAL RECOMMENDATIONS ON IAQ MANAGEMENT APPROACHES

School officials are encouraged to develop and implement their own IAQ Management Plan in order to address, prevent, and resolve IAQ problems in their specific schools. EPA's report, Indoor Air Quality Tools for Schools, provides a set of flexible and specific activities which should be useful to school officials in developing such a plan. A key feature of the plan is the selection of an IAQ Coordinator. Other critical features of the plan include establishing necessary IAQ Policies, Assessing the Current Status of indoor air quality in the school through periodic inspections and maintaining appropriate logs and checklists, Performing Necessary Repairs and Upgrades, and Implementing Final Follow-up Assessments and Steps. Because of the complexities involved in setting priorities for repairs and upgrades, and for committing school resources, it is important to maintain good communication to build consensus involving school management and all appropriate committees and groups. In dealing with indoor air problems, an important management approach is to foster a team approach for problem solving and consensus building. The IAQ Team should include, but not necessarily be limited to, teachers, administrative staff, facility operators, custodians, school nurses, school boards, contract service providers, and parents and students.

RECOMMENDATIONS ON SEEKING PROFESSIONAL ASSISTANCE

Many indoor air problems can be resolved when school personnel follow good housekeeping approaches, such as described earlier under guidelines. Many potential problems can be prevented if students and staff cooperate to maintain good indoor air quality in the school. Some problems may be difficult to resolve, however, and may require outside assistance. Local, State or Federal governmental agencies (e.g., Education, Health, Environmental Protection, or Agriculture Agencies) may be able to provide expert assistance or direction in solving IAQ problems. If available governmental agencies do not have personnel with the appropriate skills to assist in solving your IAQ problem, they may be able to direct you to private firms or consultants in your area with experience in indoor air quality work. Some of these firms may be found in the yellow pages (e.g., under "Engineers," "Environmental and Ecological Services," "Laboratories-Testing," or "Industrial Hygiene Consultants") or by asking other schools for referrals. The skills of HVAC engineers and industrial hygienists are very useful for investigations of serious IAQ problems. Some professionals (engineers, industrial hygienists) who work with IAQ issues have licensing and certification requirements to practice in their

disciplines. Input from other disciplines may also be important, depending on the nature of the problem.

SELECTED RESOURCES

This section lists organizations with information or services related to indoor air quality. In addition, publications or information available on the Internet are also provided.

Pennsylvania State Government
Your questions and concerns about indoor air problems in schools can frequently be answered best by commonwealth agencies. Possible contacts with the Commonwealth of Pennsylvania include the following:

Pennsylvania Department of Health
Bureau of Community Health Services
717-787-4366
District offices and county/municipal health departments serving specific areas of the state (See attached list)

Pennsylvania Department of Health
Division of School Health
717-787-2390

Pennsylvania Department of Health
Bureau of Epidemiology
Division of Environmental Health Assessment
717-787-1708
(Health consultation on environmental health issues and public policy issues)

Pennsylvania Department of Environmental Protection, Field Operations
717-787-5028 (Regional offices serving specific areas of the state – See attached list)

Pennsylvania Department of Environmental Protection
Bureau of Air Quality Control
717-787-9702 (Air quality control issues and problems)

Pennsylvania Department of Agriculture
Division of Health and Safety
717-772-5231
(Integrated Pest Management in schools; pesticides; hypersensitivity registry)

U.S. Environmental Protection Agency (EPA)
EPA conducts a comprehensive non-regulatory indoor air quality program that emphasizes research, information dissemination, technical guidance, and training. EPA also issues regulations and carries out other activities that affect indoor air quality under the laws for pesticides, toxic substances, and drinking water.

Indoor Air Quality Information Hotline (Clearinghouse)
P.O. Box 37133 Washington, D.C. 20013-7133
Toll Free: 1-800-438-4318
(Information specialists are on duty Monday to Friday from 9:00 a.m. to 5:00 p.m. eastern time. The Clearinghouse provides indoor air quality information and publications.) EPA's Internet Address for IAQ and Schools:
http://www.epa.gov/iaq/schools/
Selected EPA's IAQ technical reports and publications:
- Indoor Air Quality Basics for Schools, October 1996 (fact sheet).
- Indoor Air Quality Tools for Schools Kit, 1995 (updated 1997).
- Building Air Quality: A Guide for Building Owners and Facility Managers, 1991.

MidAtlantic Environmental Hygiene Resource Center
The MidAtlantic Environmental Hygiene Resource Center (MEHRC) was established to provide training in indoor environments, with particular focus on indoor air quality. The Center was established with support from EPA, Region III, the U.S. Public Health Service, Region III, and the University City Science Center. The Center is a non-profit program which aims to meet the diverse needs of those concerned with indoor environments through training in engineering, microbiological, health, legal and other issues, ranging from introductory to advanced technical levels.
MidAtlantic Environmental Hygiene Resource Center
University City Science Center
3624 Market Street, First Floor East
Philadelphia, PA 19104
215-387-4096
MEHRC's Internet Address:www.mehrc.org

National Institute for Occupational Safety and Health (NIOSH)
1-800-35-NIOSH
www.cdc.gov/NIOSH/

The American Society of Heating, Refrigerating, and Air–Conditioning Engineers (ASHRAE)
1791 Tullie Circle, NE Atlanta, GA 30329
404-636-8400
www.ashrae.org

The Occupational Safety and Health Administration (OSHA)
OSHA Region III Office
215-596-1201
www.osha.gov

BUREAU OF COMMUNITY HEALTH SYSTEMS
DIVISION OF SCHOOL HEALTH
SCHOOL HEALTH CONSULTANTS

NORTHEAST DISTRICT COUNTIES

SHC: Lois Elick
665 Carey Avenue, Suite 5
Wilkes-Barre, PA 18706-5485
Phone: 570-826-2062
Fax: 570-826-2238
E-mail: lelick@state.pa.us

Carbon	Northampton
Lackawanna	Pike
Lehigh	Susquehanna
Luzerne	Wayne
Monroe	Wyoming

SOUTHEAST DISTRICT COUNTIES

SHC: Susan Templin
Reading State Office Building
625 Cherry Street
Reading, PA 19602-1187
Phone: 610-378-4352
Fax: 610-378-4527
E-mail: stemplin@state.pa.us

Berks	Lancaster
Bucks	Montgomery
Chester	Philadelphia
Delaware	Schuylkill

NORTHCENTRAL DISTRICT COUNTIES

SHC: Andrea Dale
Water Tower Square, Suite 109
1000 Commerce Park Drive
Williamsport, PA 17701
Phone: 570-327-3400
Fax: 570-327-3748
E-mail: adale@state.pa.us

Bradford	Northumberland
Centre	Potter
Clinton	Snyder
Columbia	Sullivan
Lycoming	Tioga
Montour	Union

