

**COMPREHENSIVE
MAINTENANCE PLAN FOR
EDUCATIONAL FACILITIES**



CARROLL COUNTY PUBLIC SCHOOLS

October 2008

BOARD OF EDUCATION OF CARROLL COUNTY

Cynthia L. Foley
President

Barbara Shreeve
Vice-president

Gary W. Bauer
Member

Patricia Gadberry
Member

Virginia Harrison
Member

Lauren Murphy Hickey
Student Representative

Michael D. Zimmer
County Commissioners, Ex-Officio

Charles I. Ecker
Superintendent of Schools

MAINTENANCE DEPARTMENT
ORGANIZATIONAL CHART 2008

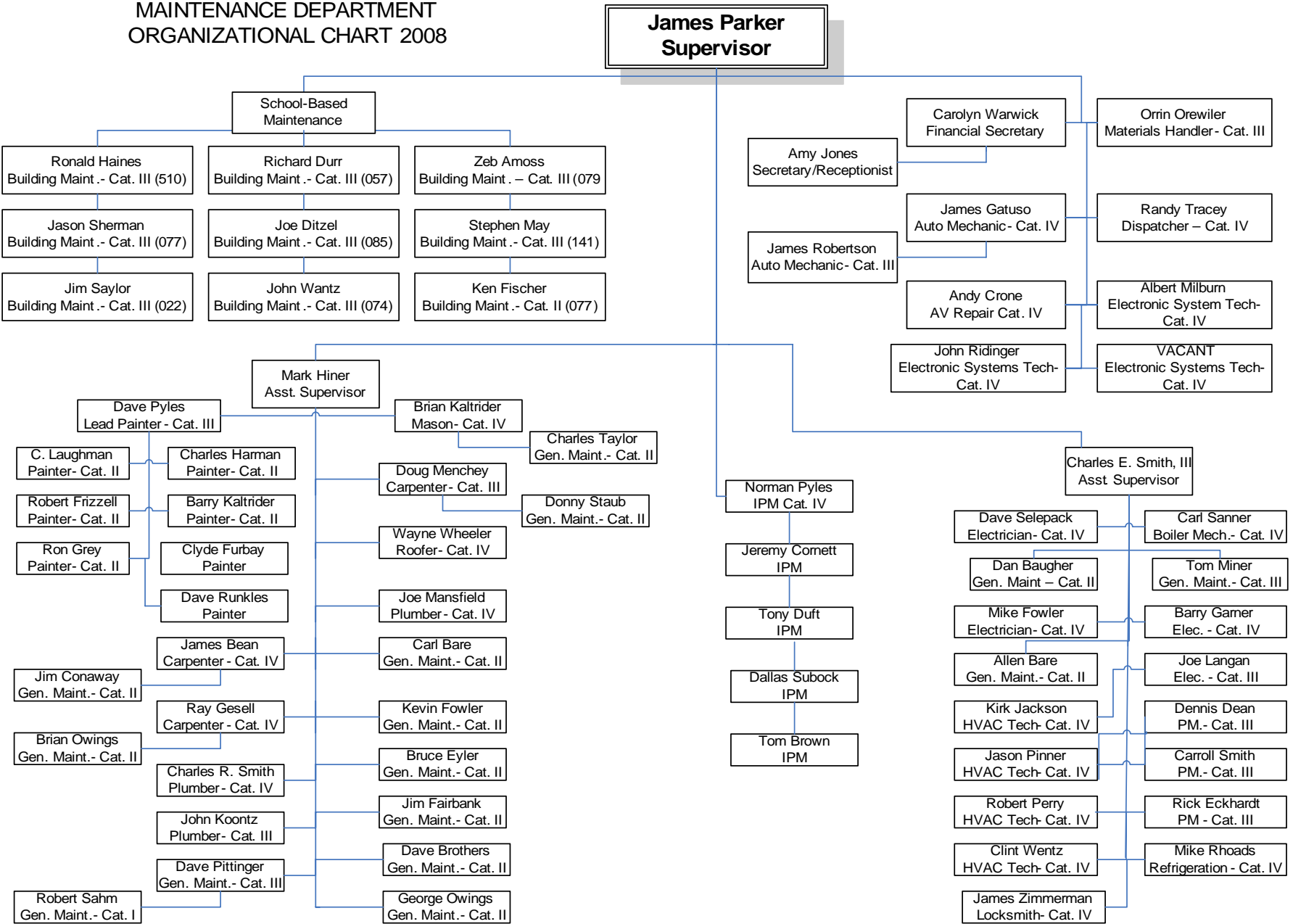


TABLE OF CONTENTS

Section	Description
	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 08/09 Approved Budget for Maintenance of Plant
VIII.	FY 08/09 Approved Budget for Operation of Plant
IX.	FY 09/10 Proposed Capital Budget for Maintenance of Plant and School Construction
X.	Vehicle Maintenance
XI.	Summary of Schools and Staffing

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 \$733,096,822.00. 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.

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 availability of 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 less 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 saving 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 a 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 are intended to reflect scheduled service standards and routine preventive maintenance procedures.

7. **OPERATIONAL CONSIDERATIONS (PREVENTIVE MAINTENANCE)**

The plant operations component in the individual school (often referred to as Building Custodial Services) is an important consideration in assessing overall maintenance levels and determining costs associated with building maintenance. An effective building operations function should compliment and interface with the centralized plant maintenance function to provide an overall effective plant maintenance program. Carroll County Public Schools 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 repair to av equipment.
- .. Preventive Maintenance.
- .. Maintenance and repairs to fire and security systems.
- .. Hardware maintenance and repairs.
- .. Utilize an electronic computerized maintenance requisitioning system

Approximately 73% 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 develop 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 area:

- .. 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 organizational 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 of the buildings 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 healthy 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

**MAINTENANCE
SCHEDULING CHARTS**

SECTION II

MAINTENANCE PROGRAM

