

COMPREHENSIVE MAINTENANCE PLAN FOR EDUCATIONAL FACILITIES



CARROLL COUNTY PUBLIC SCHOOLS
August 24, 2011

BOARD OF EDUCATION OF CARROLL COUNTY

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MAINTENANCE DEPARTMENT ORGANIZATIONAL CHART 2011

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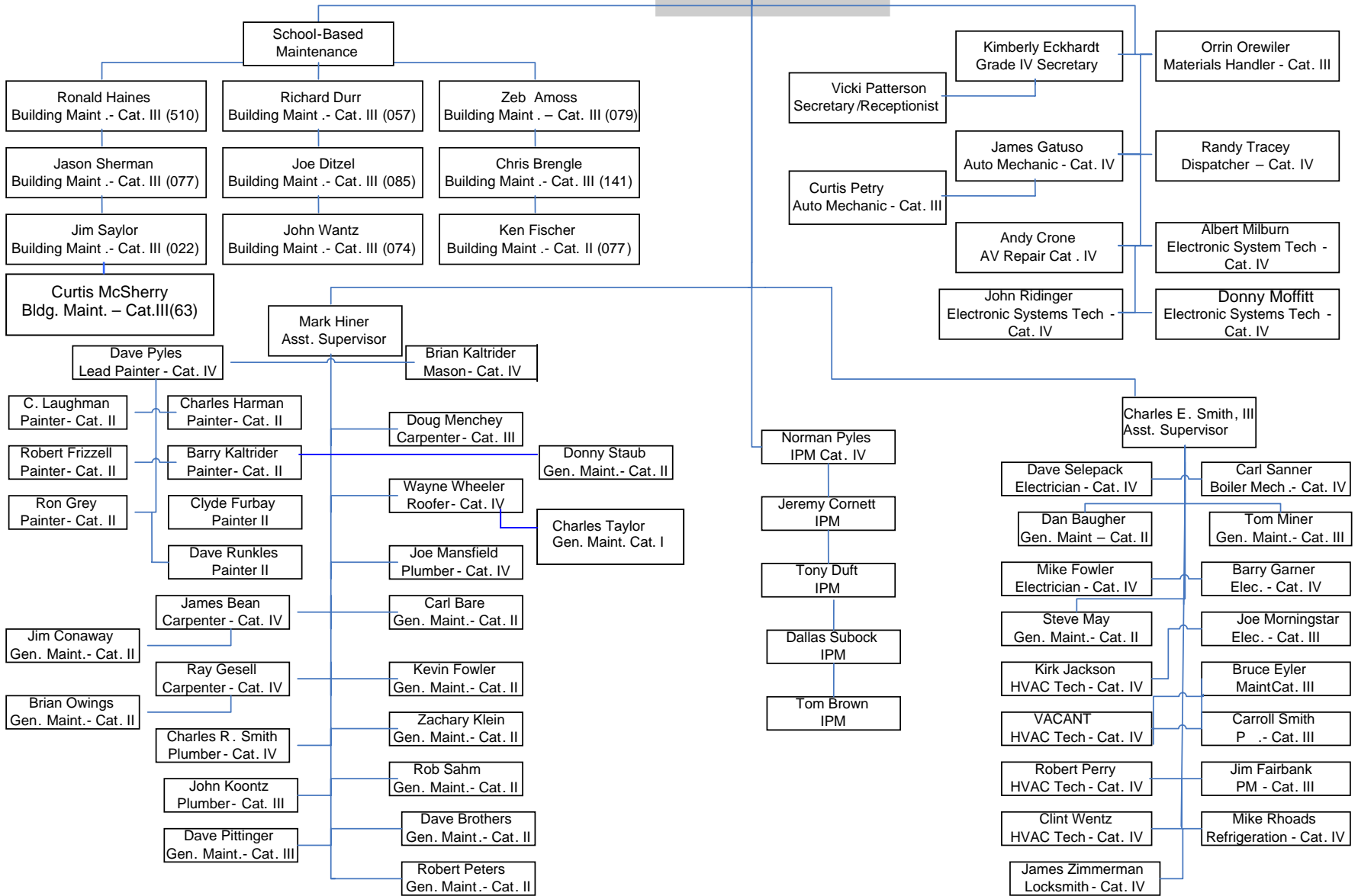


TABLE OF CONTENTS

<u>Section</u>	<u>Description</u>
	Board of Education Member Chart
	Plant Maintenance Organizational Chart
I.	Introduction and Purpose
II.	Maintenance Scheduling Charts
III.	Preventive Maintenance Program
IV.	Boiler/Pressure Vessel Log Book
V.	Environmental Procedures and Abatement
VI.	Facilities Inventory
VII.	FY 11/12 Approved Budget for Maintenance of Plant
VIII.	FY 11/12 Approved Budget for Operation of Plant
IX.	FY 12/13 Proposed Capital Budget for Maintenance of Plant and School Construction
X.	Vehicle Maintenance
XI.	School Contact Information

Carroll County Public Schools

INTRODUCTION AND PURPOSE

Section I

I. INTRODUCTION

With the assistance, guidance and support of the Maryland Public School Construction Program, the Board of Education of Carroll County has established an inventory of facilities and contents that are currently assessed at approximately \$832,796,000. This represents an important and vital segment of the education process of Carroll County. It is the policy of the Board of Education to provide properly maintained and furnished school environments. This can only be accomplished through efficient, timely, and economical maintenance.

This report provides an overview of the scheduled maintenance of all buildings, identifies objectives of the maintenance program and presents the maintenance, operations and capital budgets. This publication is also intended to meet the requirements of Section 800 Administrative Procedure Guide of the School Construction Program.

In the sections that follow, elaboration and details are provided that are illustrative of the long range planning for school building maintenance in Carroll County. We will continue to strive for improvement to the procedures and practices stated herein.

II. PURPOSE OF THE PLAN

This comprehensive maintenance plan is established to help identify, improve and develop the plant maintenance program of the Carroll

County School System. Educational programs and services mandate that their instructional delivery be presented within educational facilities that provide a safe and healthy environment.

The mission of both the Plant Maintenance and Plant Operations Departments is to ensure that the proper environment is provided while managing the efficient use of all resources.

III. PRIMARY OBJECTIVES OF THE MAINTENANCE PROGRAM

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

1. Buildings and their components which function safely and at top efficiency.
2. Facilities and equipment which greatly minimize the possibility of fires, accidents, and safety hazards.
3. Continuous use of facilities without disruptions to the educational program.
4. Protection of public property through proper planning, scheduling, and preventive maintenance.
5. Provide quality management of maintenance projects and tasks.
6. Conservation of energy through utilization of the latest technology and energy conservation measures.

7. Insure a quality maintenance program through effective management and efficient utilization of resources.
8. Provide the best indoor air quality possible by maintaining a physical environment that supports the needs of the instructional program, staff, students, other users, and visitors who use school facilities and grounds.

IV. LEVELS OF MAINTENANCE AND RELATED COST FACTORS

There are a variety of factors associated with the desired level of school building maintenance which relate directly to the available resources. These include: Age of facility, age of equipment, available manpower, current level of funding, and facility use beyond that of the regular school day. In order to assess the impact of required school building maintenance efforts, the following factors are presented:

1. BUILDING USE

School buildings may require various levels of maintenance due to the varied use of the facilities. The maintenance effort and cost for school facilities can often be traced to the extent of the facilities use, the type of facilities use, an effective building supervisor and community user respect. This is essentially true of the school buildings in Carroll County that have extensive community-use patterns. Respect and care by the building users usually results in few dollars required for maintenance.

Vandalism during occupied and unoccupied hours also places an additional cost burden on the school maintenance program.

2. BUILDING AND EQUIPMENT DESIGN

Another major factor that influences equipment and building maintenance is the design of the school facility. Facility designers have the opportunity to conserve public funds by incorporating design characteristics consistent with maintenance efficiency and longevity. During the design process, materials and equipment selected should demonstrate characteristics of:

- Design simplicity and equipment accessibility as related to performing repairs and preventive maintenance.
- Quality and maintainability
- Ease of component replacement and repair parts availability.
- Maximum operating efficiency of all mechanical components and maximum energy efficiency of all mechanical/electrical systems.

3. BUILDING CODES

Various federal, state and county codes (Building, Safety, Fire, Health, MOSH, ADA and indoor air quality) change from time to time. These standards must be adhered to in order to insure a safe, accessible and healthy building environment for students, employees and the public. Maintaining compliance with these

code modifications is certainly a cost factor that must be considered in addition to building maintenance.

4. ADVANCES IN TECHNOLOGY

New technology and energy savings measures related to building equipment and components need to be carefully considered and incorporated into the building maintenance program in order to insure a more cost effective level of maintenance. These new technological advances may require the development of revised maintenance and operations procedures and may reduce operating costs. While such advances may show a first time or one time increase in the maintenance or construction budget, there may be significant long-term decrease in the plant operations budget or increase in life.

5. CONDITION OF EXISTING SCHOOL BUILDINGS

The condition of existing school facilities needs to be considered as well as frequency of use of facilities beyond the normal school day when evaluating the overall maintenance effort. These factors create a significant impact to the plant maintenance program to provide adequate funding, staffing, and effective building maintenance.

6. SERVICE STANDARDS

Maintenance service standards for school facilities are best established through adequate program administration and

supervision, effective employee selection and training and maintaining employee performance within the organization. The overall scope necessary for adequate plant maintenance procedures and services is highlighted in the charts shown in Section II and Section III. These intended to reflect scheduled service standards and routing preventive maintenance procedures.

7. OPERATIONAL CONSIDERATIONS (PREVENTIVE MAINTENANCE)

The plant operations component in the individual school (often referred to as a Building Custodial Services) is an important consideration in assessing overall maintenance levels and determining costs associated with building maintenance. An effective building operation function should compliment and interface with the centralized plant maintenance function to provide an overall effective plant maintenance program. Carroll County Public School has developed and implemented such a plan. We feel this combined effort is providing an effective plant maintenance program.

In Summary, all of the aforementioned factors have a direct impact on establishing a cost-effective plant maintenance program that meets the requirements of today's educational environment.

V. GENERAL MAINTENANCE METHODS

There are five (5) methods for performing required building and

equipment maintenance that have proven to be cost-effective and are presently being utilized in the Carroll County School System.

They include:

1. Utilization of a centralized maintenance workforce.
2. Effective use of plant operations forces to perform preventive maintenance.
3. Assignment of three highly trained preventive maintenance technicians.
4. Assignment of full-time maintenance personnel at the high school level to perform daily maintenance tasks.
5. Utilization of service contracts as needed.

The full-time centralized maintenance workforce provides the following services:

- Emergency response to power failures, plumbing, heating and air conditioning failures.
- Monitoring energy management with state of the art computerized system.
- Interior and exterior painting.
- Carpentry, electrical, plumbing, HVAC service and minor roof repairs.
- Grounds maintenance, mowing, snow removal, landscaping, etc.
- Minor building modifications.
- Vandalism repairs.
- Maintenance and repairs to fire and security systems.

- Hardware maintenance and repairs.
- Utilize an electronic computerized maintenance requisitioning system.

Approximately 75% of our full-time maintenance personnel are assigned by specific trade area, i.e., electrician, plumber, etc. 39% of those employees are crossed-trained in several trades to allow for emergency substitutions when the need arises. Each of these tradesmen develops an in-depth familiarity with their respective assignments. In addition, this familiarity also includes the operation of equipment in each facility. The importance of having trained personnel who are highly capable and readily available constitutes many advantages regarding timely response and having facilities in a safe and ready condition for student use.

The contracted services component relates to the following areas:

- HVAC chiller service
- Kitchen fire hoods, service and inspection
- Elevator maintenance and inspection
- Energy management service
- Sprinkler systems maintenance and inspection
- Underground storage tank testing
- Fire extinguisher inspection and service
- Fire and security monitoring
- Bleacher and folding wall mount inspection
- Boiler inspection

VI. MAINTENANCE AND OPERATIONS ORGANIZATION

Efficient school building maintenance requires an effective organization structure. The following is an overview of the basic responsibilities of the Maintenance Department and the Plant Operations Department.

MAINTENANCE DEPARTMENT

The Maintenance Department has the prime responsibility for building/equipment maintenance based on specific areas of responsibilities. It should be noted that there are some maintenance areas in which contracted services supplement or have major responsibilities for building and/or equipment maintenance. In those cases where contracted services have traditionally been utilized, such services have proven to be cost effective.

The Maintenance Department personnel are also responsible for snow removal, grounds maintenance, landscaping, and improvements to athletic fields.