SOUTHCENTRAL DISTRICT COUNTIES

SHC: Linda Katherman
Uptown Shopping Plaza
2971 C North Seventh Street
Harrisburg, PA 17110-2109
Phone: 717-787-8092
Fax: 717-772-3151
E-mail: lkatherman@state.pa.us

Adams	Huntington
Bedford	Juniata
Blair	Lebanon
Cumberland	Mifflin
Dauphin	Perry
Franklin	York
Fulton	

NORTHWEST DISTRICT COUNTIES

SHC: Linda Deeter
19 McQuiston Drive
Jackson Center, PA 16133
Phone: 724-662-6068
Fax: 724-662-6086

Cameron	Jefferson
Clarion	Lawrence
Clearfield	McKean
Crawford	Mercer
Elk	Venango

E-mail: ldeeter@state.pa.us

Erie
Forest
Warren

SOUTHWEST DISTRICT COUNTIES
SHC: Vacant
514 State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222-1210
Phone: 412-565-5101
Fax: 412-565-7582
E-mail: cythomas@state.pa.us

Allegheny
Armstrong
Beaver
Butler
Cambria
Fayette
Greene
Indiana
Somerset
Washington
Westmoreland

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOUTHEAST REGION OFFICE COUNTIES
Joseph Feola
Regional Director
Suite 6010, Lee Park
555 North Lane
Conshohocken, PA 19428-2233
Phone: 484-250-5942
Fax: 484-250-5943
E-mail: jfeola@state.pa.us

Bucks
Chester
Delaware
Montgomery
Philadelphia

NORTHEAST REGION OFFICE COUNTIES
Michael D. Bedrin
Regional Director
2 Public Square
Wilkes-Barre, PA 18711-0790
Phone: 570-826-2340
Fax: 570-830-3054
E-mail: mbedrin@state.pa.us

Carbon
Lackawanna
Lehigh
Luzerne
Monroe
Northampton
Montgomery
Schuylkill
Susquehanna
Wayne
Wyoming

SOUTHCENTRAL REGION OFFICE COUNTIES
Rachel Diamond
Regional Director
One Ararat Boulevard
Harrisburg, PA 17110
Phone: 717-705-4704
Fax: 717-705-4930
E-mail: rdiamond@state.pa.us

Adams
Bedford
Berks
Blair
Cumberland
Dauphin
Franklin
Fulton
Huntington
Juniata
Lancaster
Lebanon
Mifflin
Perry
York

NORTHCENTRAL REGION OFFICE COUNTIES
Robert C. Yowell

Bradford
Montour

Regional Director
208 West Third Street
Williamsport, PA 17701
Phone: 717-327-3695
Fax: 717-327-3565
E-mail: Yowell.Robert@DEP.State.PA.US

Cameron	Northumberland
Centre	Potter
Clearfield	Snyder
Clinton	Sullivan
Columbia	Tioga
Lycoming	Union

SOUTHWEST REGION OFFICE COUNTIES
Ken Bowman
Regional Director
400 Waterfront Drive
Pittsburgh, PA 15222-4745
Phone: 412-442-4179
Fax: 412-442-4194
E-mail: kbowman@state.pa.us

Allegheny	Greene
Armstrong	Indiana
Beaver	Somerset
Cambria	Washington
Fayette	Westmoreland

NORTHWEST REGION OFFICE COUNTIES
Kelly Burch
Regional Director
230 Chestnut Street
Meadville, PA 16335-3481
Phone: 814-332-6946
Fax: 814-332-6125
E-mail: kburch@state.pa.us

Butler	Jefferson
Clarion	Lawrence
Crawford	McKean
Elk	Mercer
Erie	Venango
Forrest	Warren

County Municipal Health Departments/Bureaus

Allegheny County

333 Forbes Avenue
Pittsburgh, PA 15213

Phone: (412) 687-2243
Fax: (412) 687-2243

Allentown Health Bureau

Alliance Hall
245 North Sixth Street
Allentown, PA 18102

Phone: (610) 437-7760

Erie County

606 West Second Street
Erie, Pa 16507

Phone: (814) 451-6700
Fax: (814) 451-6767

Montgomery County

1430 DeKalb Street
Norristown, PA 19401

Phone: (610) 278-5117

Fax: (610) 437-8799

Bethlehem Bureau of Health

10 East Church Street
Bethlehem, PA 18018

Phone: (610) 865-7087
Fax : (610) 865-7326

Bucks County

Neshaminy Manor Center
1282 Almshouse Road
Doylestown, PA 18901

Phone: (215) 345-3318
Fax: (215) 345-3833

Chester County

601 Westtown Road
Suite 290
West Chester, PA 19382

Phone: (610) 344-6251
Fax: (610) 344-5405

Fax: (610) 278-5167

Wilkes-Barre

Kirby Health Center
71 North Franklin Street
Wilkes-Barre, PA 18701

Phone: (570) 208-4268
Fax: (570) 208-4272

York City Bureau of Health

One Market Way West
Third Floor
York, PA 17401

Phone: (717) 849-2252
Fax: (717) 852-9397

V. Environmental and Regulatory Issues

The goal of the ten year plan is to collect, coordinate, analyze and prioritize facility infrastructure and building program needs on a district-wide basis. The information collected in the Building Inventory and Condition Assessment allows the district to prioritize the existing individual building needs, with a focus on resolving health and safety issues. The plan must organize and prioritize the existing buildings' needs and new facility needs on a district-wide basis.
As work is accomplished each year, or new situations emerge, the remaining tasks are to be re-prioritized as necessary to concentrate on the most critical needs. Maintenance and repairs items should be included and annual costs for service contracts, supplies and other recurring costs should be included.

Compliance with environmental and regulatory requirements is accomplished primarily through the district's Facility Department. Such requirements are dictated and administered by Authorities Having Jurisdiction (AHJ) and will include the following agencies:

OSHA -- Occupational Safety and Health Administration
EPA -- Environmental Protection Agency
AHERA -- Asbestos HAzard Emergency Response Act
NESHAPS -- NAtional Emissions Standard for Hazardous Air Pollutants
NIOSH -- National Institute for Occupational SAfety and Health
ADA -- Americans with Disability Act
PDE -- Pennsylvania Department of Education
PA DEP -- Pennsylvania Department of Environmental Protection
PA L&I -- Pennsylvania Department of Labor and Industry
ACHD -- Allegheny County Health Department
Mt. Lebanon Township -- Codes and Ordinances
- 2021 International Building Code
- 2021 International Fire Code
- 2021 International Plumbing Code
- 2021 International Mechanical Code

Solid Waste Management, Hazardous Waste Management, Recycling, Composting, Air quality Standards including CO, Mold, Randon, Dust, Right to Know

VI. School Inventory and Condition Assessment

A program of preventive maintenance begins with an inventory of a school district's facilities and basic information on their conditions. Collecting building condition information is necessary to help building managers identify maintenance needs and quantify deferred maintenance. Inventory and condition data also provide managers with the information needed to plan maintenance projects, set priorities among them, and estimate the costs.