(Annual maintenance tasks and custodial 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 & 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 & Insulation

SECURITY

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

FIRE PROTECTION

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

INSPECTIONS

Elevators & chairlifts
Fire protection systems
Health dept
Boiler & pressure vessel
Indoor Air Quality

SCHEDULED 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 Conditioning 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	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980															T		
Carrolltowne Elementary	1976				O							T						
Charles Carroll Elementary	1929			O					T				T					
Cranberry Station	1999	1999																2025
Elmer Wolfe Elementary	1998	1998																2024
Freedom Elementary	1955								T/D				T					
Friendship Valley Elementary	1991			O/D														2022
Hampstead Elementary	1986					D			S/G/D			S/G						
Linton Springs	1998	1998																2024
Manchester Elementary	1989					D				S/G/D				S/G				
Mechanicsville Elementary	Rv-1994						O											2020
Mt Airy Elementary	Rv-1986								O							T		2015
Parr's Ridge Elementary	2005	2005					N											
Piney Ridge Elementary	1991							O/D	T					T				
Runnymede Elementary	1994								O									2017
Sandymount Elementary	Rv-1992						O											2018
Spring Garden Elementary	1991								O								S	
Taneytown Elementary	Rv-1995										O							2020
Westminster Elementary	1976									O								2018
William Winchester Elementary	1962														S			
Winfield Elementary	Rv-1992				S/D			S	T									
Eldersburg Elementary	1970	N/A																
Robert Moton Elementary	1976	N/A																
MIDDLE SCHOOLS																		
East Middle	Rv-1975						O						T					
Mt Airy Middle	1958	2005					N											
New Windsor Middle	1995	1995					O											2025
North Carroll Middle	Rv-2005						N											
Northwest Middle	1976			O											S			
Oklahoma Road Middle	1997	1997																2022
Shiloh Road Middle	2000	2000																2030
Sykesville Middle	Rv-1984					O												2016
West Middle	1958	2005					N											
HIGH SCHOOLS																		
Century High	2001	2001	N															2031
Francis Scott Key High	Rv-1999	1999									S							Auditorium Only
Liberty High	1980						O										S	
North Carroll High	1976					N												
South Carroll High	1967			S/G/D				S/G/D										
Winters Mill	2002	2002		N														2037
Carroll County Career & Tech	1971	N/A																
Westminster High	1971	N/A																
Gateway School	2003	2003			N													
T - Total Replace O - Overhaul S - Scheduled Replace N - New G - Gas Conversion D - Deferred																		