PLANT OPERATIONS DEPARTMENT

The Plant Operations Department provides assistance and service to the schools on a daily basis to perform custodial duties and minor preventive maintenance to the building equipment. Grounds

maintenance around the perimeter for the building is also the responsibility of Plant Operations personnel assigned to the individual school. Typically, these services are primarily dedicated to cleaning and limited maintenance to promote a health and safe learning environment. However, the custodial personnel assigned to each school also are capable of providing an invaluable service in detecting equipment malfunctions and building deterioration before each becomes a major problem.

Carroll County Public Schools

VEHICLE MAINTENANCE

Section X

VEHICLE #	YEAR - MAKE	VIN NUMBER	TAG NUMBER	LOCATION	COST
99	88 Ingersoll Rand Air Compressor	170422U88317	LG23769	Maint. Shop	9,139.00
119	98 Hudson Trailer	10HHBC104W1000010	LG51536	Maint. Shop	3,295.00
120	97 Carmate Trailer	4PKU616D4VL005257	LG48771	Maint. Shop	2,715.00
124	87 Hudson HT20 Trailer	10HHT2002H1000017	LG20319	Maint. Shop	4,829.11
121	96 Hudson Trailer	10HHTD2D8T1000043	LG47081	Maint. Shop	6,387.00
122	87 Eager Beaver Trailer	1120BD30XHS090743	LG23229	Maint. Shop	4,570.00
123	93 Hudson HD12 Trailer	10HHD120910000003	LG39760	Maint. Shop	2,119.00
128	82 John Deere Tractor	7576		Maint. Shop	9,612.00
153	95 Gehl Skid Loader	20573		Maint. Shop	16,349.56
154	93 Ford Backhoe	A419548		Maint. Shop	37,409.00
85	96 Kubota LA680 w/D80 Mower	16330		N.C.H.S.	20,300.00
22	92 John Deere 1070 w/MD80 Mower	M01070A115753		F.S.K.	17,275.00
141	90 Ford 2120 w/Mower	AV413A		S.C.H.S.	13,700.00
75	94 TCM Forklift	A23T43215		Maint. Shop	13,987.00
128	86 Woods C80 Mower	3930		Maint. Shop	1,392.00
151	96 Toro Groundsmaster Mower	60223		Maint. Shop	53,627.00
155	98 Gehl Skid Loader	26610		Maint. Shop	113,519.25
156	98 Deweze Mower	140		Maint. Shop	18,780.00
500	04 Kioti Tractor 55C w/loader & cab	306900134		Maint. Shop	25,900.00
501	05 New Holland 40DA Tractor 4X4 w/loader	G606852		W.H.S.	18,867.00
502	03 Ford w/loader and mower 16LA	YL359813		Winters Mill HS	23,363.00
503	04 Harper Deweze Mower	ATM72LC		Maint. Shop	28,300.00
504	05 Toro Groundsmaster Mower	250000251		Maint. Shop	61,563.00
505	06 Gehl Skid Loader	SL4640E		Maint. Shop	22,900.00
506	06 Kioti Tractor DK55	F06900022		Maint. Shop	21,900.00
507	05 John Deere w/Mower FDR2572 & Loader	LV4120H210964		Liberty HS	32,737.00
508	01 New Holland w/Mower 8400 & Loader	G507297		Century HS	21,280.00
509	07 Kubota Model 150 Chipper	22462		Maint. Shop	21,950.00
510	09 Dixie Chopper Mower	1096672		Maint. Shop	12,485.00
511	09 Dixie Chopper Mower	1096673		Maint. Shop	12,485.00
512	09 Bobcat Tractor	ABHL11391		M.V.H.S.	32,763.00
600	05 Holm Trailer	5LVBV242X5A007805	LG67923	Maint. Shop	4,918.20
601	06 Hudson Trailer	10HHSE18861000240	LG67948	Maint. Shop	3,895.00

VEHICLE NUMBER	YEAR - MAKE	VIN NUMBER	TAG NUMBER	TITLE NUMBER	LOCATION	COST
130	08 Chev. Van	1GCHG39K981109258	LG82421	38551969	Maint. Shop	22,993.00
131	08 Chev. Van	1GCHG39K181109545	LG82422	38551971	Maint. Shop	22,993.00
132	08 Chev. Van	1GCHG39K581110889	LG82423	38551975	Maint. Shop	22,493.00
133	08 Chev. Van	1GCHC39K681110724	LG82420	38551963	Maint. Shop	22,393.00
140	03 Chev. Van	1GCHG35U731230922	LG60935	33080029	Maint. Shop	15,722.00
141	03 Chev. Van	1GCHG35U031234004	LG60934	33080028	Maint. Shop	15,722.00
142	03 Chev. Van	1GCHG35U431234104	LG60933	33080027	Maint. Shop	15,722.00
143	03 Chev. Van	1GCHG35U831234087	LG60932	33080026	Maint. Shop	15,722.00
144	05 Chev. Van	1GCHG39U151176174	LG72716	35077983	Maint. Shop	20,465.00
145	05 Chev. Van	1GCHG39U151227480	LG72721	35880808	Maint. Shop	20,916.00
146	06 Chev. Van	1GCHG39U361109075	LG75625	36055702	Maint. Shop	21,053.29
147	06 Chev. Van	1GCHG39UX61109476	LG75624	36055700	Maint. Shop	21,053.29
148	06 Chev.3/4 Ton Van	1GCGG25U861128331	LG67943	35755867	Maint. Shop	17,629.00
171	00 Chev. Van	1GCHG39R0Y116971	LG58052	29310638	Maint. Shop	19,200.00
172	00 Chev. Van	1GCHG39R8Y1149666	LG58051	29310637	Maint. Shop	19,200.00
173	97 Chev. Van	1GCGG25R4V1080966	LG48750	26393210	Maint. Shop	16,072.00
175	98 Chev. Van	1GCGG25R6W1031849	LG51540	26948962	Maint. Shop	16,134.00
177	87 GMC Stake	1GDG7D1B9HV519842	LG21083	14703800	Maint. Shop	18,918.60
178	99 Ford Van	1FTSS34L9XHA06416	LG50487	27739807	Maint. Shop	20,129.00
181	99 GMC Van	1GTHG39R3X1076527	LG55410	28200657	Maint. Shop	21,500.00
185	89 Chev. 4x4 P/U	1GCGK24K4KE167497	LG30821	16693544	Maint. Shop	15,601.97
191	07 Chev. 4x4 P/U	1GCHK24UX7E127860	LG73038	37143514	Maint. Shop	25,267.00
194	94 Chev. Van	1GCEG25H7RF160141	LG41373	23437027	Maint. Shop	14,723.00
195	94 Chev. Van	1GCEG25KXRF163806	LG42905	23441044	Maint. Shop	12,243.00
196	94 Chev. Van	1GCEG25K2RF163914	LG42906	23441046	Maint. Shop	12,593.00
197	94 Chev. Van	1GCGG39K1RF169194	LG42904	23441041	Maint. Shop	14,473.00
199	95 Ford Utility	1FDKF37H7SEA24155	LG42996	24246519	Maint. Shop	21,844.00
203	95 GMC 3/4 4x4 P/U	1GTGK24K4SZ567603	LG44577	24999707	Maint. Shop	22,920.00
204	96 Chev. Box Van	1GBJ6H1P7TJ106459	LG47017	25194060	Maint. Shop	30,296.00
205	96 GMC Dump	1GDJ6H1PXTJ509682	LG47642	25396625	Century HS	38,935.00
207	97 Chev. Van	1GCGG29R2V1006942	LG48709	24314731	Maint. Shop	21,154.00
208	97 Ford w/lift	1FDLF47G1VEB95392	LG51562	26648403	Maint. Shop	66,224.02

210	98 Chev. 4x4 1 Ton P/U	1GCHK33J2WFO19870	LG52013	26776234	Maint. Shop	24,373.00
211	99 Ford 4x4 P/U	1FTNF21LOXEC03427	LG52807	27862373	Maint. Shop	24,790.00
212	99 GMC Dump	1GDJ7H1B6XJ501313	LG55411	28200658	Maint. Shop	45,000.00
213	99 Chev. 4x4 P/U	1GCGK24RXXF068603	LG55630	28302734	Plant Operations	22,207.00
214	00 Chev. 4x4 P/U	1GCGK24U2YE252798	LG56930	29144298	Maint. Shop	24,232.00
215	03 Chev. 4x4 w/dump	1GCHK24U63E228355	LG57509	32817096	Liberty High	30,522.00
216	04 Ford Crew Cab P/U	1FTNW20L94ED96108	LG69689	34983883	Maint. Shop	19,789.23
217	05 Ford 4x4 P/U w/dump	1FTNF21545EB72388	LG67907	35135095	South Carroll HS	32,266.18
218	05 Ford 4x4 P/U w/dump	1FTNF21525EB72387	LG67906	35135094	F.S.K.	32,266.18
219	05 Chev.4x4 P/U w/dump	1GCHK24U65E313652	LG67935	35753948	C & T Center	34,889.30
220	06 Chev. 3/4 T P/U w/dump	1GCHK24U66E102663	LG67942	35755866	North Carroll HS	33,257.00
221	08 Chev. 3/4 T P/U w/dump	1GCHK24K68E119593	LG80465	38209913	Manchester Valley	30,925.00
222	10 Ford 4x4 P/U w/dump	1FTNF2B50AEA08838	LG88718	40629123	Winter's Mill HS	35,440.00
223	11 Ford 4x4 P/U	1FTBF2B68BEA20491	LG88951	40860015	Maint. Shop	34,410.00
224	11 Ford 4x4 P/U	1FTBF2B6XBEA20492	LG88964	40860017	Maint. Shop	34,410.00
225	11 Ford 4x4 P/U	1FTBF2B61BEA20493	LG88963	40860016	Maint. Shop	34,410.00
226	11 Ford 4x4 P/U	1FTBF2B63BEA20494	LG88950	40860013	Maint. Shop	34,410.00
300	02 Ford Utility	1FDWF36S92EA33728	LG60869	31127269	Maint. Shop	32,910.00
301	03 Chev. Utility	1GBJC34G23E242174	LG57510	33046540	Maint. Shop	29,804.00
302	05 Chev. One Ton Utility	1GBJC34255E225960	LG70356	35560083	Maint. Shop	36,623.00
303	07 Chev. 1 Ton 4x4 Utility	1GBHK34D37E129640	LG79451	37146102	Maint. Shop	35,493.00
304	08 Chev. Utility	1GBJC34648E136520	LG80473	38211353	Maint. Shop	40,789.00
401	03 Chev. Dump	1GBJ6J1EX3F515614	LG57511	33267364	Maint. Shop	49,093.00
402	04 Chev. Dump	1GBJ6C1E24F502692	LG57515	33950850	Maint. Shop	50,896.00
403	05 Chev.4x4 1 Ton Dump	1GBJK34275E157311	LG67892	35132300	Maint. Shop	48,070.00
404	05 Chev. 1 Ton Dump	1GBJC34U75E232880	LG67411	35431593	W.H.S.	37,105.00
405	06 Chev. Dump	1GBJ6C1396F405359	LG74191	35961012	Maint. Shop	74,335.00
406	08 International Dump	1HTJTSKMO8H662278	LG80484	38617142	Maint. Shop	79,134.91
407	08 International Dump	1HTJTSKM28H662279	LG80483	38617140	Maint. Shop	79,134.91
1	94 Chev. Van	1GCGG39K6RF169207	LG42902	23441038	Plant Operations	14,723.17
3	94 Chev. Van	1GCGG39Y8RF169150	LG42903	23441040	Plant Operations	15,880.00
4	03 Ford Van	1FTNE24253HB71122	LG60941	33402098	Plant Operations	13,925.00
5	91 Chev. Van	1BGG6H1P3MJ106065	LG29082	20532092	W.H.S./Food	23,502.00
6	95 Chev. Van	1GBHP32Y7S3324121	LG44586	25103950	Plant Operations	27,169.00
7	97 International	1HTSCABMOVH456856	LG49305	25954208	Plant Operations	21,154.00
8	88 International	1HTLDDBN6JH587411	LG58054	29310641	Plant Operations	11,500.00
9	04 International	1HTMKAAN44H658331	LG60944	33404571	Plant Operations	82,998.08