As a prelude to preventive maintenance, and before renovation of any building, a detailed inventory of the building's components, equipment and furnishings, along with a condition assessment of each should be created. An inventory is a reliable count of the various building components, equipment and furnishings comprising a school district's assets. A complete inventory, periodically updated, offers an information base with which building managers can plan condition assessments and needed preventive maintenance. Typically, information in the inventory should include the building components' condition and functional performance, as well as the equipment's age, usage, location, warranty information and model type.

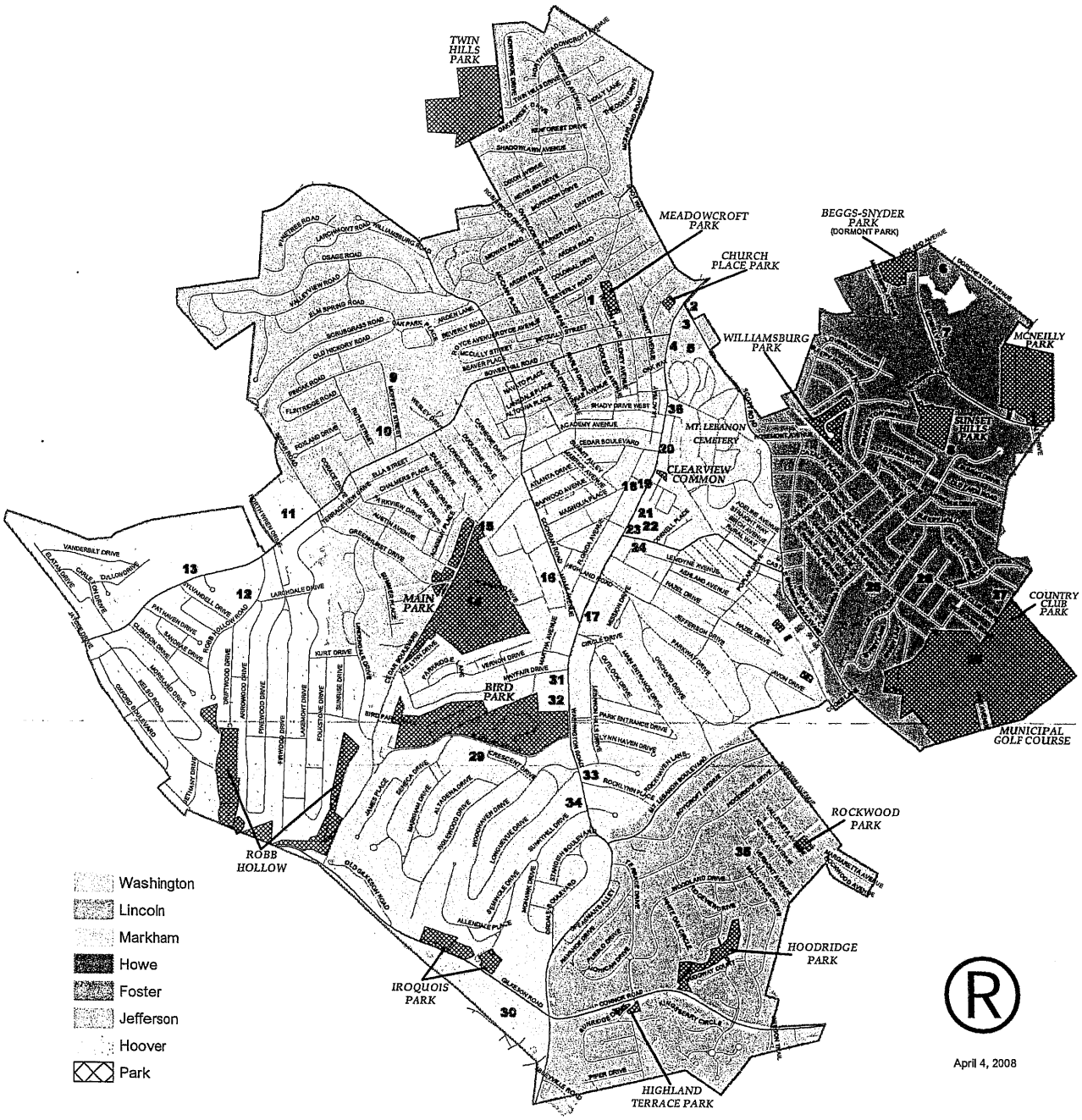
Because a building inventory and condition assessment potentially involves substantial time and personnel. It can be very costly. Proper planning of the inventory inspection is the best way to control its cost. This planning may include the development of a checklist where each teacher, head custodian or principal can individually compile the data for which they are responsible. The use of such a checklist would also increase consistency of the inspection methods, record the data uniformly, use modern bar coding techniques, improve accuracy and diminish the subjectivity of an individual's judgment.

Deciding how to store and manage the volume of data collected during the inventory and condition assessment inspections is also important in the planning stage. Without this step, staff may find it difficult to use the inspection information and as a result, derive little value from it.

Additionally, as part of the planning, a timetable for the inventory and condition assessment inspections is necessary. Facility managers, head custodians, and school principals should coordinate inspections in ways that avoid disrupting teachers, students and other staff.

Appendices

MT. LEBANON, PENNSYLVANIA
Elementary School Districts & Parks



1 LINCOLN ELEMENTARY SCHOOL
2 MT. LEBANON UNITED METHODIST CHURCH
3 MT. LEBANON UNITED PRESBYTERIAN CHURCH
4 ST. BERNARD CHURCH
5 ST. BERNARD SCHOOL
6 DEPAUL INSTITUTE
7 SETON-LA SALLE HIGH SCHOOL
8 OUR SAVIOR LUTHERAN CHURCH
9 BOWER HILL COMMUNITY CHURCH
10 JEFFERSON ELEMENTARY AND JEFFERSON MIDDLE SCHOOL
11 ST. CLAIR HOSPITAL
12 HOOVER ELEMENTARY SCHOOL
13 TEMPLE EMANUEL
14 RECREATION CENTER
15 MT. LEBANON CHRISTIAN CHURCH
16 MT. LEBANON HIGH SCHOOL
17 MT. LEBANON UNITED LUTHERAN
18 PUBLIC PARKING GARAGE
19 MUNICIPAL BUILDING
20 PUBLIC PARKING GARAGE
21 WASHINGTON ELEMENTARY SCHOOL
22 MELLON MIDDLE SCHOOL
23 SOUTHMINSTER PRESBYTERIAN CHURCH
24 PUBLIC LIBRARY
25 HOWE ELEMENTARY SCHOOL
26 SUNSET HILLS PRESBYTERIAN CHURCH
27 ST. WINIFRED'S CHURCH
28 MUNICIPAL GOLF COURSE
29 MARKHAM ELEMENTARY SCHOOL
30 HOLY CROSS ORTHODOX CHURCH
31 ST. PAUL'S EPISCOPAL CHURCH
32 FIRST CHURCH OF CHRIST SCIENTIST OF MT. LEBANON
33 BEVERLY HEIGHTS PRESBYTERIAN CHURCH
34 UNITARIAN UNIVERSALIST CHURCH OF SOUTH HILLS
35 FOSTER ELEMENTARY SCHOOL
36 PUBLIC SAFETY BUILDING