CHART B

CENTRAL CHILLER OVERHAUL / REPLACEMENT

	YR BUILT	New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS	
ELEMENTARY SCHOOLS																			
Carroll Springs School	1980							O	N										
Carrolltowne Elementary	1976	1998							O										
Cranberry Station Elementary	1999	1999									O								
Elmer Wolfe Elementary	1998	1998						O											
Friendship Valley Elementary	1991				O								O						
Hampstead Elementary	1986	1996						O											
Linton Springs	1998	1998								O									
Mechanicsville Elementary	Rv-1994					O													
Mt Airy Elementary	Rv-1986	1995					O												
Parr's Ridge Elementary	2005	2005					N												
Piney Ridge Elementary	1991					O													
Runnymede Elementary	1994					O					O								
Sandymount Elementary	Rv-1992			O								O							
Spring Garden Elementary	1991		O																
Taneytown Elementary	Rv-1995	1995					O												
Winfield Elementary	Rv-1992			O						O									
Charles Carroll Elementary	1929	N/A																	
Eldersburg Elementary	1970	N/A																	
Freedom Elementary	1955	N/A																	
Manchester Elementary	1990	N/A																	
Robert Moton Elementary	1976	N/A																	
Westminster Elementary	1976	N/A																	
William Winchester Elementary	1962	N/A																	
MIDDLE SCHOOLS																			
East Middle	Rv-1975							O					T						
New Windsor Middle	1995	1995						O										O	
North Carroll Middle	Rv-2005	2005					T/N												
Northwest Middle	1976	1999				T													
Oklahoma Road Middle	1996	1996							O										
Shiloh Road Middle	2000	2000										O							
Sykesville Middle	Rv-1984	2004				N												O	
Mt Airy Middle	1958	N/A																	
West Middle	1958	N/A						N/D		N									
HIGH SCHOOLS																			
Carroll County Career & Tech	1971	1998							O										New Chiller - 1998
Century High	2001	2001	N							O									
Francis Scott Key High	1999	1999				O												O	
Liberty High	1980			O		T												O	
North Carroll High	1976					T												O	
South Carroll High	1967							O						S					Auditorium Only
Westminster High	1971	1998				O			T										New Chiller - 1997, 1998
Winter's Mill High	2002	2002		N							O								
Gateway School	2003	N/A																	
T - Total Replace O - Overhaul S - Scheduled Replace N - New D - Deferred																			