11	04 Chev. Box Van	1GBJ6C1304F503435	LG67852	33406019	Plant Operations	44,374.00
12	01 Chev. Van	1GCHG39R111185480	LG37111	30169218	Plant Operations	18,816.00
13	92 Chev. S-10 P/U	1GCCS14Z3N8139022	LG35675	21204342	Maint. Shop	10,219.00
14	95 Chev. Van	1GNDM19W6SB252823	LG44569	24746019	Plant Operations	17,890.00
16	97 Chev. Van	1GBHP32Y8V3301371	LG52014	26976235	Plant Operations	29,528.00
20	03 Ford Expedition	1FMPU16L33LC41947	LG60931	33080025	Maint. Shop	25,404.00
21	08 Chev. Trailblazer	1GNNDT13S182163534	LG80466	38210438	Maint. Shop	18,178.00
25	07 Chev. Blazer	1GNNDT13S872132103	LG73039	37143523	Maint. Shop	19,212.00
30	91 Chev. Astro Van	1GNNDM15Z3MB138118	LG29071	20411849	Maint. Shop	13,392.00
31	91 Ford P/U	1FTCR10U2MUE50369	LG37110	21101767	Maint. Shop	9,738.00
32	94 Chev. S-10	1GCCS14ZXRK167585	LG41374	23437029	Central Office	7,548.00
33	10 Chev. Colorado P/U	1GCCSBDE7A8125184	LG87429	41084024	Plant Operations	15,826.00
700	05 International Rollback	1HTMPAFM35H138236	LG79495	38207175	Maint. Shop	61,451.50
701	08 Chev. Aerial	1GBE4C1968F403275	LG80492	38618339	Maint. Shop	58,883.00
791	87 Chev. P/U	1GCER14Z4HF357474	LG24491	14690501	C&T Center	9,351.90
901	98 Chev. Van	1GCGG25R6W1054130	LG52091	27198859	Tech Services	16,134.00

**Carroll County
Public Schools**

**MAINTENANCE
SCHEDULING
CHARTS**

Section II

MAINTENANCE PROGRAM

(Annual maintenance tasks and custodian cleaning at all schools)

CARPENTRY

Ceramic Tile
Ceiling Tile
Glass
Hardware
Lockers
Minor renovations
Fire proofing

ELECTRICAL

Ballasts
Fans
Lamps
Motors
Outlets
Switches
Outdoor lighting
Emergency generators
Classroom upgrades

FLOOR

Carpet
Gym-Hardwood
Terra Cotta
Terrazzo
Floor Tile

GROUNDS

Re-paving
Field rejuvenation
Outdoor stadium painting, bleachers
Shrubs and trees
Seeding/fertilizer
Athletic field maintenance

REFRIGERATION

Inspect, clean and service
Equipment replacement

MASONRY

Brick
Block

Concrete

HVAC Air compressors

Air handlers
Boiler tubes
Burners
Cooling towers
Rooftop units
Thermostats
Unit ventilators
Chillers
Energy Management System

PLUMBING

Drains
Fixtures
Pumps
Strainers
Faucets
Piping and Insulation

SECURITY

Burglar alarms
Emergency lighting
Fire alarms
Generators
Public address system
Security cameras
Magnetic card readers

FIRE PROTECTION

Sprinkler test and inspection
Fire extinguisher test and inspect
Kitchen hood test and inspection
Fire pump test and inspection

INSPECTIONS

Elevators and chairlifts
Fire protection systems
Health Department
Boiler and pressure vessel
Indoor Air Quality

SCHEDULE MAINTENANCE

The following charts have been developed as a management tool, not only for the purposes of actually scheduling maintenance, but to assist in budget preparation and manpower forecasting.

<u>CHART NUMBER</u>	<u>DESCRIPTION</u>
A	Boiler Overhaul/Replacement
B	Central Chiller Overhaul/Replacement
C	Rooftop Air Condition Unit Replacement
D	Tennis Court Maintenance
E	Parking Lot Resurfacing/Re-stripping
F	Exterior Painting
G	Interior Painting
H	Gym Floor Refinishing/Replacement
I	Running Track Maintenance
J	Roof Replacement
K	Carpet Replacement
L	Underground Storage Tanks

CHART A																		
BOILER OVERHAUL/REPLACEMENT																		
	YR BUILT	New	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980										S							
Carrolltowne Elementary	1976						S/D			S								
Charles Carroll Elementary	1929			S/D					S/D	S								
Cranberry Station	1999	1999																2025
Ebb Valley Elementary	2008	2008																
Elmer Wolfe Elementary	1998	1998																2024
Freedom Elementary	1955			S/D						S								
Friendship Valley Elementary	1991																	2022
Hampstead Elementary	1986			S/G				S/G										
Linton Springs	1998	1998																2024
Manchester Elementary	1989				S/G/D							S/G						
Mechanicsville Elementary	Rv-1994																S	
Mt Airy Elementary	Rv-1986			O							S							
Parr's Ridge Elementary	2005	2005																2030
Piney Ridge Elementary	1991		O/D	T/D				S										
Runnymede Elementary	1994			O										S				
Sandymount Elementary	Rv-1992														S			
Spring Garden Elementary	1991			O				S/G										
Taneytown Elementary	Rv-1995					O												2023
Westminster Elementary	1976				O										S			
William Winchester Elementary	1962									S								
Winfield Elementary	Rv-1992	2007	S														S	
MIDDLE SCHOOLS																		
East Middle	Rv-1975								T/D		S							
Mt Airy Middle	1958	2005								N								
New Windsor Middle	1995	1995															S	
North Carroll Middle	Rv-2005																	2026
Northwest Middle	1976							S/D		S								
Oklahoma Road Middle	1997	1997																2022
Shiloh Road Middle	2000	2000																2026
Sykesville Middle	Rv-1984													S				
West Middle	1958	2005																
HIGH SCHOOLS																		
Century High	2001	2001																2027
Francis Scott Key High	Rv-1999	1999				S/D	N											Auditorium Only
Liberty High	1980											S						
Manchester Valley High	2009	2009																
North Carroll High	1976	2004																
South Carroll High	1967		S/G/D										S/G					
Westminster High	1971	2011						N										
Winters Mill	2002	2002																2028
Gateway School	2003	2003																2028
T - Total Replace O - Overhaul S - Scheduled Replace N - New G - Gas Conversion D - Deferred																		

CHART B																		
CENTRAL CHILLER OVERHAUL / REPLACEMENT																		
	YR BUILT	New	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980		O	N														2032
Carrolltowne Elementary	1976	1998		O														2023
Cranberry Station Elementary	1999	1999				O												2025
Ebb Valley Elementary	2008	2008																
Elmer Wolfe Elementary	1998	1998	O															2024
Friendship Valley Elementary	1991							O										2022
Hampstead Elementary	1986	1996	O															2021
Linton Springs	1998	1998			O													2024
Mechanicsville Elementary	Rv-1994							O									S	
Mt Airy Elementary	Rv-1986	1995															S	
Parr's Ridge Elementary	2005	2005																2030
Piney Ridge Elementary	1991															S		
Runnymede Elementary	1994					O								S				
Sandymount Elementary	Rv-1992						O								S			
Spring Garden Elementary	1991							S/D	N									
Taneytown Elementary	Rv-1995	1995																2023
Winfield Elementary	Rv-1992				O												S	
MIDDLE SCHOOLS																		
East Middle	Rv-1975										S							
New Windsor Middle	1995	1995										O/D						2021
North Carroll Middle	Rv-2005	2005																
Northwest Middle	1976	1999														S		
Oklahoma Road Middle	1996	1996		O														2022
Shiloh Road Middle	2000	2000					O											2026
Sykesville Middle	Rv-1984	2004										O						2029
West Middle	1958		N/D		N													2033
HIGH SCHOOLS																		
Carroll County Career & Tech	1971	1998		O														2023
Century High	2001	2001			O													2027
Francis Scott Key High	1999	1999									O							2024
Liberty High	1980										O							2029
Manchester Valley High	2009	2009																
North Carroll High	1976										O							2029
South Carroll High	1967		O						S									Auditorium Only
Westminster High	1971	1998		T														New Chiller - 1997, 1998
Winter's Mill High	2002	2002				O												2028
T - Total Replace O - Overhaul S - Scheduled Replace N - New D - Deferred																		

CHART C																		
ROOFTOP AIR CONDITIONING UNIT REPLACEMENT																		
	YR BUILT	New	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS
ELEMENTARY SCHOOLS																		
Carrolltowne Elementary	1976	2008			N													Full Day K - 2033
Charles Carroll Elementary	1929	2005																2030
Ebb Valley Elementary	2008	2008																
Eldersburg Elementary	1970	2001																2024
Elmer Wolfe Elementary	1998	1998																2024
Freedom Elementary	1975	2005																2030
Hampstead Elementary	1986							S/G										
Manchester Elementary	1990											S/G						
Mt Airy Elementary	Rv-1986					S		S										Office
Piney Ridge Elementary	1991	2007																Full Day K - 2033
Robert Moton Elementary	1976	2008			N													2033
Sandymount Elementary	Rv-1992														S			
Spring Garden Elementary	1991													S				
Westminster Elementary	1976	2003																2029
William Winchester Elementary	1962	2005																2030
MIDDLE SCHOOLS																		
Mt Airy Middle	1981	2005																
New Windsor Middle	1995	1995															S	
North Carroll Middle	1991	2006	N															
Oklahoma Road Middle	1996	1996																2022
Shiloh Road Middle	2000	2000																2026
Sykesville Middle	Rv-1984	2004				S	N											Office
West Middle	1996	1996	N/O															2021
HIGH SCHOOLS																		
Carroll County Career & Tech	1987												S					
Century High	2001	2001																2027
Francis Scott Key High	Rv-1999	1999			O													2024
Manchester Valley High	2009	2009				N												2034
South Carroll High	1972	1999																2023
Winter's Mill High	2002	2002																2028
T - Total Replace O - Overhaul S- Scheduled Replace N - New G - Gas conversion D - Deferred																		

CHART D																		
TENNIS COURT MAINTENANCE - 15																		
HIGH SCHOOLS	YR BUILT	New	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS
Century High	2001	2001	S							S								
Francis Scott Key High	Rv-1999				S/D					S								
Liberty High	1980				S/D					S								
Manchester Valley High	2009	2009				N												2024
North Carroll High	1976				S/D					S								
South Carroll High	1967				S/D					S								
Westminster High	1971				S/D					S								
Winter's Mill High	2002	2002	S											S				
T - Total Replace		S - Scheduled Replace		N - New		P - Partial		D - Deferred										

CHART E																		
PARKING LOT RESURFACING																		
	YR BUILT	New	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980																	
Carrolltowne Elementary	1976					S/D	S	P										
Charles Carroll Elementary	1929		P		D		S/D	S										
Cranberry Station Elementary	1999	1999																
Ebb Valley Elementary	2008	2008																
Eldersburg Elementary	1970									S/D	S							
Elmer Wolfe Elementary	1998	1998																
Freedom Elementary	1955				D		S/D	S										
Friendship Valley Elementary	1991	1991																
Hampstead Elementary	1986		P		S/D	S												
Linton Springs	1998	1998																
Manchester Elementary	1990	1990				S/D				S/D	S							
Mechanicsville Elementary	Rv-1994											S						
Mt Airy Elementary	Rv-1986																	
Parr's Ridge Elementary	2005	2005																
Piney Ridge Elementary	1991	1991		P														
Robert Moton Elementary	1976								S/D	S								
Runnymede Elementary	1994	1994																
Sandymount Elementary	Rv-1992	1992																
Spring Garden Elementary	1991																	
Taneytown Elementary	Rv-1995																	
Westminster Elementary	1976								S/D	S								
William Winchester Elementary	1962		P		S/D	S												Drop off
Winfield Elementary	Rv-1992	1992										S						
MIDDLE SCHOOLS																		
East Middle	Rv-1975																	
Mt Airy Middle	1958					S/D	S											
New Windsor Middle	1995							S/D	S									
North Carroll Middle	1956																	
Northwest Middle	1976									S/D	S							
Oklahoma Road Middle	1997	1997																
Shiloh Road Middle	2000	2000																
Sykesville Middle	Rv-1984		S/D						S/D	S								
West Middle	1958				S/D	S												
HIGH SCHOOLS																		
Carroll County Career & Tech	1987			S/D	S/D			S/D		S								
Century High	2001	2001																
Francis Scott Key High	Rv-1999	1999	S			S/D	S/D			S								
Liberty High	1980		S/D				P		S/D	S								
Manchester Valley High	2009	2009																
North Carroll High	1976			S/D			S/D	S										
South Carroll High	1967																	
Westminster High	1971		S/P		S													
Winter's Mill	2002	2002																
Gateway School	2003	2003																
T - Total Replace S - Scheduled Replace N - New P - Partial D - Deferred																		