MT. LEBANON SCHOOL DISTRICT

BUILDING INFORMATION

YEAR ENDED AUGUST 21, 2025

Building	Year of Construction		Classrooms	Enrollment	Capacity	Percentage of Capacity Used	Staffing		Building Square Footage	Site Acreage
	Original	Latest Renovation					Professional	Support		
Elementary Schools										
Washington	1921	2005	32	383	434	88.2%	36	24	74,428	7.5 (3)
Lincoln	1925	2004	31	411	510	80.6%	34	16	74,510	3.5
Markham	1929	2004	28	296	432	68.5%	27	16	42,513	6.1
Howe	1929	2003	34	394	468	84.2%	29	23	65,662	7.1
Foster	1940	2003	27	316	389	81.2%	26	15	53,560	5.4
Jefferson	1950	2004	27	300	343	87.5%	26	17	51,519	17.7 (1)
Hoover	1963	2005	26	276	342	80.7%	24	15	68,661	5.9
Secondary Schools										
Jefferson	1959	1998	84	632	833	75.9%	58	20	100,835	17.7 (1)
Mellon	1938	1998	53	669	840	79.6%	60	21	111,566	7.5 (3)
Senior High (inc. Stadium)	1930	2016	142	1752	2250	77.9%	133	32	454,817	28.6 (2)

(1) The Jefferson Elementary and the Jefferson Middle School share a joint site totaling 17.7 acres.
(2) The Senior High Facility houses the central administration and district support services totaling 16 professional and 29 clerical/technical staff, 20 cafeteria, and 44 custodial/maintenance support employees.
(3) The Mellon Middle School and Washington Elementary share a joint site totaling 7.5 acres.

Source: School District Human Resource Department, Finance Office and Facilities Department.

CONSTRUCTION CONTRACTS, BIDDING AND AWARDS

Background

The Public School Code of 1949, as amended, including Section 751, designates the Board of School Directors as the contracting authority for the construction, reconstruction, repair, maintenance or work of any nature, including the introduction of plumbing, heating and ventilating or lighting systems ("construction and repairs") on or upon any building or property of the District and presents statutory procedures to be used in the implementation of this policy. Section 751 also provides that the Board may authorize the secretary or other authorized designees to award contracts in amounts less than Eighteen Thousand Five Hundred Dollars ($18,500), subject to adjustment under Section 120 of the School Code, for construction or repairs, without soliciting competitive bids.

Objective

It is the objective of this policy to delegate construction contracting authority to the Superintendent and/or their authorized designee(s) to the extent allowable by law, to facilitate construction and repair of District property, and to provide for competitive bids and Board approval for contracts of Eighteen Thousand Five Hundred Dollars ($18,500) or more, subject to adjustment under the School Code.

Policy

It shall be the policy of the Board that the contracts for construction and repairs shall be approved and awarded as follows:

1. Contracts by the District for construction and repair of any buildings and property of the District where the entire cost, value or amount of such construction and repair, including labor and materials, is Eighteen Thousand Five Hundred ($18,500) Dollars or more, subject to adjustment under the School Code, shall be entered only after approval and award by the Board to the lowest responsible bidder upon proper terms, after due public notice has been given asking for competitive bids.

2. The Superintendent and/or their authorized designee(s) is authorized to enter into contracts (including but not limited to change orders) by the District for construction and repairs which exceed Ten Thousand ($10,000) Dollars, but are less than Eighteen Thousand Five Hundred ($18,500), subject to adjustment under the School Code, provided that written or telephone price quotations are requested from at least three (3) qualified and responsible contractors, or in lieu of obtaining price quotations, preparation and filing of a memorandum showing that fewer than three (3) qualified contractors exist in the School District's market area. Records of all price quotations and memoranda shall be maintained for a period of not less than three years.

3. The Superintendent and/or their authorized designee(s) is authorized to enter into contracts (including but not limited to change orders) by the District for construction and repairs which do not exceed Ten Thousand ($10,000) Dollars, subject to adjustment under the School Code, without the need for a requisite number of price quotations (or documentation in lieu thereof) as is required under paragraph 2 above.

4. All contracts for construction and repairs shall be consistent with the provisions of the Public School Code and applicable laws relating to contracts let on bids and exceptions thereto, the grounds for acceptance and rejection, the exceptions, prohibitions against entering into piecemeal and series contracts to obtain contracts under $18,500, subject to adjustment under the School Code, without bidding, procedures, notice requirements, and other relevant matters as contained in applicable laws and regulations and as directed by the Superintendent.

5. Policies and procedures will be developed separately for major renovation or construction projects prior to the commencement of each project.

6. The threshold amounts set forth in this policy, including the $18,500 and $10,000 thresholds, are base year amounts established in 2012 and are subject to annual adjustment pursuant to Section 120 of the School Code as mandated by Section 751(a.2) of the School Code. For 2023, these threshold amounts have increased to $22,500 and $12,200, respectively, and will continue to be adjusted as specified in the School Code without the necessity of amending this policy.

Administrative Responsibility

It shall be the responsibility of the Administration to implement and enforce this policy, and to develop Administrative Procedures for implementation and enforcement where necessary.

The Administration shall report to the Board on a monthly basis all contracts not previously approved by the Board (pursuant to the terms of this policy) that are not routinely recurring and approaching an aggregate threshold of $30,000.

Communication

This policy shall be communicated to:

1. All District Staff
2. The Mt. Lebanon Community

Adopted July 16, 1979
Revised April 17, 1995
Revised April 16, 2007
Reviewed April 4, 2011
Revised September 17, 2012
Revised February 15, 2021
Revised October 16, 2023

FACILITIES PLANNING AND DEVELOPMENT GOALS

Background

The Mt. Lebanon School District is committed to providing a safe, inclusive, and welcoming school environment that recognizes and celebrates the diverse identities of all members of our school community, including students, their families, faculty, and staff. All students, regardless of background, identity, or ability, will be supported to reach their full potential and pursue their unique talents. The District will provide resources in a just and equitable manner and remove barriers to allow students to thrive academically, socially, and emotionally.

The Mt. Lebanon School Board accepts the responsibility that District facilities should be professionally maintained and effectively operated and managed to provide age-appropriate learning experiences for Mt. Lebanon students. The Mt. Lebanon School District has a total of 10 buildings: one senior high school; two middle schools and seven neighborhood elementary schools. The District also maintains and manages all other facilities on school property.