CHART C																		
ROOFTOP AIR CONDITIONING UNIT REPLACEMENT																		
	YR BUILT	New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS
ELEMENTARY SCHOOLS																		
Charles Carroll Elementary	1929	2005					N											
Cranberry Station Elementary	1999	1999																
Eldersburg Elementary	1970																	
Freedom Elementary	1975	2005		T			T											Complete school a/c
Hampstead Elementary	1986											S/G						
Linton Springs	1998	1998																
Manchester Elementary	1990													S/G				
Mt Airy Elementary	Rv-1986										S							
Robert Moton Elementary	1976						S											
Sandymount Elementary	Rv-1992																	
Spring Garden Elementary	1991																	
Westminster Elementary	1976				T													
William Winchester Elementary	1962	2005					N											
Carroll Springs School	1980	N/A																
Carrolltowne Elementary	1976	N/A																
Elmer Wolfe Elementary	1998	N/A																
Friendship Valley Elementary	1991	N/A																
Mechanicsville Elementary	Rv-1994	N/A																
Parr's Ridge Elementary	2005	N/A																
Piney Ridge Elementary	1991	N/A																
Runnymede Elementary	1994	N/A																
Taneytown Elementary	Rv-1995	N/A																
Winfield Elementary	Rv-1992	N/A																
MIDDLE SCHOOLS																		
Mt Airy Middle	1981						T											
New Windsor Middle	1995	1995																
North Carroll Middle (ADDITION)	1991							N										
Oklahoma Road Middle	1996	1996																
Shiloh Road Middle	2000	2000																
Sykesville Middle	Rv-1984	2004			D	N												
West Middle	1996	1996						N/O										
East Middle	Rv-1975	N/A																
Northwest Middle	1976	N/A																
HIGH SCHOOLS																		
Carroll County Career & Tech	1987																	
Century High	2001	2001	N															
Francis Scott Key High (ADDITION)	Rv-1999	1999								O								
South Carroll High	1972	1999																
Winter's Mill High	2002	2002		N														
Liberty High	1980	N/A																
North Carroll High	1976	N/A																
Westminster High	1971	N/A																
Gateway School	2003	N/A																
T - Total Replace O - Overhaul S- Scheduled Replace N - New G - Gas conversion D - Deferred																		

CHART D																		
TENNIS COURT MAINTENANCE																		
	YR BUILT	New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS
ELEMENTARY SCHOOLS																		
Charles Carroll Elementary	1929																	
Carroll Springs School	1980	N/A																
Carrolltowne Elementary	1976	N/A																
Cranberry Station Elementary	1999	N/A																
Eldersburg Elementary	1970	N/A																
Elmer Wolfe Elementary	1998	N/A																
Freedom Elementary	1955	N/A																
Friendship Valley Elementary	1991	N/A																
Hampstead Elementary	1986	N/A																
Linton Springs	1998	N/A																
Manchester Elementary	1990	N/A																
Mechanicsville Elementary	Rv-1994	N/A																
Mt Airy Elementary	Rv-1986	N/A																
Parr's Ridge Elementary	2005	N/A																
Piney Ridge Elementary	1991	N/A																
Robert Moton Elementary	1976	N/A																
Runnymede Elementary	1994	N/A																
Sandymount Elementary	Rv-1992	N/A																
Spring Garden Elementary	1991	N/A																
Taneytown Elementary	Rv-1995	N/A																
Westminster Elementary	1976	N/A																
William Winchester Elementary	1962	N/A																
Winfield Elementary	Rv-1992	N/A																
MIDDLE SCHOOLS																		
East Middle	Rv-1975	N/A																
Mt Airy Middle	1958	N/A																
New Windsor Middle	1995	N/A																
North Carroll Middle	1956	N/A																
Northwest Middle	1976	N/A																
Oklahoma Road Middle	1996	N/A																
Shiloh Road Middle	2000	N/A																
Sykesville Middle	Rv-1984	N/A																
West Middle	1958	N/A																
HIGH SCHOOLS																		
Century High	2001	2001	N					S										
Francis Scott Key High	Rv-1999			S	P					S								
Liberty High	1980				T					S								
North Carroll High	1976				T					S								
South Carroll High	1967				T					S								
Westminster High	1971				S/T					S								
Winter's Mill High	2002	2002		N				S										
Carroll County Career & Tech	1987	N/A																
Gateway School	2003	N/A																
T - Total Replace S - Scheduled Replace N - New P - Partial D - Deferred																		