CHART F																		
EXTERIOR PAINTING - 10 YEAR PAINT CYCLE																		
	YR BUILT	New	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980							S										
Carrolltowne Elementary	1976							S										
Charles Carroll Elementary	1929								S/D			S						
Cranberry Station Elementary	1999	1999				S												
Ebb Valley Elementary	2008	2008													S			
Eldersburg Elementary	1970											S						
Elmer Wolfe Elementary	1998	1998			S										S			
Freedom Elementary	1955		S										S					
Friendship Valley Elementary	1991											S						
Hampstead Elementary	1986											S						
Linton Springs	1998	1998		S									S					
Manchester Elementary	1990									S								
Mechanicsville Elementary	Rv-1994	1995										S						
Mt Airy Elementary	Rv-1986								S									
Parr's Ridege Elementary	2005	2005										S						
Piney Ridge Elementary	1991											S						
Robert Moton Elementary	1976											S						
Runnymede Elementary	1994	1994										S						
Sandymount Elementary	Rv-1992									S								
Spring Garden Elementary	1991											S						
Taneytown Elementary	Rv-1995		S										S					
Westminster Elementary	1976											S						
William Winchester Elementary	1962											S						
Winfield Elementary	Rv-1992									S								
MIDDLE SCHOOLS																		
East Middle	Rv-1975				S													
Mt Airy Middle	1958																	
New Windsor Middle	1995	1995										S						
North Carroll Middle	1956											S						
Northwest Middle	1976			S									S					
Oklahoma Road Middle	1997	1997								S								
Shiloh Road Middle	2000	2000										S						
Sykesville Middle	Rv-1984		S			S/D	S											
West Middle	1958			S/D		S											S	
HIGH SCHOOLS																		
Carroll County Career & Tech	1987				S											S		
Century High	2001	2001					S											
Francis Scott Key High	Rv-1999	1999				S											S	
Liberty High	1980											S						
Manchester Valley High	2009	2009															S	
North Carroll High	1976						S					S						
South Carroll High	1967											S						
Westminster High	1971					S												
Winter's Mill High	2002	2002							S									
Maintenance shop	1962																	
Gateway School	2003	2003								S								
S - Scheduled N - New D - Deferred																		

CHART G																			
INTERIOR PAINTING - 10 YEAR PAINT CYCLE																			
	YR BUILT	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS	
ELEMENTARY SCHOOLS																			
Carroll Springs School	1980							S											
Carrolltowne Elementary	1976	S										S							
Charles Carroll Elementary	1929		T											S					
Cranberry Station Elementary	1999				S										S				
Ebb Valley Elementary	2008														S				
Eldersburg Elementary	1970	S										S							
Elmer Wolfe Elementary	1998				S										S				
Freedom Elementary	1955							S											
Friendship Valley Elementary	1991										S								
Hampstead Elementary	1986	S										S							
Linton Springs	1998				S										S				
Manchester Elementary	1990									S									
Mechanicsville Elementary	Rv-1994	S										S							
Mt Airy Elementary	Rv-1986										S								
Parr's Ridge Elementary	2005	N										S							
Piney Ridge Elementary	1991								S										
Robert Moton Elementary	1976									S									
Runnymede Elementary	1994										S								
Sandymount Elementary	Rv-1992								S										
Spring Garden Elementary	1991								S										
Taneytown Elementary	Rv-1995										S								
Westminster Elementary	1976		S										S						
William Winchester Elementary	1962										S								
Winfield Elementary	Rv-1992									S									
MIDDLE SCHOOLS																			
East Middle	Rv-1975		S		S										S				
Mt Airy Middle	1958							S/D											New School 2014
New Windsor Middle	1995	S										S							
North Carroll Middle	1956	S										S							
Northwest Middle	1976			S										S					
Oklahoma Road Middle	1997			S										S					
Shiloh Road Middle	2000					S										S			
Sykesville Middle	Rv-1984			S										S					
West Middle	1958						S												S
HIGH SCHOOLS																			
Carroll County Carreer & Tech	1987	S/D	S										S						
Century High	2001						S											S	
Francis Scott Key High	Rv-1999					S										S			
Manchester Valley High	2009																	S	
Liberty High	1980											S							
North Carroll High	1976							S											
South Carroll High	1967		S						S										
Westminster High	1971				S														
Winters Mill High	2002								S										
Maintenance shop	1962																		
Gateway School	2003									S									
S - Scheduled N - New D - Deferred																			

CHART H																		
GYM FLOOR REFINISHING (WOOD ONLY)																		
	YR BUILT	New	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980			S/D			S											
Linton Springs	1998	1998				S/D		S										
Manchester Elementary	1990									S								
Mechanicsville Elementary	Rv-1994				S/D			S										
Parr's Ridge Elementary	2005	2005										S						
MIDDLE SCHOOLS																		
East Middle	Rv-1975			S/D	S													
Mt Airy Middle	1958				S/D													New School 2014
New Windsor Middle	1995	1995				S												
North Carroll Middle	1956											S						
Oklahoma Road Middle	1997	1997						S										
Shiloh Road Middle	2000	2000						S										
Sykesville Middle	Rv-1984		S										S					
West Middle	1958		T	S				S										Repair
Northwest Middle	1976							S										
HIGH SCHOOLS																		
Century High	2001	2001						S										
Francis Scott Key High	Rv-1999					S										S		
Liberty High	1980											S						
Manchester Valley High	2009	2009																
North Carroll High	1976								S									
South Carroll High	1967		S										S					06 Auxiliary Gym
Westminster High	1971				S										S			06 Auxiliary Gym
Winter's Mill High	2002	2002									S							
T - Total Refinish S - Scheduled Refinish N - New D - Deferred																		

CHART I																		
RUNNING TRACK OVERLAY																		
HIGH SCHOOLS	YR BUILT	New	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS
Century High	2001	2001					S/D	S					S					
Francis Scott Key High	Rv-1999				S/D		S						S					
Liberty High	1980				S/D		S						S					
Manchester Valley High	2009	2009			N								S					
North Carroll High	1976				S/D		S						S					
South Carroll High	1967				S/D		S						S					
Westminster High	1971				S/D		S						S					
Winter's Mill	2002	2002							S				S					
T - Total Replace		S - Scheduled Replace		N - New		D - Deferred												

CHART J																			
ROOF REPLACEMENT																			
	YR BUILT	New	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS	
ELEMENTARY SCHOOLS																			
Carroll Springs School	1980											S							
Carrolltowne Elementary	1976	1994			P		S/D												2024
Charles Carroll Elementary	1929									S/D	S								
Cranberry Station Elementary	1999	1999																	2028
Ebb Valley Elementary	2008	2008																	2041
Eldersburg Elementary	1970	2000																	2028
Elmer Wolfe Elementary	1998	1998																	2027
Freedom Elementary	1955	1987		S/D		S/D			S										
Friendship Valley Elementary	1991	1991																	2022
Hampstead Elementary	1986	1986					S/D	S/D	S										
Linton Springs	1998	1998																	2025
Manchester Elementary	1990	1990										S							
Mechanicsville Elementary	Rv-1994	1994											S						
Mt Airy Elementary	Rv-1986	1987				S/D	N												
Parr's Ridge Elementary	2005	2005																	2040
Piney Ridge Elementary	1991	1991																	2028
Robert Moton Elementary	1976	1996																	2025
Runnymede Elementary	1994	1994																	2027
Sandymount Elementary	Rv-1992	1992									S								
Spring Garden Elementary	1991	1991																	2024
Taneytown Elementary	Rv-1995	1995																	2021
Westminster Elementary	1976	1990																	2022
William Winchester Elementary	1962	1987						S/D		S									
Winfield Elementary	Rv-1992	1992	S/D					S/D										S	
MIDDLE SCHOOLS																			
East Middle	Rv-1975	1993						S/D								S			
Mt Airy Middle	1958			S		N													New School 2014
New Windsor Middle	1995	1995																	2026
North Carroll Middle	1956	1998																	2029
Northwest Middle	1976	2001	N																2029
Oklahoma Road Middle	1997	1997																S	
Shiloh Road Middle	2000	2000																	2026
Sykesville Middle	Rv-1984	1994		S															2034
West Middle	1958	1986						S/D		S									
HIGH SCHOOLS																			
Carroll County Career & Tech	1987	1990							T/D		S								
Century High	2001	2001																	2031
Francis Scott Key High	1958	1999												S					
Liberty High	1980	2001																	2030
Manchester Valley High	2009	2009																	2035
North Carroll High	1976	2002																	2023
South Carroll High	1967	1990											S						
Westminster High	1971	1992															S		
Winters Mill High	2002	2002																	2032
Maintenance Shop	1962	2005																	2031
Gateway School	2003	2003																	2023
T - Total Replace S - Scheduled Replace N - New D - Deferred																			

CHART K																			
CARPET AND FLOOR TILE REPLACEMENT																			
	YR BUILT	New	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS	
ELEMENTARY SCHOOLS																			
Carroll Springs School	1980																		
Carrolltowne Elementary	1976		S	S															
Charles Carroll Elementary	1929		S										S					Media Center	
Cranberry Station Elementary	1999	1999																	
Ebb Valley Elementary	2008	2008																	
Eldersburg Elementary	1970				S														
Elmer Wolfe Elementary	1998	1998						S										Media Center	
Freedom Elementary	1955																		
Friendship Valley Elementary	1991		S																
Hampstead Elementary	1986			S	S														
Linton Springs	1998	1998					S/D	S		S									
Manchester Elementary	1990		S	S															
Mechanicsville Elementary	Rv-1994		S	S	S	S				S									
Mt Airy Elementary	Rv-1986		S	S															
Parr's Ridge Elementary	2005	2005																	
Piney Ridge Elementary	1991		S	S															
Robert Moton Elementary	1976		S			S													
Runnymede Elementary	1994		S	S	S														
Sandymount Elementary	Rv-1992																		
Spring Garden Elementary	1991		S																
Taneytown Elementary	Rv-1995	1995	S					S										Media Center	
Westminster Elementary	1976							S/D		S								Media Center	
William Winchester Elementary	1962																		
Winfield Elementary	Rv-1992		S																
MIDDLE SCHOOLS																			
East Middle	Rv-1975		S	S				S											Media Center
Mt Airy Middle	1958							S											
New Windsor Middle	1995	1995	S	S	S			S		S									
North Carroll Middle	1956																		
Northwest Middle	1976		S																
Oklahoma Road Middle	1997	1997		S	S			S										Media Center	
Shiloh Road Middle	2000	2000						S/D	S		S								
Sykesville Middle	Rv-1984		S																
West Middle	1958							S											
HIGH SCHOOLS																			
Carroll County Career & Tech	1987							S/D		S									
Century High	2001	2001																	
Francis Scott Key High	Rv-1999	1999						S/D		S								Media Center	
Manchester Valley High	2009	2009																	
Liberty High	1980		S	S															
North Carroll High	1976		S	S	S														
South Carroll High	1967		S	S														Tech Ed Building	
Westminster High	1971		S	S	S				S									Office	
Winter's Mill High	2002	2002							S										
Gateway School	2003	2003																	
S - Scheduled Replace N - New D - Deferred																			

CHART L																			
UNDERGROUND STORAGE TANK REPLACEMENT AND GAS CONVERSIONS																			
	YR BUILT		New	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	REMARKS
ELEMENTARY SCHOOLS																			
Friendship Valley Elementary	1991	OIL	1991																
Hampstead Elementary	1986				S/G/D				S/G										
Manchester Elementary	1990		1990			S/G/D							S/G						
Piney Ridge Elementary	1991		1991																
Runnymede Elementary	1994		1994																
Sandymount Elementary	Rv-1992		1992																
Winfield Elementary	Rv-1992		1992																
MIDDLE SCHOOLS																			
	YR BUILT			2006	2007	2008	2009	2010	2011	2112	2113	2014	2015	2016	2017	2018	2019		
New Windsor Middle	1995		1995																
Northwest Middle	1976																		
HIGH SCHOOLS																			
	YR BUILT			2006	2007	2008	2009	2010	2011	2112	2113	2014	2015	2016	2017	2018	2019		
Francis Scott Key High	Rv-1999		1999																
T - Total S - Scheduled Replace N - New A - Above Ground G - Gas Conversion D - Deferred																			

**Carroll County
Public Schools**

**PREVENTIVE
MAINTENANCE
PROGRAM**

Section III

PREVENTIVE MAINTENANCE PROGRAM

Preventive maintenance (P.M.) generally refers to routine inspections, adjustments, lubrication and cleaning of fixed and movable equipment, machinery and appliances utilized in the daily operation of a facility. Performing regular routine preventive maintenance keeps equipment in good running order, reducing the possibility of equipment failure thus insuring and extending expected equipment life. Through regular preventive maintenance, potential problems can be detected early, reducing down time and preventing more expensive repairs.

The performance of routine preventive maintenance in each school facility is the responsibility of the Building Supervisor. The following document is designed to give building supervisors the guidance necessary to perform basic routine P.M. checks and tasks.