Objectives

The purpose of this policy is to clarify facilities planning and development goals that will guide the Board and administration in their efforts to provide appropriately sized and utilized, functional, safe, sustainable, accessible, and cost-effective facilities. The Board recognizes that the maintenance and development of facilities should be planned in a fiscally responsible and efficient manner. The term "facilities" includes all buildings, structures, and grounds.

Policy

It is the policy of the Board to provide for facilities that offer the best possible environment, subject to budgetary considerations, for learning and teaching and for the community's use of these facilities.

School facilities are educational spaces that should be properly maintained and operated. All facilities should be designed with an emphasis on providing long-term sustainability and usefulness to the District and the community in order to justify and protect the investment in such facilities

Key considerations in facility development include:

1. *Flexibility.* The planning of renovations or new buildings must support the District's educational philosophy, goals, and mission statement. Technological advances and new approaches should be considered when designing facilities that are adaptable for future changes in curriculum and teaching methods. District facilities should be flexible in design to accommodate future needs in technology, sustainability, and wellbeing.
2. *Safety and Health.* The safety and health of all who use the facilities must be paramount in the consideration of building or renovating facilities. A safe, healthy, and sustainable environment supports both physical and mental wellbeing.

3. *Durability*. Durable facilities often can be less costly to operate. When building or renovating facilities, choice of materials should strike a balance between initial cost, predicted durability, maintenance expense, and energy efficiency.
4. *Accessibility*. Facilities must be accessible as required by applicable law. Buildings should be designed to allow safe and appropriate access for all who use them. Vehicular, micro mobility and pedestrian traffic, accessibility to public thoroughfares and parking also must be considered.
5. *Environmental*. Building or renovation designs should encourage sustainability in the areas of economical maintenance, health and safety and conservation of energy, water and other resources, measuring and balancing initial cost, and long term cost/benefit. Use of sustainable and energy efficient systems for heating, cooling, air handling, and lighting results in environmental and operational effectiveness. *Aesthetics*. The physical environments of schools and classrooms play important roles in supporting the educational process. Aesthetic values should be considered so that facilities provide surroundings that are pleasant and comfortable. Overall appearance and historical elements should also be considered in facility planning and development.

Administrative Responsibility

It is the responsibility of the Administration to implement and enforce this policy, and to develop Administrative Procedures for implementation or enforcement where necessary.

Communication

This policy shall be communicated to:
1. District Staff
2. The Mt. Lebanon Community

Adopted September 15, 2008
Revised September 18, 2023

Maintenance and Service Contractors

Company	Service
Automated Logic	Monitoring Systems for HVAC
B & R Swim Pools	Pool water testing
Combustion Service and Equipment	Boilers/Burners Maintenance
Craft Products	Chiller Water Testing
Cummins Sales and Service	Generator Maintenance
Johnson Controls	Fire Systems Maintenance
Johnson Controls	Access Control System
Johnson Controls	Occularis Camera Systems
ABC Fire	Fire Extinguishers - Inspections
Pittsburgh Stage	Stage Rigging Maintenance
Preferred Fire Protection	Pipe/Gauge Inspections
Preferred Inspection Testing Maintenance	Sprinkler System Inspections
Republic Services	Refuse and Recycling
Schindler Elevator	Elevator Maintenance
SE Technologies	Mold Testing
SE Technologies	Water Testing (Lead)
Spartan Specialty Services	Hazardous Materials Recycling and Disposal
Trane	Air Conditioning Maintenance
Won-Door	Testing/Maintenance Fire Door (HS)

Mt. Lebanon School District
7 Horsman Drive
Pittsburgh, PA 15228-1107

Proposed
CAPITAL PROJECT LIST
2026-2031

20-Jan-26

S- Safety/Security
E- Educational
G- General Maintenance
MFC-Mellon Field Complex
JFC- Jefferson Field Complex
SFC- Stadium Field Complex
JES-Jefferson Elementary
WES- Washington Elementary
FES- Foster Elementary

MES- Markham Elementary
HvES- Hoover Elementary
HwES- Howe Elementary
LES- Lincoln Elementary
MMS- Mellon Middle
JMS- Jefferson Middle
HS- High School

	Projects for 2026-2031	Group Amnt	Budget Amnt	Cumulative	S	E	G	Justification
1	HvES- Repave asphalt in parking lot		$ 103,165.00	$ 103,165.00	x	x	x	Asphalt pavement is broken, cracked and course
2	HS-Power wash and seal cracks at Tennis Courts		$ 95,174.05	$ 198,339.05	x	x	x	Court is cracking, needs sealed to extend life of court
3	LES-Replace 95 addition roof		$ 344,645.00	$ 542,984.05	x	x	x	Roof has water reaching the insulation
4	DW-Concrete Work		$ 76,755.00	$ 619,739.05	x	x	x	Enhance Safety
6	FES-Repoint brick right side of school		$ 60,000.00	$ 679,739.05	x	x	x	Brick is cracked, broken and spalling
7	MMS-Replace Auditorium Roof		$ 425,000.00	$ 1,104,739.05		x	x	Roof has water reaching the insulation
8	HS-Upgrade auxiliary gym lights		$ 18,125.00	$ 1,122,864.05	x	x	x	Improve lighting in space and reduce costs
10	HS- FAT lighting controller		$ 250,000.00	$ 1,372,864.05	x		x	Controller is at end of life, replacement parts aren't available
11	HwES- Repave asphalt in parking lot		$ 84,415.00	$ 1,457,279.05	x	x	x	Asphalt pavement is broken, cracked and course
12	LES-Asphalt paving rear of lower lot		$ 80,515.00	$ 1,537,794.05	x		x	Existing asphalt is craked and broken
13	SFC- Reconstruct Press Box, Bleachers, Skilled Trades Shops		$ 950,000.00	$ 2,487,794.05	x			Existing press box is near the end of its useful life
14	HS-Brick paver cleaning and restoration		$ 70,000.00	$ 2,557,794.05	x		x	Exisiting permeable pavers are eroding and gravel needs filled
15	HS-Electrostatic paint athetic lockers		$ 84,415.00	$ 2,642,209.05	x		x	Lockers are rusting
16	HS-Asphalt paving back of south parking lot		$ 105,500.00	$ 2,747,709.05	x		x	Existing asphalt is craked and broken
17	JMS-Repoint brick Moffet St		$ 78,500.00	$ 2,826,209.05	x		x	Brick is cracked, broken and spalling
18	FES-Resurface tennis courts to tennis/pickleball		$ 200,000.00	$ 3,026,209.05	x		x	Courts are cracking and surface is damaged
19	HS- Refinish marcite coating in pool		$ 198,500.00	$ 3,224,709.05	x	x	x	Pool coating is etched and spalling
20	SFC-Replace track		$ 250,000.00	$ 3,474,709.05	x	x	x	Sun has oxidized the track and track has begun to tear
21	JES- Replace front playground structure		$ 125,000.00	$ 3,599,709.05			x	Structure is nearing end of useful life
22	MMS-Asphalt paving parking lot		$ 105,500.00	$ 3,705,209.05	x		x	Existing asphalt is craked and broken
23	HS-Asphalt paving front of south parking lot		$ 110,500.00	$ 3,815,709.05	x		x	Existing asphalt is craked and broken
24	HS-UPF turf replacement		$ 550,000.00	$ 4,365,709.05	x	x	x	Exisiting turf is worn
25	JMS-Turf football/soccer and softball fields		$ 1,500,000.00	$ 5,865,709.05	x	x	x	Improve and extend field use for school and community
26	HwES- Replace PA system in Auditorium		$ 85,000.00	$ 5,950,709.05	x	x		Existing system is antiquated and fails frequently
27	WES-Replace steam boilers with water boilers		$ 28,000.00	$ 5,978,709.05	x		x	Existing boilers are at end of life, increase energy efficiency
28	MMS-Replace Auditorium doors		$ 75,000.00	$ 6,053,709.05	x		x	Doors are rusting and bottoms are deteriorating from salt
29	MMS-Replace Auditorium seats		$ 200,000.00	$ 6,253,709.05	x	x		Some seats are broken and parts are unavailable
30	MES-Replace roof		$ 950,000.00	$ 7,203,709.05	x		x	Roof will need new membrane to avoid water infiltration
31	FES-Replace fluorsecent bulbs with LED in classrooms/halls		$ 100,000.00	$ 7,303,709.05		x	x	Fluorescent phased out and LED lighting is more cost effective
32	HVES-Replace fluorsecent bulbs with LED in classrooms/halls		$ 100,000.00	$ 7,403,709.05		x	x	Fluorescent phased out and LED lighting is more cost effective
33	LES-Parge/Rebuild retaining wall behind school/ballfield		$ 145,000.00	$ 7,548,709.05	x		x	Wall is deteriorating
34	LES-Replace roof original building		$ 900,000.00	$ 8,448,709.05	x		x	Roof will need new membrane to avoid water infiltration
35	DW-Purchase school bus		$ 165,000.00	$ 8,613,709.05	x	x		Existing school bus will be past it's useful life
36	HES-Replace roof		$ 925,000.00	$ 9,538,709.05	x		x	Roof will need new membrane to avoid water infiltration
37	HS-Resurface the tennis courts		$ 650,000.00	$ 10,188,709.05	x	x	x	Courts are cracking and surface is damaged
38	MES-Asphalt paving parking lot		$ 115,000.00	$ 10,303,709.05	x		x	Existing asphalt is craked and broken
39	HES-Replace fluorsecent bulbs with LED in classrooms/halls		$ 100,000.00	$ 10,403,709.05		x	x	Fluorescent phased out and LED lighting is more cost effective
40	LES-Replace fluorsecent bulbs with LED in classrooms/halls		$ 100,000.00	$ 10,503,709.05		x	x	Fluorescent phased out and LED lighting is more cost effective
			TOTAL	$ 5,978,709.05				