CHART E																		
PARKING LOT RESURFACING																		
	YR BUILT	New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980		S			P												
Carrolltowne Elementary	1976		S/D								S/D	S						
Charles Carroll Elementary	1929							P		D		S/D	S					
Cranberry Station Elementary	1999	1999																
Eldersburg Elementary	1970				P	P									S/D	S		
Elmer Wolfe Elementary	1998	1998																
Freedom Elementary	1955		S							D		S/D	S					
Friendship Valley Elementary	1991	1991																
Hampstead Elementary	1986				P			P		S/D	S							
Linton Springs	1998	1998																
Manchester Elementary	1990	1990									S/D				S/D	S		
Mechanicsville Elementary	Rv-1994		P															S
Mt Airy Elementary	Rv-1986																	
Parr's Ridge Elementary	2005	2005					N											
Piney Ridge Elementary	1991	1991		P			P/D		P									
Robert Moton Elementary	1976					P							S/D	S				
Runnymede Elementary	1994	1994			P													
Sandymount Elementary	Rv-1992	1992																
Spring Garden Elementary	1991																	
Taneytown Elementary	Rv-1995																	
Westminster Elementary	1976					P								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				P		S											
Mt Airy Middle	1958						S/D				S/D	S						
New Windsor Middle	1995												S/D	S				
North Carroll Middle	1956					T												
Northwest Middle	1976				P										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		P		P	S/D				S/D	S							
HIGH SCHOOLS																		
Carroll County Career & Tech	1987				P	P			S/D	S								
Century High	2001	2001	N															
Francis Scott Key High	Rv-1999	1999			P/D			S			S/D	S						
Liberty High	1980					P		S/D						S/D	S			
North Carroll High	1976					P			S/D			S/D	S					
South Carroll High	1967					T												
Westminster High	1971				P	P		S/P		S								
Winter's Mill	2002	2002		N														
Gateway School	2003	2003			N													
T - Total Replace S - Scheduled Replace N - New P - Partial D - Deferred																		

CHART F																		
EXTERIOR PAINTING - 10 YEAR PAINT CYCLE																		
	YR BUILT	New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980												S					
Carrolltowne Elementary	1976		S										S					
Charles Carroll Elementary	1929			S										S/D				2016
Cranberry Station Elementary	1999	1999									S							
Eldersburg Elementary	1970						S											S
Elmer Wolfe Elementary	1998	1998								S								
Freedom Elementary	1955					S/D		S										
Friendship Valley Elementary	1991					S												S
Hampstead Elementary	1986					S/D	S											S
Linton Springs	1998	1998							S									
Manchester Elementary	1990				S											S		
Mechanicsville Elementary	Rv-1994	1995					S											S
Mt Airy Elementary	Rv-1986			S										S				
Parr's Ridege Elementary	2005	2005					N											S
Piney Ridge Elementary	1991					S												S
Robert Moton Elementary	1976					S												S
Runnymede Elementary	1994	1994			S													
Sandymount Elementary	Rv-1992				S											S		
Spring Garden Elementary	1991					S												S
Taneytown Elementary	Rv-1995							S										
Westminster Elementary	1976						S											S
William Winchester Elementary	1962					S												S
Winfield Elementary	Rv-1992				S											S		
MIDDLE SCHOOLS																		
East Middle	Rv-1975						S/D			S								
Mt Airy Middle	1958					S/D	S											
New Windsor Middle	1995	1995					S											S
North Carroll Middle	1956					S	S											S
Northwest Middle	1976								S									
Oklahoma Road Middle	1997	1997			S											S		
Shiloh Road Middle	2000	2000					S											S
Sykesville Middle	Rv-1984						S/D	S			S							
West Middle	1958								S									
HIGH SCHOOLS																		
Carroll County Carreer & Tech	1987									S								
Century High	2001	2001	N										S					
Francis Scott Key High	Rv-1999	1999									S							
Liberty High	1980					S												S
North Carroll High	1976		S									S						S
South Carroll High	1967				S/D		S											
Westminster High	1971		S								S							
Winter's Mill High	2002	2002		N										S				
Maintenance shop	1962				S													
Gateway School	2003	2003			N													
S - Scheduled N - New D - Deferred																		