It is the responsibility of the Building Supervisor to see that these P.M. tasks are performed and properly recorded on the appropriate check sheet. As with other assignments, the building supervisor may desire to delegate some of the tasks to subordinate employees. The original check sheet shall be posted at a visible location in the Building Supervisor's office. Completed reports shall be forwarded to the Supervisor of Plant Maintenance by the 10th of each month. The reports expected at that time include the daily, weekly and monthly check sheets. The quarterly and annual check sheets are to be forwarded by the 10th of the month following the conclusion of the performance period.

Problems found during the P.M. inspections should be noted in the inspector's comments section on each check sheet. Problems that cannot be repaired by the Building Supervisor or his/her designee should be reported to the Supervisor of Plant Maintenance, either by an electronic Maintenance Requisition or by telephone if considered an emergency.

Check sheets require either a visual inspection, a specific task to be performed or the recordation of information. The majority of the routing inspections are primarily visual inspections which should be incorporated into the Building Supervisor's daily travels throughout the school facility.

**Building Supervisor's
Preventive Maintenance**

Equipment	Interval	Maintenance Checks and Duties	Comments
Air Compressors	Daily Daily Daily Monthly Quarterly Quarterly	Check for proper operation Drain moisture from separators Drain moisture from tank Check oil level Check V-belt tension Clean filter intake	Tank pressure/all compressors run Drain till moisture disappears Drain till moisture disappears Adjust level as needed Adjust level as needed Adjust belt with 2" flex Wash or blow out as required
Air Conditioning	Daily Weekly Monthly Quarterly Annually	Check operation Check cooling towers Check air cooled condensers Check- adjust V-belts Clean A/C coils	Cooling properly Fan running/water level proper All fans run/coils clean Adjust belts with 2" flex Vacuum/wash finned coils
Air Handlers	Quarterly Quarterly Quarterly Quarterly Quarterly	Lubricate bearings Check air filters Check roll filters Lubricate motors Check V-belts	Use 4 to 6 pumps of grease Change as needed Change as needed Oil and lube sparingly Adjust belt with 2" flex
Bleachers	Weekly Monthly Annually	Check operation and alignment Inspect units for damage and loose parts Clean and lubricate undercarriage assembly	Repair or report all problems Repair or report all problems Grease slides/lube rollers
Boilers: Hot Water Steam Boiler	Daily Daily Daily Weekly	Check water temp & water pressure Check water level,, blow sight glass, water feeder and mud legs Check for oil leaks Boiler air pumps - check oil reservoir	Temp 12 - 200 / Pres 12-25 lbs. Check for proper level Blow out till water is clear Repair or report promptly Fill with special oil only
Buildings	Daily Daily Weekly	Check all windows and doors Check all fire and safety devices Check interior and exterior of building	Repair or report all damage Repair or report all problems Repair or report all problems
Circulating Pumps	Daily Weekly Quarterly Quarterly	Check operation Lead-lag sequence/rotate pumps Check couplings Lubrication	Running & pump discharge pressure Manually switch pumps Not loose or slipping Oil and lube sparingly
Electric Motors	Weekly Quarterly Quarterly	Check operation Lubricate Clean air over vents	They run, not noisy or overheating Oil and lube sparingly Clear all dirt from motor
Emergency Lights	Weekly Weekly	Check emergency light operation Check battery water level	Repair or report all problems Add distilled water if needed
Exhaust Fans	Monthly Quarterly Quarterly	Check motors and operation Lubrication Check V-belts	Motors run/fan moves air Oil and lube sparingly Adjust belt with 3/8" flex
Fire extinguishers	Monthly Annually	Check fire extinguisher Inspect and re-tag fire extinguishers	If low have extinguisher refilled Re-tag fire extinguisher if OK
Grounds	Daily Monthly Quarterly	Check grounds for safety and security Check all storm drain for debris Check all playground equipment for safety	Repair or report all problems Clean or clear as required Repair or report all problems

Equipment	Interval	Maintenance Checks and Duties	Comments
Heating Equipment	Daily Weekly Monthly Quarterly	Check equipment operation Check time clocks Check night set-back controls Check air filters	Units run and heat properly Set correct time-check day pins Night - stat temperature set @ 44 Change as needed
Hot Water Heater	Daily Monthly	Check water temperature Drain bottom of tank	Use gauge or thermometer Blow out till water is clear
Lighting	Daily Weekly Weekly	Check all interior lights Check all exterior lights Check time clocks	Replace bulbs - ballasts as needed Replace bulbs - ballasts as needed Set correct time/check pins
Plumbing	Daily Daily	Check all lavatory flush valves Check equipment operation	Work properly/not running Work properly/not dripping
Refrigeration Equipment	Daily Daily	Check temp. on all refrigerated equipment Check equipment operation	(Record- Cooler Temp, 40-45 F. (Record -Freezer Temp, 0-5 F. Runs O.K./not short cycling
Water Coolers	Weekly Annually	Check for cooling operation Clean condenser coils	Water Temperature - 40-45 F Vacuum finned air coils

**Carroll County
Public Schools**

**BOILER AND
PRESSURE VESSEL
LOG BOOK**

Section IV

BOILER AND PRESSURE VESSEL



LOG BOOK

Plant Maintenance
48 Monroe Street
Westminster, MD 21157
(410) 751-3199

PREFACE

Boiler and Pressure Vessel Log Book For Carroll County Public Schools

The purpose of this log book is to provide a history of when each boiler and pressure vessel in each facility was last inspected and what the condition of each device was at the time of each inspection. This record will provide the Maintenance Department as well as the Boiler Inspector with the history of each piece of equipment at a glance. This will also serve as an evaluation tool in determining that all violations or corrective action has been addressed after the Boiler Inspector's official notification to the Maintenance Department.

It is the Building Supervisor's responsibility to assure that the boiler inspector fills in the log book each time an inspection is performed.

CARROLL COUNTY PUBLIC SCHOOLS
 MAINTENANCE DEPARTMENT
 48 Monroe Street
 Westminster, MD 21157

James H. Parker
 Supervisor

Telephone: 410-751-3199
 Fax: 410-751-3228

**BOILER AND PRESSURE VESSEL
 INVENTORY LOG**

SCHOOL LOCATION _____ DATE RECORDED _____

EQUIPMENT TYPE (ie: Boiler, Chiller, Hot Water Heater, Air Compressor and Steamer)

UNIT DESCRIPTION (TYPE) _____
 If Modular (No. of Modules) _____
 UNIT CAPACITY (Output in BTU/HR) _____
 Primary Voltage _____ Secondary Voltage _____ Control Voltage _____

UNIT IDENTIFICATION

Manufacturer Model # _____ Year Built _____
 ASME # _____ Nat. Bd _____
 UL# _____ AGA# _____
 STATE ID# _____

BURNER

Manufacturer _____ Model _____
 UL or AGA# _____ Serial # _____
 FUEL TYPE _____

UNIT MANUFACTURER

Name _____
 Address _____ Zip _____
 Telephone _____ Fax _____

STEAM

Max W.P. _____ psig

Min Safety Valve Cap _____ PPH

HOT WATER

Max W.P. _____ psig

Max temp. _____ deg. F

Min. Safety Relief Valve Cap _____ PPH or Btu

**BOILER AND PRESSURE VESSEL
INVENTORY LOG
(Continued)**

CONTROL/DEVICE	MANUFACTURER	MODEL #	TEST PERFORMED DATE
----------------	--------------	---------	------------------------

Operating Controls

Low-Water Fuel cutoff	_____	_____	_____
Steam Pressure	_____	_____	_____
Water Temperature	_____	_____	_____
High/Low Fire	_____	_____	_____
Summer/Winter Control	_____	_____	_____
Pressure Switch	_____	_____	_____

Safety Controls

Low-Water Fuel Cutoff	_____	_____	_____
High Steam Pressure Limit	_____	_____	_____
High Water Temperature Limit	_____	_____	_____
Fuel Safety Shutoff Valve	_____	_____	_____
Pilot Safety shutoff Valve	_____	_____	_____
Combustion Air Proof Switch	_____	_____	_____
High Gas Pressure	_____	_____	_____
Low Gas Pressure	_____	_____	_____
Flame Safeguard (primary)	_____	_____	_____
Oil Failure	_____	_____	_____

SAFETY RELIEF VALVE

Manufacturer _____
 Model _____
 Size - Inches _____ Size _____
 Capacity _____ PPH or Btu/hr
 Relieving Pressure _____ Psi

SAFETY RELIEF VALVE

Manufacturer _____
 Model _____
 Inches _____
 Capacity _____ PPH or Btu/hr
 Relieving Pressure _____ Psi

FUEL TANK

Type _____ Size _____

Carroll County Public Schools

ENVIRONMENTAL PROCEDURES AND ABATEMENT

Section V

PLEASE NOTE:

The responsibilities for environmental issues described in the following pages are assigned as follows:

PLANT OPERATIONS

- All disposal activities including hazardous materials and medical waste
- Special cleaning - fume hoods, waste traps, and welding stations
- Generation of hazardous material reports to the EPA and MDE on a two-year schedule
- Water testing requirements based on the Clean Drinking Water Act and the Lead and Copper Act for all schools on private water systems
- All indoor air quality investigations with remedial work coordinated with the Maintenance Department
- All regulatory requirements for the Asbestos Hazardous Emergency Response Act
- Radon testing

PLANT MAINTENANCE

- Indoor air quality remedial action including carpeting, heating, ventilation, and air conditioning

ADMINISTRATIVE PROCEDURES FOR WATER SAMPLING

INTRODUCTION

The 1974 Safe Water Drinking Act was enacted by Congress and has bound the United States Environmental Protection Agency (EPA) to ensure that potable water sources are supplied to the public. Further obligations have been enacted through passage of the 1988 Lead Contaminant Control Act and the 1992 Lead and Copper Rule.

PURPOSE

The establishment of a local standard for implementation by the school system in the testing of a potable water source to detect contaminants is the purpose of this undertaking. Compliance with directives of the EPA (as well as those printed in The Federal Register and The Maryland Register) for the Safe Water Drinking Act and subsequent amendments shall be accomplished in the following manner:

- A. Plant Operations is charged with the responsibility of contracting with a vendor laboratory (licensed by the State of Maryland) to collect water samples and perform tests. Results of water sample tests will be forwarded by the laboratory directly to Maryland Department of the Environment (MDE) and Plant Operations. A copy of the water sample results will be forwarded to each affected school.
- B. Plant Operations shall assist with acquiring the certification for the water plant operator as required by the State of Maryland for each school having an on-site well.
- C. The water plant operator will be responsible for the daily operation of the water system, record keeping reflecting the operation and maintenance of the system and communication of water system problems with Plant Operations and the Plant Maintenance Departments. The water plant operator will also be provided with a copy of water test results and will retain a copy of all analyses of water sample tests collected at the individual schools.
- D. Completed report shall be forwarded to the Plant Maintenance Supervisor by the 10th of the following month.
- E. In accordance with requirements set forth by EPA and MDE, water samples will be collected quarterly and/or yearly. Additional requests for water sampling, beyond the quarterly and /or yearly cycle) shall be made directly to Plant Operations.
- F. Should sampling results indicate the presence of contaminants above the permitted level, Plant Operations shall develop an action plan for communication to the affected school, the Health Department, the public and MDE.

ADMINISTRATIVE PROCEDURES FOR HAZARDOUS WASTE DISPOSAL

INTRODUCTION

The proper disposal of hazardous waste is a concern to be shared by all school system personnel. This concern requires participation not only to be borne by numerous organizations but also accomplished by individual employees of these organizations. The United States Environmental protection Agency (EPA) has established certain rules and regulations for identification, storage and disposal of hazardous waste since improper disposal can cause pollution of water, air and soil as well as cause harm to individuals and wildlife.

PURPOSE

The establishment of a local standard (for implementation by the school system in identifying hazardous waste product and ensuring their proper shipment, handling and disposal) is the purpose of this undertaking. Compliance with directives of the EPA as well as those printed in The Federal Register and The Maryland Register shall be accomplished in the following manner:

- A. The Department of Plant Operations is charged with the responsibility of assisting school system administrators in identifying hazardous materials and ordering their disposal. As the list of hazardous materials is enumerated by the EPA, Maryland Department of the Environment (MDE) and/or other agencies, communication will be issued by the Coordinator of School Safety designated with the responsibility for coordinating activities for the removal of hazardous waste.
- B. The designated Coordinator of School Safety shall engage the services of a disposal contractor (licensed by the state of Maryland) to package the hazardous material for shipment and to insure that a manifest is prepared noting the point of shipment and the receiving site(s) for disposal of hazardous waste.
- C. A perpetual file on the disposal of all hazardous material shall be maintained in the Department of Plant Operations by the designated Coordinator.