Mt. Lebanon School District
7 Horsman Drive
Pittsburgh, PA 15228-1107

Proposed
CAPITAL PROJECT LIST
2032-2035

10-Nov-25

S- Safety/Security
E- Educational
G- General Maintenance
MFC-Mellon Field Complex
JFC- Jefferson Field Complex
SFC- Stadium Field Complex
JES-Jefferson Elementary
WES- Washington Elementary
FES- Foster Elementary

MES- Markham Elementary
HvES- Hoover Elementary
HwES- Howe Elementary
LES- Lincoln Elementary
MMS- Mellon Middle
JMS- Jefferson Middle
HS- High School

	Projects for 2032-2035	Group Amnt	Budget Amnt	Cumulative	S	E	G	Justification
1	MMS-Replace roof		$ 1,000,000.00	$ 1,000,000.00	x		x	Roof will need new membrane to avoid water infiltration
2	JES-Replace fluorsecent bulbs with LED in classrooms/halls		$ 100,000.00	$ 1,100,000.00		x	x	Fluorescent phased out and LED lighting is more cost effective
3	JMS-Replace fluorsecent bulbs with LED in classrooms/halls		$ 100,000.00	$ 1,200,000.00		x	x	Fluorescent phased out and LED lighting is more cost effective
4	DW-Purchase Utility/Dump truck		$ 135,000.00	$ 1,335,000.00	x		x	Truck will be past useful life
6	HS-Replace IP/PA paging system		$ 125,250.00	$ 1,460,250.00	x		x	Replacement parts will no longer be available
7	DW-Upgrade S2 Network security access system		$ 250,000.00	$ 1,710,250.00	x		x	System will not be supported
8	LES-Asphalt paving parking lot and rear of building		$ 150,000.00	$ 1,860,250.00	x		x	Existing asphalt is craked and broken
9	WES-Replace roof		$ 1,000,000.00	$ 2,860,250.00	x		x	Roof will need new membrane to avoid water infiltration
10	WES-Replace fluorsecent bulbs with LED in classrooms/halls		$ 110,000.00	$ 2,970,250.00		x	x	Fluorescent phased out and LED lighting is more cost effective
11	MMS-Replace fluorsecent bulbs with LED in classrooms/halls		$ 130,000.00	$ 3,100,250.00		x	x	Fluorescent phased out and LED lighting is more cost effective
12	HS-Replace cafteria tables		$ 260,000.00	$ 3,360,250.00	x	x	x	Tables are old and parts are unavailable
13	DW-Purchase school bus		$ 165,000.00	$ 3,525,250.00	x	x		Existing school bus will be past it's useful life
14	HS-Replace Auditorium and FAT roof		$ 1,500,000.00	$ 5,025,250.00	x		x	Roof will need new membrane to avoid water infiltration
15	DW-Purchase Utility/Dump truck (2nd truck)		$ 155,000.00	$ 5,180,250.00	x		x	Truck will be past useful life
16	DW-Purchase box truck		$ 155,000.00	$ 5,335,250.00	x		x	Truck will be past useful life
17	HvES-Replace roof		$ 1,100,000.00	$ 6,435,250.00	x		x	Roof will need new membrane to avoid water infiltration
18	HS-Replace fluorsecent bulbs with LED in hallways		$ 300,000.00	$ 6,735,250.00		x	x	Fluorescent phased out and LED lighting is more cost effective
19	MES-Replace fluorsecent bulbs with LED in classrooms/halls		$ 110,000.00	$ 6,845,250.00		x	x	Fluorescent phased out and LED lighting is more cost effective
20	HS-Replace fluorsecent bulbs with LED in classrooms		$ 250,000.00	$ 7,095,250.00		x	x	Fluorescent phased out and LED lighting is more cost effective
21	DW-Purchase school bus		$ 200,000.00	$ 7,295,250.00	x	x		Existing school bus will be past it's useful life
22	LES-Replace large playground structure		$ 175,000.00	$ 7,470,250.00			x	Structure is nearing end of useful life
23	HS-Repave Horsman and Stadium Drive		$ 135,000.00	$ 7,605,250.00	x		x	Existing asphalt is craked and broken
24	SFC-Turf replacement		$ 550,000.00	$ 8,155,250.00	x	x	x	Existing turf is worn
25	HS-Replace cafeteria roof		$ 750,000.00	$ 8,905,250.00	x		x	Roof will need new membrane to avoid water infiltration
26	HES-Replace IP/PA paging system		$ 105,500.00	$ 9,010,750.00	x		x	Replacement parts will no longer be available

TOTAL $ 9,010,750.00

Ten Year Plan Capital Projects Proposed Budget 2026-2030

	ANNUAL COST/YEAR			2026	2027	2028	2029	2030	TOTAL
NO.	ITEM	LOCATION	CYCLE PERIOD						
1	HVAC modifications, balancing and repair (compressors, air handlers, condensers, coils, pumps, fans, chillers, flow switches, controls	DW	Annual	$20,000	$20,000	$20,000	$20,000	$20,000	$100,000
2	Electrical modifications and repair	DW	Annual	$15,000	$15,000	$15,000	$15,000	$15,000	$75,000
3	Plumbing modifications and repair- fixtures, fountains, faucets, valves, fittings, sprinklers, motors, pumps, equipment	DW	Annual	$10,000	$15,000	$15,000	$15,000	$15,000	$70,000
4	Concrete work	DW	Annual	$75,255	$82,000	$85,000	$90,000	$80,000	$412,255
5	Hazardous waste removal	DW	Annual	$5,000	$5,000	$5,000	$5,000	$5,000	$25,000
6	Refinish 3 gym floors and Center Court	HS	Annual	$21,000	$21,000	$22,000	$22,000	$23,000	$109,000
7	Swimming pool equipment and maintenance	HS	Annual	$5,500	$5,500	$5,750	$5,750	$6,000	$28,500
8	Carpentry work, renovations, and locksmith repairs	DW	Annual	$12,000	$12,000	$14,000	$14,000	$15,000	$67,000
9	Replace toilet partitions, soap, T.P. holders, paper towel dispensers, trash cans	DW	Annual	$1,000	$4,000	$4,000	$4,000	$4,000	$17,000
10	Ceiling tile replacement	DW	Annual	$4,000	$4,000	$4,000	$4,000	$4,000	$20,000
11	Bleacher inspection, repair, replacement	DW	Annual	$3,000	$3,500	$3,500	$3,500	$3,500	$17,000

Ten Year Plan Capital Projects Proposed Budget 2026-2030

	ANNUAL COST/YEAR			2026	2027	2028	2029	2030	TOTAL
12	Painting program interior and exterior	DW	Annual	$10,000	$10,000	$10,000	$10,000	$10,000	$50,000
13	Roof repair	DW	Annual	$15,000	$15,000	$15,000	$15,000	$15,000	$75,000
14	Sanitary and storm sewer cleaning, repair catch basins inverts and grates	DW	Annual	$3,000	$3,000	$3,000	$3,000	$3,000	$15,000
15	Masonry and plastering repairs and equipment	DW	Annual	$5,000	$5,000	$8,000	$8,000	$10,000	$36,000
16	Landscaping, re-seed and aerate lawns and grass surfaces, tree removal and pruning	DW	Annual	$45,000	$45,000	$50,000	$50,000	$50,000	$240,000
17	Playground equip., maintenance/inspection program	DW	Annual	$3,000	$20,000	$20,000	$20,000	$20,000	$83,000
18	Installation/replacement of signage	DW	Annual	$2,500	$2,500	$2,500	$3,000	$3,000	$13,500
19	Interior finishes	DW	Annual	$15,000	$12,000	$10,000	$10,000	$10,000	$57,000
20	Asphalt paving - parking lot	Hoover	1 Time Event	$103,165	--	--	--	--	$103,165
21	Power wash and seal cracks in tennis courts	High School	1 Time Event	$95,174	--	--	--	--	$95,174
22	Replace 1995 addition roofing	LES	1 Time Event	$344,645	--	--	--	--	$344,645
23	Repoint brick on the right side of the school	FES	1 Time Event	–	$60,000	–	–	–	$60,000

Ten Year Plan Capital Projects Proposed Budget 2026-2030

	ANNUAL COST/YEAR			2026	2027	2028	2029	2030	TOTAL
24	Restore auditorium roof	MMS	1 Time Event	–	$425,000	–	–	–	$425,000
25	Upgrade auxilary gym lights	High School	1 Time Event	–	$18,125	–	–	–	$18,125
26	Asphalt paving - parking lot	Howe	1 Time Event	–	$84,415	–	–	–	$84,415
27	Safety and security, equipment, software upgrades/cameras	DW	10 years	–	–	–	$20,000	$20,000	$40,000
28	Replace FAT lighting controller	High School	1 Time Event	–	$125,000	–	–	–	$125,000
29	Asphalt paving lower lot	LES	1 Time Event	–	–	$80,515	–	–	$80,515
30	Stage rigging repair and replacement, safety inspec.	DW	20 Yrs.	$15,000	$15,000	$15,000	$15,000	$15,000	$75,000
31	Flooring -- Carpet/Tile replacement	DW	10 Yrs.	$10,000	$10,000	$10,000	$10,000	$10,000	$50,000
32	Reconstruct Press Box, bleachers, and skilled trades shop	SFL	1 Time Event	–	–	$950,000	–	–	$950,000
33	Brick paver cleaning and restoration	HS		–	–	$70,000	–	–	$70,000
34	Window repair	DW	5 Yrs.	–	$5,000	$5,000	$5,000	$5,000	$20,000
35	Electrostatic paint Athletic lockers	HS	1 time event	–	–	$84,415	–	–	$84,415

Ten Year Plan Capital Projects Proposed Budget 2026-2030

	ANNUAL COST/YEAR			2026	2027	2028	2029	2030	TOTAL
36	Asphalt paving back half of South Lot	HS		--	--	$105,500	--	--	$105,500
37	Locker painting and replacement/repair	DW	10 Yrs.	--	$5,000	$5,000	$5,000	$5,000	$20,000
38	Repoint brick - Moffett Street	JMS		--	--	$78,500	--	--	$78,500
39	Resurface Tennis courts to tennis/pickleball courts	FES	1 time event	--	--	$200,000	--	--	$200,000
40	Purchase shipping/receiving and courier equipment	HS	5 years	--	$2,000	$1,500	$1,500	$1,500	$6,500
41	Installation/replacement fire suppression, fire extinguishing, fire detection equipment	DW	5 years	--	$2,000	$2,000	$2,000	$2,000	$8,000
42	Replace or repair missing or broken blinds	DW	5 years	$5,000	$6,000	$6,000	$7,000	$7,000	$31,000
43	Line stripe parking lots	DW	5 years	--	$5,000	$5,000	$5,000	$5,000	$20,000
44	Refinish marcite coating in pool	HS	1 time event	--	--	$198,500	--	--	$198,500
45	Replace track	SFL		--	--	$250,000	--	--	$250,000
46	Replace front playground structure	JES	1 time event	--	--	$125,000	--	--	$125,000
47	Asphalt paving parking lot	MMS		--	--	--	$105,000	$275,000	$275,000
48	Fence installation, fence repair and maintenance	DW	10 Yrs.	$8,000	$8,000	$10,000	$10,000	$10,000	$46,000