- D. MDE will be advised of each disposal action and supply a copy of each manifest showing the origin of the hazardous material and description of its composition.
- E. To address the ongoing removal requirements at the Plant Maintenance Department, each high school and the Career and Technology Center, a site specific number (as issued by EPA) will be secured, used continuously and referenced in all disposal documents.
- F. The designated Coordinator of School Safety will coordinate with cost center administrators and particularly with the Supervisor of Science, Plant Maintenance, Plant Operations, and Career and Technology Centers to maintain a thrust to seek out alternative materials that hold potential to be less likely classified as hazardous materials.
- G. MDE will be supplied annually (by the designated Coordinator of School Safety) with a list of the quantities and composition of hazardous materials removed, the receiving disposal site (s) and other information as may be requested by MDE.

ASBESTOS MANAGEMENT PROGRAM

Contact: Supervisor of Plant Operations

The documentation and removal of asbestos containing building materials in Carroll County School buildings shall be in compliance with the standards set forth in EPA (Environmental Protection Agencies), A.H.E.R.A. (Asbestos Hazard Emergency Response Act), as published in the C.F.R. (Code of Federal Register) October, 1987.

The A.H.E.R.A rule requires that all schools be inspected by a certified EPA building inspector. The initial inspection of all Carroll County Schools was performed by the engineering firm of Spotts, Stevens and McCoy.

In addition to the initial inspection required by A.H.E.R.A. there is to be a six-month surveillance inspection performed to note any changes in the condition of the known friable-non-friable asbestos materials.

The A.H.E.R.A. rule also requires a three-year follow-up inspection to be performed by an EPA certified inspector.

Unless otherwise noted, all inspections shall be performed by a consulting firm specializing in A.H.E.R.A rules and regulations.

The documentation of all asbestos material condition, location, and amounts will be recorded in the Asbestos Management Plan prepared for each designated school building owned or leased by the Carroll County Board of Education. Copies of the plans will be available at each school and at Plant Operations.

The management plan is updated as a result of the six-month inspection findings, three-year inspection findings, and any removal activities conducted at the school.

The management plans are to be available for review of any interested parties upon request. Copies are available for a fee. However, the plans are not to be removed from the school's office.

The monitoring of all indoor air quality and final air sample results will be taken by a designated industrial hygienist company.

There will be provided a summary of the asbestos project to the school upon completion. This summary will be included and become part of the management plan for the school where the removal activities took place.

The A.H.E.R.A. rule further requires that all school PTA, PTO and union bargaining groups be notified on a yearly basis of the availability of the management plans and/or any asbestos project planned or accomplished during the year. The notification requirement will be performed by Plant Operations with a copy sent to all schools for inclusion on the school's management plan. Any questions relating to compliance with the A.H.E.R.A rule should be directed to Plant Operations.

PROCEDURES FOR RADON GAS TESTING AND REMEDIAL ACTION

INTRODUCTION

Radon gas is a concern of all school system personnel, community groups and parents. This concern requires the school system to regularly test for the presence of Radon gas and reduce the levels of Radon gas in areas where they exceed the minimum standard (4.0 ppl) established by the United States Environmental Protection Agency (EPA). The EPA has established regulations for acceptable levels of Radon gas and also established appropriate methods to reduce Radon levels to achieve an un-harmful minimum level of exposure.

PURPOSE

The establishment of a local standard (for implementation by the school system of routine testing and remedial of all occupied facility space) is the purpose of this undertaking. The following procedures have been set in place and shall be accomplished in the following manner:

- A. The Plant Operations Department is charged with the responsibility of routinely testing facilities space, on a random basis, to assure that the levels of Radon gas do not exceed 4.0 ppl in any space occupied by students and staff. The Supervisor of Plant Maintenance is designated with the responsibility for overseeing the corrective action associated with this procedure.
- B. The designated Assistant Supervisor of Plant Operations shall be assigned the task of performing and scheduling the routine Radon testing of all Carroll County Public School facilities space. This person will also be responsible for recording and reporting all test results to the Supervisor of Plant Operations.
- C. When a space is tested and found to exceed the EPA standard the space will first be retested to assure that the first test was accurate. If the second test verifies the first test, the Administrator of this facility, the Supervisor of Plant Maintenance and the Director of Facilities will be notified of the condition.
- D. The Maintenance Department will develop an action plan to remedy the condition and implement this plan quickly. After the action plan is implemented, retesting will occur to assure the radon gas levels have been reduced below the EPA standard.

- E. Documentation of all radon testing results will remain on file at the Operation Department indefinitely.
- F. Retesting of all school facilities will occur on a five year cycle from the previous battery of tests. These new test results will be compared to the previous results to determine any changed conditions.

Carroll County Public Schools

FACILITIES INVENTORY

Section VI

**FACILITIES INVENTORY
(IAC/PSCP FORM 101.1)**

EVALUATION OF PHYSICAL CONDITION:

- "Excellent"** - New school or renovation, less than five years old
- "Good"** - Building requires only routine maintenance
- "Fair"** - Building requires major instructional or systemic upgrade
- "Poor"** - Scheduled for renovation or closing within five years

Carroll County Public Schools

SCHOOL NAME & ADDRESS	GRADES	SRC	2010		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			PHYSICAL CONDITION	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
Career & Technology Center 1229 Washington Road Westminster, MD 21157	10-12	380 (1/2 Day)	NA	NA	8	16.3	1970 1987	Original Addition Total	96,400 15,790 112,190	Poor	Planning for Replacement School scheduled in FY2015. Roof - 2014 HVAC - 2016 Windows - 2017
Carroll Springs 495 South Center Street Westminster, MD 21157	Special Education	80	33	41%	2	6.02	1981 1986	Original Addition Total	31,100 320 31,420	Fair	Roof - 2015 Boiler - 2014
Carrolltowne Elementary 6542 Ridge Road Sykesville, MD 21784	PreK - 5 Special Ed. Regional Ctr.	598	619	104%	14	30	1976 2006 2006 2009	Original Demolition Addition Renovation Total	76,700 1,480 6,356 23,537 81,576	Good	Boiler - 2013
Century High 355 Ronsdale Road Sykesville, MD 21784	9-12	1240	1236	100%	0	67	2001	Original	217,945	Good	
Charles Carroll Elementary 3719 Littlestowne Pike Westminster, MD 21158	PreK - 5	320	325	102%	2	13.79	1929 1950 1974	Original Addition Addition Total	13,500 13,800 16,400 43,700	Poor	Planning for Modernization scheduled for FY14 Roof - 2013 Heating System - 2012
Cranberry Station Elementary 505 North Center Street Westminster, MD 21157	K - 5	570	453	79%	0	24.96	1999	Original	61,346	Good	K Addition Planning - 2017
Ebb Valley Elementary 3100 Swiper Road Manchester, MD 21102	Prek - 5	591	492	83%	0	20	2008	Original	72,106	Excellent	
Eldersburg Elementary 1021 Johnsville Road Sykesville, MD 21784	PreK - 5	570	517	91%	4	30	1970 2006	Original Addition Total	63,000 4,823 67,823	Good	Open Space Enclosure Planning - 2013 Fire Alarm - 2018
Elmer Wolfe Elementary 119 North Main Street Union Bridge, MD 21791	PreK - 5	548	394	72%	0	9.93	1998	Original	65,273	Good	
Francis Scott Key High 3825 Bark Hill Road Union Bridge, MD 21791	9 - 12	1304	1080	83%	0	45.12	1958 1970 1980 1999 1999	Original Addition Addition Modern. Addition Total	89,733 16,974 34,524 141,231 43,269 184,500	Good	Roof - 2017
Freedom Elementary 5626 Sykesville Road Sykesville, MD 21784	K - 5	525	571	109%	6	9.64	1955 1963 1964 1975 1995 2009	Original Addition Addition Addition Addition Addition Total	20,283 7,675 9,568 13,533 635 6,749 58,443	Fair	Roof - 2012 Heating System - 2013

SCHOOL NAME & ADDRESS	GRADES	SRC	2010		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			PHYSICAL CONDITION	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
Friendship Valley Elementary 1100 Gist Road Westminster, MD 21157	K - 5	527	475	90%	4	49	1992	Original	57,200	Good	K Addition Planning - 2019 Roof - 2022
Gateway School 225 Kate Wagner Road Westminster, MD 21157	6 - 12 Alternative Ed.	150	61	41%	2	9.34	2003	Original	27,048	Good	
Hampstead Elementary 3737 Shiloh Road Hampstead, MD 21074	PreK - 5 Special Ed. Regional Ctr.	588	392	67%	4	19.51	1986 2007	Original Addition Total	54100 5,100 59,200	Good	HVAC - 2011 Roof - 2012 Fire Alarm - 2015
Liberty High 5855 Bartholow Road Sykesville, MD 21784	9 - 12	1063	1188	112%	7	50	1980	Original	156,000	Good	Science Room Renovations scheduled for FY2017 Boiler - 2015
Linton Springs Elementary 375 Ronsdale Road Sykesville, MD 21784	K - 5	731	655	90%	2	28.14	1998 2006 2006	Original Renovation Addition Total	72,227 2,218 3,262 77,707	Good	
Manchester Elementary 3224 York Street Manchester, MD 21102	PreK - 5	727	586	81%	0	18.7	1932 1949 1953 1989 1989 1989 2007	Original Addition Addition Demolition Renovation Addition Addition Total	27,884 10,756 14,760 28,624 24,776 44,901 5,739 75,416	Good	HVAC - 2015 Roof - 2015
Manchester Valley High Maple Grove Road Manchester, MD 21102	9-12	1292	753	58%	0	98	2009	Original	217,500	Excellent	
Mechanicsville Elementary 3838 Sykesville Road Sykesville, MD 21784	K - 5	616	567	92%	2	24.35	1948 1967 1974 1994 1994 2007	Original Addition Addition Renovation Addition Addition Total	21,353 17,401 9,469 48,223 21,603 4,700 74,526	Good	Roof - 2016 HVAC - 2020
Mount Airy Elementary 405 North Main Street Mount Airy, MD 21771	3 - 5	598	509	85%	2	9	1935 1949 1969 1987 1987	Original Addition Addition Renovation Addition Total	29,869 18,285 5,520 53,674 5,000 58,674	Good	Boiler - 2014 Fire Alarm - 2016
Mount Airy Middle 102 Watersville Road Mount Airy, MD 21771	6 - 8	648	594	92%	10	13.77	1958 1981	Original Addition Total	44,717 31,083 75,800	Poor	Replacement School under construction Local Capacity = 510
New Windsor Middle 1000 Green Valley Road New Windsor, MD 21776	6-8	648	404	62%	0	30	1995	Original	83,235	Good	HVAC - 2020 Local Capacity = 510

SCHOOL NAME & ADDRESS	GRADES	SRC	2010		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			PHYSICAL CONDITION	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
North Carroll High 1400 Panther Drive Hampstead, MD 21074	9 - 12	1359	829	61%	2	52	1976 1986	Original Addition Total	230,400 3,400 233,400	Good	Science Room Renovations scheduled for FY14 Fire Alarm - 2019
North Carroll Middle 2401 Hanover Pike Hampstead, MD 21074	6 - 8	913	621	68%	0	33.4	1956 1962 1991 2005 2005	Original Addition Addition Renovation Addition Total	60,358 34,442 4,738 99,538 5,060 104,598	Good	Local Capacity = 770
Northwest Middle 99 Kings Drive Taneytown, MD 21787	6 - 8	924	524	57%	0	46.6	1976 2010	Original Renovation Total	113,600 34,320 113,600	Good	Boiler - 2013 Local Capacity = 785
Oklahoma Road Middle 6300 Oklahoma Road Sykesville, MD 21784	6 - 8	934	732	78%	4	32.91	1997	Original	108,640	Good	Roof - 2020 HVAC - 2022 Local Capacity = 845
Parr's Ridge Elementary 202 Watersville Road Mount Airy, MD 21771	PreK - 2	610	489	80%	0	23.77	2005	Original	73,271	Good	
Piney Ridge Elementary 6315 Freedom Avenue Sykesville, MD 21784	K - 5	571	599	105%	6	13.47	1991 2006	Original Addition Total	62,000 3,137 65,137	Good	Boiler - 2012
Robert Moton Elementary 1413 Washington Road Westminster, MD 21157	PreK - 5 Special Ed. Regional Ctr.	544	461	85%	4	21.6	1976 2011 2011	Original Renovation Addition Total	75,200 1,609 10,543 85,743	Good	Open Space Enclosure - 2012 Modernization Planning - 2021
Runnymede Elementary 3000 Langdon Drive Westminster, MD 21158	PreK - 5 Special Ed. Regional Ctr.	654	544	83%	0	31	1994 2007	Original Addition Total	66,600 5,104 71,704	Good	HVAC - 2017
Sandymount Elementary 2222 Old Westminster Pike Finksburg, MD 21048	K - 5	527	451	86%	0	5.7	1936 1950 1963 1969 1974 1992 1992 1992	Original Addition Addition Addition Addition Demolition Renovation Addition Total	9,639 10,898 8,312 5,721 6,446 9,639 31,377 30,144 61,521	Good	K Addition Planning - 2021 Roof 2014 HVAC - 2018
Shiloh Middle 3675 Willow Street Hampstead, MD 21074	6 - 8	934	670	72%	0	32.3	2000	Original	108,640	Good	Local Capacity = 845
South Carroll High 1300 West Old Liberty Road Sykesville, MD 21784	9 - 12	1410	1114	79%	0	40	1967 1972 1986 1997 2010 2010	Original Addition Addition Addition Renovation Addition Total	177,673 28,424 8,080 1,649 26,500 42,500 258,326	Good	Science Room Renov. - 2016 Boiler/Chiller - 2016 Window Replacement - 2016 Roof - 2016

SCHOOL NAME & ADDRESS	GRADES	SRC	2010		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			PHYSICAL CONDITION	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
Spring Garden Elementary 700 Boxwood Drive Hampstead, MD 21074	PreK - 5	593	511	86%	2	19.95	1991 2006	Original Addition Total	57,200 5,229 62,429	Good	HVAC - 2017
Sykesville Middle 7301 Springfield Avenue Sykesville, MD 21784	6 - 8	870	822	94%	8	17.6	1932 1949 1957 1957 1984 1984 2000	Original Addition Addition Demolition Renovation Addition Addition Total	22,270 58,1857 8,000 8,500 79,957 12,440 8,502 100,899	Good	Window Replacement - 2014 Boiler - 2017 Electric - 2017 Local Capacity = 745
Taneytown Elemenary 100 Kings Drive Taneytown, MD 21787	PreK - 5	570	429	75%	0	9.6	1950 1962 1982 1995 1995 1995	Original Addition Addition Demolition Renovation Addition Total	22,283 9,920 1,100 1,100 32,203 31,047 63,250	Good	K Addition Planning - FY2015 Roof - 2021
Westminster Elementary 811 Uniontown Road Westminster, MD 21157	K - 5	570	547	96%	6	20	1976 2006 2010	Original Addition Renovation Total	64,800 4,848 24,937 69,648	Good	Boiler - 2018 Roof - 2022 Moderinzation Planning - 2022
Westminster East Middle 121 Longwell Avenue Westminster, MD 21157	6 - 8	869	716	82%	4	21	1936 1950 1964 1975	Original Addition Addition Renovation Total	87,386 18,658 14,356 120,400 120,400	Poor	Modernization Planning - 2017 HVAC - 2014 Window Replacement - 2015 Fire Alarm - 2017 Roof - 2018 Local Capacity - 790
Westminster High 1225 Washington Road Westminster, MD 21157	9 - 12	1879	1688	90%	8	72.7	1970 1985 2010	Original Addition Addition Total	333,700 3,350 18,710 355,760	Fair	HVAC Replacement under construction. Modernization Planning - 2020 Science Room Renovations - 2015 Electric Upgrades - 2016 Window Replacement - 2018 Roof - 2019
Westminster West Middle 60 Monroe Street Westminster, MD 21157	6 - 8	1146	1043	91%	2	21.5	1958 1964 1996	Original Addition Addition Total	103,893 17,640 14,200 135,733	Fair	Modernization Planning - 2018 Roof - 2013 Fire Alarm - 2014 HVAC - 2021 Local Capacity - 1045
William Winchester Elementary 70 Monroe Street Westminster, MD 21157	PreK - 5	591	601	102%	8	7.4	1962 1980 1986 1990 2010 2010	Original Addition Addition Addition Addition Renovation Total	48,580 4,571 1,196 600 8,761 678 63,708	Poor	Modernization Planning - 2016 Boiler - 2013 Roof - 2013

SCHOOL NAME & ADDRESS	GRADES	SRC	2010		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			PHYSICAL CONDITION	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
Winfield Elementary 4401 Salem Bottom Road Westminster, MD 21157	PreK - 5 Special Ed. Regional Ctr.	771	628	81%	2	16.2	1934 1950 1966 1980 1993 1993 1993 2010 2010	Original Addition Addition Addition Demolition Renovation Addition Addition Renovation Total	10,054 4,440 14,575 4,221 14,494 18,796 50,404 3,837 3,350 73,037	Good	Roof - 2020 HVAC - 2019
Winters Mill High 560 Gorsuch Road Westminster, MD 21157	9 - 12	1240	1187	96%	0	31.04	2002	Original	213,650	Good	

**CARROLL COUNTY PUBLIC SCHOOLS
RELOCATABLE CLASSROOM PLACEMENT
2011-12**

School Type	School Name	Number of Classrooms	Type of Relocatable Unit
ELEMENTARY	Carrolltowne	14	3 doubles, 2 quads
	Charles Carroll	2	1 double
	Eldersburg	4	2 doubles
	Freedom	6	1 quad, 1 double
	Friendship Valley	4	1 quad
	Hampstead	4	2 doubles
	Linton Springs	2	1 double
	Mechanicsville	2	1 double
	Mt. Airy	2	1 double
	Piney Ridge	6	3 doubles
	Robert Moton	4	2 doubles
	Spring Garden	2	1 double
	Westminster	6	3 doubles
	William Winchester	8	4 doubles
	Winfield	2	1 double
MIDDLE	Westminster East	4	2 doubles
	Mt. Airy	10	2 quads, 1 double
	Oklahoma Road	4	2 doubles
	Sykesville	8	4 doubles
	Westminster West	2	1 double
HIGH	Liberty	7	4 doubles*
	North Carroll	2	1 double
	Westminster	8	1 quad, 2 doubles
SPECIAL	Carroll Springs	2	1 double
	Gateway School	2	1 double
	Career & Tech Center	8	4 doubles
TOTAL CLASSROOMS		125	

* One double classroom relocatable is being utilized as one science lab.

**Carroll County
Public Schools**

**FY 11/12 APPROVED
BUDGET FOR
MAINTENANCE OF
PLANT**

Section VII

Carroll County Public Schools

Westminster, Maryland 21157

Maintenance of Plant

Category 07

Maintenance of plant includes all activities associated with keeping the grounds, buildings and fixed equipment (other than student transportation equipment) in their original condition. This category includes the directing, managing and supervision of all maintenance services. Also included is the scheduled and preventive maintenance of building property, system vehicles and fixed equipment.

Unrestricted Fund Summary	Actual 08-09	Approved 09-10	Approved 10-11	Approved Increase/ (Decrease)	% Change
07 Maintenance of Plant					
1 Salaries	\$3,137,036	\$3,170,856	\$3,141,527	(\$29,329)	-0.92%
2 Contracted Services	\$1,374,106	\$1,396,958	\$1,125,958	(\$271,000)	-19.40%
3 Supplies/Materials	\$1,334,773	\$1,323,203	\$1,089,580	(\$233,623)	-17.66%
4 Other Charges	\$178,001	\$191,000	\$185,050	(\$5,950)	-3.12%
5 Land, Bldg, Equip Additional	\$184,030	\$11,500	\$8,000	(\$3,500)	-30.43%
6 Land, Bldg, Equip Replacement	\$605,531	\$543,926	\$614,249	\$70,323	12.93%
	\$6,813,477	\$6,637,443	\$6,164,364	(\$473,079)	-7.13%
Restricted Fund Summary					
07 Maintenance of Plant					
2 Contracted Services	\$228,572	\$137,261	\$137,261	\$0	0.00%
3 Supplies/Materials	\$12,550	\$0	\$0	\$0	0.00%
4 Other Charges	\$0	\$112,343	\$10,000	(\$102,343)	-91.10%
	\$241,122	\$249,604	\$147,261	(\$102,343)	-41.00%

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
MAINTENANCE OF PLANT				
Positions				
1. Exempt	3.00	3.00	3.00	3.00
2. Non-Exempt	70.00	70.00	70.00	70.00
Total Positions	<u>73.00</u>	<u>73.00</u>	<u>73.00</u>	<u>73.00</u>
1 Salaries and Wages				
Regular Classified	\$2,839,019	\$2,875,723	\$2,835,118	\$3,001,118
Temporary Classified	6,750	10,000	22,000	\$22,000
Overtime Classified	72,283	60,000	60,000	60,000
Longevity Classified	12	0	0	0
Vacation Pay-Off	14,363	15,000	15,000	15,000
Regular Professional	216,484	216,484	216,484	216,484
Classified Educational Add-Ons	3,660	4,075	3,725	3,725
Classified Insurance Opt-Out	2,016	2,620	1,310	1,310
Hiring Turnover (F.T.E.)	0	(42,375)	(42,375)	(30,375)
Object Total	<u>3,154,587</u>	<u>3,141,527</u>	<u>3,111,262</u>	<u>3,289,262</u>
2 Contracted Services				
Maintenance & Repair of Equipment	32,318	97,000	97,000	97,000
Maintenance & Repair of Vehicles	106,232	82,514	82,514	82,514
Printing & Binding	1	400	400	400
Rental of Business Machines	2,195	4,000	3,500	3,500
Asbestos Removal	8,950	15,000	15,000	15,000
Maintenance - Improvement to Grounds	730,107	29,000	32,000	32,000
Maintenance - Improvement to Buildings	1,176,859	837,044	900,270	900,270
Medical & Dental Fees	10	0	0	0
Vandalism Expenses	2,434	11,000	6,000	6,000
Other Contracted Services	134,026	50,000	50,000	50,000
Object Total	<u>2,193,132</u>	<u>1,125,958</u>	<u>1,186,684</u>	<u>1,186,684</u>
3 Supplies and Materials				
Office Supplies	2,734	4,000	4,000	4,000
Safety Clothing	12,563	16,000	14,000	14,000
Books and Periodicals	0	500	500	500
Vehicle Repair Supplies	58,679	53,500	53,000	53,000

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
MAINTENANCE OF PLANT - continued				
3 Supplies and Materials - continued				
Equipment Maintenance & Repair Supplies	45,665	90,000	89,000	89,000
Real Property Maint & Rep Supplies	1,002,580	823,380	799,450	799,450
Food	546	200	200	200
Security Systems Supplies	2,827	42,000	34,000	34,000
Sensitive Items Non-I.T.	49,422	0	0	0
Vandalism Supplies	2,507	10,000	10,000	10,000
Misc. Non-Instr. Mat'ls & Supplies	33,438	50,000	50,000	50,000
Object Total	1,210,961	1,089,580	1,054,150	1,054,150
4 Other Charges				
Local Mileage Reimbursement	0	150	150	150
License Fees	138	0	0	0
Gasoline	162,708	176,000	176,500	176,500
Dues	165	350	350	350
Subscriptions	121	150	150	150
Conferences & Trainings	2,120	6,900	12,050	12,050
Miscellaneous - Other Charges	550	1,500	1,500	1,500
Object Total	165,802	185,050	190,700	190,700
5 Equipment Additional				
Office Furniture & Equipment	0	0	1,000	1,000
Office Machines	0	0	500	500
Motor Vehicles	26,426	0	0	0
Machinery	5,500	0	0	0
Portable Tools & Equipment	0	8,000	4,500	4,500
Object Total	31,926	8,000	6,000	6,000
6 Equipment Replacement				
Motor Vehicles	267,366	0	0	0
Machinery/Johnson Controls Equipment	639,756	608,249	612,568	906,568
Portable Tools & Equipment	0	6,000	3,000	3,000
Window Shades/Draperies	(2,024)	0	0	0
Object Total	905,098	614,249	615,568	909,568
TOTAL MAINTENANCE OF PLANT	\$7,661,506	\$6,164,364	\$6,164,364	\$6,636,364

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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MAINTENANCE OF PLANT

1 Salaries and Wages				
Overtime Classified	\$3,476	\$0	\$0	\$0
Object Total	<u>3,476</u>	<u>0</u>	<u>0</u>	<u>0</u>
2 Contracted Services				
Asbestos Removal	\$3,478	\$0	\$0	0
Maintenance - Improvement to Buildings	0	137,261	137,261	287,261
Other Contracted Services	170,211	0	0	0
Object Total	<u>173,689</u>	<u>137,261</u>	<u>137,261</u>	<u>287,261</u>
4 Other Charges				
Miscellaneous - Other Charges	0	10,000	10,000	15,000
Object Total	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>15,000</u>
TOTAL MAINTENANCE OF PLANT	\$177,165	\$147,261	\$147,261	\$302,261

**Carroll County
Public Schools**

**FY 11/12 APPROVED
BUDGET FOR OPERATION
OF PLANT**

Section VIII

Carroll County Public Schools

Westminster, Maryland 21157

Operation of Plant

Category 06

Operation of plant includes all activities and costs associated with keeping the physical plants open, comfortable and safe for use. The following activities are included:

- **Warehousing and Distribution Services** - receiving, storing and distributing supplies, furniture, equipment, materials and mail.
- **Operating Services** - custodial costs related to maintaining the physical plant in a clean and orderly manner. Includes all utility costs for heating, lighting and cleaning of the buildings as well as costs for building rental, property insurance, care and upkeep of the grounds. Services related to technology installation and maintenance, contracted expenditures for system wide maintenance and repair of instructional equipment.
- **Supervision of Operation of Plant Services**- directing, managing and supervising the operation of plant facilities.
- **Care and Upkeep of Grounds and Buildings** - included are maintenance of the grounds and facilities, such as snow removal, landscaping, routine maintenance on furniture and movable equipment, utility services and custodial services.
- **Security Services** - activities concerned with maintaining order and safety in school buildings, on the grounds and in the vicinity of school. Included are police activities, traffic control, building alarm and surveillance equipment.