Ten Year Plan Capital Projects Proposed Budget 2026-2030

	ANNUAL COST/YEAR			2026	2027	2028	2029	2030	TOTAL
49	Site work and improvements	DW	5 yrs	--	$5,000	$5,000	$5,000	$5,000	$20,000
50	Regrade Ballfields	DW	5 yrs	$15,000	$20,000	$20,000	$20,000	$20,000	$95,000
51	Asphalt paving front half of South Lot	HS	1 time event	--	--	--	$110,500		$110,500
52	Upper Practice Field turf replacement	HS		--	--	--	$550,000	--	$550,000
53	Turf Football, soccer, softball field	JMS		--	--	--	$1,500,000	--	$1,500,000
54	Replace PA in Auditorium	Howe		--	--	--	$85,000	--	$85,000
55	Building envelope integrity, inspection/repair	DW	10 yrs	--	$10,000	$8,000	$8,000	$8,000	$34,000
56	Clean windows twice per year	HS	Semi-Annual	--	$6,000	$6,500	$7,000	$7,000	$26,500
57	Replace steam boilers with water boilers	WES	1 time event	--	--	--	$28,000	--	$28,000
58	Replace auditorium doors	MMS		--	--	--	--	$75,000	$75,000
59	Replace auditorium seats	MMS		--	--	--	--	$200,000	$200,000
60	Replace section of roof	MES	1 time event	--	--	--	--	$950,000	$950,000
61	Replace fluorescent bulbs with LED classroms and hallways	FES		--	--	--	--	$100,000	$100,000

Ten Year Plan Capital Projects Proposed Budget 2026-2030

	ANNUAL COST/YEAR			2026	2027	2028	2029	2030	TOTAL
62	Replace fluorescent bulbs with LED classrooms and hallways	Hoover		--	--	--	--	$100,000	$100,000
63	Grounds crew equipment replacement	DW	10 Yrs.	--	$5,000	$5,000	$5,000	$5,000	$20,000
64	Track improvements	DW		--	$3,000	$3,000	$5,000	$5,000	$16,000
65	Convert chalkboards to whiteboards	DW		--	$4,500	$2,500	$1,500	$1,500	$10,000
66	Replace broken and worn out furniture and equipment	DW	15 Yrs.	--	$15,000	$15,000	$15,000	$15,000	$60,000
		TOTALS		**$866,239**	**$1,138,540**	**$2,578,680**	**$2,842,750**	**$2,158,500**	**$9,584,709**

Ten Year Plan Capital Projects Proposed Budget 2031-2035

	ANNUAL COST / YEAR			2031	2032	2033	2034	2035	Total
No	Item	Location	Cycle period						
1	**Concrete work**	DW	**Annual**	**$100,000**	**$92,000**	**$100,000**	**$110,000**	**$120,000**	$522,000
2	Parge - rebuild retaining wall behind school/ ballfield	LES	1 time event	$145,000	--	--	--	--	$145,000
3	Replace roof	LES		$344,645	--	--	--	--	$344,645
4	Purchase school bus	DW		$165,000	--	--	--	--	$165,000
5	Replace roof	Howe		$925,000	--	--	--	--	$925,000
6	Resurface tennis courts	HS		$650,000	--	--	--	--	$650,000
7	Asphalt behind building and rear parking lot	MES		$115,000	--	--	--	--	$115,000
8	Replace fluorescent bulbs with LED classroom/hallways	Howe	1 time event	$100,000	--	--	--	--	$100,000
9	Replace fluorescent bulbs with LED classroom/hallways	LES	1 time event	$100,000	--	--	--	--	$100,000
10	Roof replacement	MMS	1 time event	--	$1,000,000	--	--	--	$1,000,000
11	Replace fluorescent bulbs with LED classroom/hallways	JES	1 time event	--	$100,000	--	--	--	$100,000

Ten Year Plan Capital Projects Proposed Budget 2031-2035

	ANNUAL COST / YEAR			2031	2032	2033	2034	2035	Total
12	Replace fluorescent bulbs with LED classroom/hallways	JMS	1 time event	--	$100,000	--	--	--	$100,000
13	Purchase utility dump truck	DW		--	$135,000	--	--	--	$135,000
14	Replace IP/PA paging system	HS	1 time event	--	$125,250	--	--	--	$125,250
15	Upgrade S2 Netbox security access system	DW		--	--	$250,000	--	--	$250,000
16	Asphalt paving parking lot and rear of building	LES		--	--	$150,000	--	--	$150,000
17	Roof replacement	WES		--	--	$1,000,000	--	--	$1,000,000
18	Replace fluorescent bulbs with LED classrooms/hallways	WES	1 time event	--	--	$110,000	--	--	$110,000
19	Replace fluorescent bulbs with LED classrooms/hallways	MMS	1 time event	--	--	$130,000	--	--	$130,000
20	Replace cafetera tables	HS		--	--	$260,000	--	--	$260,000
21	Purchase school bus	DW		--	--	$165,000	--	--	$165,000
22	Replace auditorium and FAT roof	HS		--	--	--	$1,500,000	--	$1,500,000
23	Purchase utility dump truck	DW		--	--	--	$155,000	--	$155,000

Ten Year Plan Capital Projects Proposed Budget 2031-2035

	ANNUAL COST / YEAR			2031	2032	2033	2034	2035	Total
24	Purchase box truck	DW		--	--	--	$155,000	--	$155,000
25	Roof replacement	Hoover		--	--	--	$1,100,000	--	$1,100,000
26	Replace fluorescent bulbs with LED hallways only	HS	1 time event	--	--	--	$300,000	--	$300,000
27	Replace fluorescent bulbs with LED in classroom/hallways	MES	1 time event	--	--	--	$110,000	--	$110,000
28	Replace fluorescent bulbs with LED in classrooms only	HS	1 time event	--	--	--	--	$250,000	$250,000
29	Purchase school bus	DW		--	--	--	--	$200,000	$200,000
30	Replace large playground structure	LES		--	--	--	--	$175,000	$175,000
31	Repair Horsman and Stadium Drive	HS		--	--	--	--	$135,000	$135,000
32	Replace HS Turf	SFC		--	--	--	--	$550,000	$550,000
33	Replace cafeteria roof	HS		--	--	--	--	$750,000	$750,000
34	Replace IP/PA paging system	Howe		--	--	--	--	$105,500	$105,500
		TOTALS		$2,644,645	$1,552,250	$2,165,000	$3,430,000	$2,285,500	**$12,077,395**