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
06 Operation of Plant					
1 Salaries	\$11,693,693	\$11,662,301	\$11,467,085	(\$195,216)	-1.67%
2 Contracted Services	\$2,676,489	\$2,885,450	\$2,881,902	(\$3,548)	-0.12%
3 Supplies/Materials	\$900,175	\$698,536	\$767,400	\$68,864	9.86%
4 Other Charges	\$9,009,934	\$10,883,568	\$10,526,578	(\$356,990)	-3.28%
5 Land, Bldg, Equip Additional	\$28,697	\$132,200	\$157,200	\$25,000	18.91%
6 Land, Bldg, Equip Replacement	\$390,607	\$0	\$10,000	\$10,000	100.00%
	\$24,699,595	\$26,262,055	\$25,810,165	(\$451,890)	-1.72%
Restricted Fund Summary					
06 Operation of Plant					
1 Salaries	\$17,141	\$0	\$0	\$0	0.00%
2 Contracted Services	\$352,918	\$5,475	\$501	(\$4,974)	-90.85%
3 Supplies/Materials	\$372,663	\$15,000	\$20,000	\$5,000	33.33%
4 Other Charges	\$208,492	\$21,000	\$26,000	\$5,000	23.81%
6 Land, Bldg, Equip Replacement	\$27,386	\$10,000	\$0	(\$10,000)	-100.00%
	\$978,600	\$51,475	\$46,501	(\$4,974)	-9.66%

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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OPERATION OF PLANT

Positions

1. Exempt	6.00	6.00	6.00	6.00
2. Non-Exempt	<u>297.10</u>	<u>297.10</u>	<u>293.10</u>	<u>288.10</u>
Total Positions	303.10	303.10	299.10	294.10

1 Salaries and Wages

Regular Classified	\$10,357,202	\$10,542,084	\$10,293,269	\$10,138,269
Temporary Classified	170,599	144,450	182,700	402,700
Overtime Classified	389,033	235,000	245,000	245,000
Longevity Classified	5,480	5,480	5,480	5,480
Classified Vacation Pay-Off	115,144	130,000	130,000	130,000
Regular Professional	473,303	473,303	473,302	473,302
Professional Educational Add-Ons	46,623	48,420	48,900	48,900
Classified Educational Add-Ons	2,500	2,500	2,500	2,500
Security Guards	125,814	119,700	122,100	122,100
Insurance Opt-Out	7,995	8,040	5,510	5,510
Hiring Turnover (F.T.E.)	0	(46,676)	(46,676)	(106,676)
Object Total	<u>11,693,693</u>	<u>11,662,301</u>	<u>11,462,085</u>	<u>11,467,085</u>

2 Contracted Services

Maintenance & Repair of Equipment	642,473	869,479	766,331	766,331
Printing & Binding	179	800	300	300
Rental of Business Machines	2,948	2,721	2,721	2,721
Audio Visual Repair	3,255	6,250	6,250	6,250
Asbestos Removal	19,485	25,000	23,000	23,000
Cleaning Services	309,140	244,500	274,500	274,500
Laundry & Cleaning	0	300	0	0
Rental of Building & Office Space	1,434,508	1,550,000	1,552,400	1,552,400
Other Contracted Services	<u>264,501</u>	<u>186,400</u>	<u>256,400</u>	<u>256,400</u>
Object Total	2,676,489	2,885,450	2,881,902	2,881,902

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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OPERATION OF PLANT - continued

3 Supplies and Materials				
Office Supplies	56,293	22,500	17,500	17,500
Clothing & Footwear	23,947	32,000	33,000	33,000
Custodial Materials	524,318	444,900	510,500	510,500
Books and Periodicals	0	406	150	150
Equipment Maintenance & Repair Supplie	80,252	86,350	94,750	94,750
Real Prop Maint & Rep Supplies	740	2,100	2,700	2,700
Food	2,758	600	600	600
Computer Repair Supplies	23,842	60,000	30,000	30,000
Audio-Visual Repair Supplies	8,491	14,000	12,000	12,000
Computer Equipment < \$5,000	40,243	0	5,000	5,000
Sensitive Items - Non-I.T.	106,685	11,480	37,000	37,000
Misc. Non-Instr. Mat'ls & Supplies	32,606	24,200	24,200	24,200
Object Total	<u>900,175</u>	<u>698,536</u>	<u>767,400</u>	<u>767,400</u>
4 Other Charges				
Local Mileage Reimbursement	30,671	20,500	35,350	35,350
License Fees	29,489	1,000	15,000	15,000
Communications	128,400	307,500	307,500	307,500
Heating Fuels	698,678	1,163,692	1,163,692	1,071,000
Gasoline	60	0	0	0
Gas, Electricity and Steam	7,052,552	8,066,044	8,044,152	7,747,852
Dues	395	710	710	710
Subscriptions	230	504	50	50
Water and Sewage	731,165	908,136	930,028	919,020
Conferences & Trainings	718	16,850	16,100	16,100
Insurance - Property/Fire	314,761	346,832	362,196	362,196
Insurance - Self-Insurance (Property)	18,690	50,000	50,000	50,000
Miscellaneous - Other Charges	4,125	1,800	1,800	1,800
Object Total	<u>9,009,934</u>	<u>10,883,568</u>	<u>10,926,578</u>	<u>10,526,578</u>

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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OPERATION OF PLANT - continued

5 Equipment Additional				
Data Processing Equipment	8,187	0	50,000	50,000
Portable Tools & Equipment	8,738	7,200	7,200	7,200
Audio/Visual Furn. & Equip.	11,772	125,000	100,000	100,000
Object Total	<u>28,697</u>	<u>132,200</u>	<u>157,200</u>	<u>157,200</u>
6 Equipment Replacement				
Data Processing Equipment	0	0	10,000	10,000
Motor Vehicles	170,528	0	0	0
Portable Tools & Equipment	220,079	0	0	0
Object Total	<u>390,607</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>
 TOTAL OPERATION OF PLANT	 \$24,699,595	 \$26,262,055	 \$26,205,165	 \$25,810,165

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
OPERATION OF PLANT				
1 Salaries and Wages				
Overtime Classified	\$17,141	\$0	\$0	\$0
Object Total	<u>17,141</u>	<u>0</u>	<u>0</u>	<u>0</u>
2 Contracted Services				
Maintenance & Repair of Equipment	\$132,043	\$5,475	\$501	\$501
Other Contracted Services	220,875	0	0	0
Object Total	<u>352,918</u>	<u>5,475</u>	<u>501</u>	<u>501</u>
3 Supplies and Materials				
Equipment Maintenance & Repair Supplies	490	0	0	0
Computer Repair Supplies	2,995	0	0	0
General Supplies	23,604	0	0	0
Computer Equipment <\$5,000	343,074	15,000	0	0
Sensitive Items Non-I.T.	1,964	0	0	0
Other Non-Instr Supp & Matl	536	0	0	20,000
Object Total	<u>372,663</u>	<u>15,000</u>	<u>0</u>	<u>20,000</u>
4 Other Charges				
License Fees	208,492	0	0	0
Miscellaneous - Other Charges	0	21,000	21,000	26,000
Object Total	<u>208,492</u>	<u>21,000</u>	<u>21,000</u>	<u>26,000</u>
6 Equipment Replacement				
Data Processing Equipment	27,386	10,000	0	0
Object Total	<u>27,386</u>	<u>10,000</u>	<u>0</u>	<u>0</u>
TOTAL OPERATION OF PLANT	\$978,600	\$51,475	\$21,501	\$46,501

Carroll County Public Schools

APPROVED FY 12 CIP BUDGET & FY 13-17 CIP PLAN

Section IX

APPROVED FY 2012 CAPITAL IMPROVEMENT PROGRAM BUDGET

Grades		Prior Authorization/Allocation			Fiscal Year 2012 Budget			Total Funding Rec'd
		State	County	Total	State	Approval Rec'd For	County	
9-12	Westminster HS HVAC Replacement	\$ 13,191,000	\$ 11,423,000	\$ 24,614,000	\$ 2,070,000	(SR)		\$ 2,070,000 ¹
K-5	Hampstead ES HVAC Replacement	\$ 600,000	\$ 1,050,000	\$ 1,650,000	\$ 667,000	(SR)		\$ 667,000 ¹
K-5	Freedom ES Roof Replacement		\$ 110,000	\$ 110,000	\$ 850,000	(SR)	\$ 670,000 (C)	\$ 1,520,000
6-8	Mt. Airy MS Replacement		\$ 13,050,000	\$ 13,050,000	\$ 12,775,000	(P & C)	\$ 3,950,000 (C)	\$ 16,725,000
6-8	Northwest MS Open Space Enclosures				\$ 944,000	(C)		\$ 944,000 ¹
PreK-5	William Winchester ES Roof Replacement						\$ 75,000 (P)	\$ 75,000
6-8	West MS Roof Replacement						\$ 235,000 (P)	\$ 235,000
K-5	Freedom ES Heat Plant Conversion						\$ 205,000 (P)	\$ 205,000
	Paving		\$ 300,000	\$ 300,000			\$ 310,000 (C)	\$ 310,000
	Roofing Improvements		\$ 135,000	\$ 135,000			\$ 140,000 (C)	\$ 140,000
	Transfer to Operating Budget For BOE Debt Service						\$ 11,550,000	\$ 11,550,000
		\$ 13,791,000	\$ 26,068,000	\$ 39,859,000	\$ 13,625,000		\$ 17,135,000	\$ 30,760,000

¹ This State funding is not included in the *Adopted Budget Community Investment Plan Detail Fiscal Years 2012-2017*

Legend

- (S) = HVAC Scope Study
- (FS) = PSCP Required Feasibility Study
- (P) = Planning Approval [State] or Planning Funds [County]
- (SR) = Systemic Renovation
- (C) = Construction Funding
- (E) = Furniture & Equipment Funds

APPROVED FY 2013-2017 CAPITAL IMPROVEMENT PROGRAM PLAN

Project Title	FY2013		FY2014		FY2015		FY2016		FY2017		Total
	State	Local	State	Local	State	Local	State	Local	State	Local	
Wm. Winchester Roof Replacement	\$ 555,000	\$440,000									\$ 995,000
West Middle Roof Replacement	\$ 1,791,000	\$1,409,000									\$ 3,200,000
Freedom Heat Plant Conversion	\$ 1,547,000	\$1,183,000									\$ 2,730,000
Annual Requests											
Paving		\$ 315,000		\$ 330,000		\$ 340,000		\$ 350,000		\$ 360,000	\$ 1,695,000
Roofing Improvements		\$ 145,000		\$ 150,000		\$ 155,000		\$ 160,000		\$ 165,000	\$ 775,000
HVAC-Replacements			\$ 1,540,250	\$1,234,750	\$ 1,610,400	\$1,279,600	\$ 1,677,500	\$ 1,322,500	\$ 1,744,600	\$ 1,365,400	\$ 11,775,000
Roof Replacements			\$ 58,289	\$47,691	\$ 1,166,424	\$954,347	\$ 1,270,000	\$ 1,037,500	\$ 1,300,000	\$ 1,066,000	\$ 6,900,251
Transfer to Operating Budget For BOE Debt Service		\$11,810,169		\$12,743,783		\$13,483,852		\$ 13,499,966		\$ 12,910,135	\$ 64,447,905
	\$ 3,893,000	\$15,302,169	\$ 1,598,539	\$14,506,224	\$ 2,776,824	\$16,212,799	\$ 2,947,500	\$16,369,966	\$ 3,044,600	\$15,866,535	\$ 92,518,156