CHART G																		
INTERIOR PAINTING - 10 YEAR PAINT CYCLE																		
	YR BUILT	New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980												S					
Carrolltowne Elementary	1976						S										S	
Charles Carroll Elementary	1929			S				T										
Cranberry Station Elementary	1999	1999								S								
Eldersburg Elementary	1970						S										S	
Elmer Wolfe Elementary	1998	1998								S								
Freedom Elementary	1955		S										S					
Friendship Valley Elementary	1991					S											S	
Hampstead Elementary	1986						S											
Linton Springs	1998	1998								S								
Manchester Elementary	1990				S										S			
Mechanicsville Elementary	Rv-1994						S											S
Mt Airy Elementary	Rv-1986				S												S	
Parr's Ridge Elementary	2005	2005						N										S
Piney Ridge Elementary	1991			S										S				
Robert Moton Elementary	1976				S										S			
Runnymede Elementary	1994					S											S	
Sandymount Elementary	Rv-1992			S										S				
Spring Garden Elementary	1991			S										S				
Taneytown Elementary	Rv-1995					S												S
Westminster Elementary	1976								S									
William Winchester Elementary	1962					S												S
Winfield Elementary	Rv-1992				S										S			
MIDDLE SCHOOLS																		
East Middle	Rv-1975							S		S								
Mt Airy Middle	1958												S					
New Windsor Middle	1995	1995					S											S
North Carroll Middle	1956					S	S											S
Northwest Middle	1976								S									
Oklahoma Road Middle	1997	1997							S									
Shiloh Road Middle	2000	2000									S							
Sykesville Middle	Rv-1984								S									
West Middle	1958											S						
HIGH SCHOOLS																		
Carroll County Career & Tech	1987						S/D	S										
Century High	2001	2001	N									S						
Francis Scott Key High	Rv-1999										S						S	
Liberty High	1980					S												S
North Carroll High	1976												S					
South Carroll High	1967							S										
Westminster High	1971									S								
Winters Mill High	2002	2002		N										S				
Maintenance shop	1962					S												
Gateway School	2003	2003			N										S			
S - Scheduled N - New D - Deferred																		

CHART H

		GYM FLOOR REFINISHING																
	YR BUILT	New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980		S						S/D			S						
Linton Springs	1998	1998									S							
Manchester Elementary	1990				S										S			
Mechanicsville Elementary	Rv-1994									S								
Parr's Ridge Elementary	2005	2005					N											
Carrolltowne Elementary	1976	N/A																
Charles Carroll Elementary	1929	N/A																
Cranberry Station Elementary	1999	N/A																
Eldersburg Elementary	1970	N/A																
Elmer Wolfe Elementary	1998	N/A																
Freedom Elementary	1955	N/A																
Friendship Valley Elementary	1991	N/A																
Hampstead Elementary	1986	N/A																
Mt Airy Elementary	Rv-1986	N/A																
Piney Ridge Elementary	1991	N/A																
Robert Moton Elementary	1976	N/A																
Runnymede Elementary	1994	N/A																
Sandymount Elementary	Rv-1992	N/A																
Spring Garden Elementary	1991	N/A																
Taneytown Elementary	Rv-1995	N/A																
Westminster Elementary	1976	N/A																
William Winchester Elementary	1962	N/A																
Winfield Elementary	Rv-1992	N/A																
MIDDLE SCHOOLS																		
East Middle	Rv-1975									S/D		S						
Mt Airy Middle	1958			S/D						S								
New Windsor Middle	1995	1995									S							
North Carroll Middle	1956					T												S
Oklahoma Road Middle	1997	1997											S					
Shiloh Road Middle	2000	2000											S					
Sykesville Middle	Rv-1984					S/D		S										
West Middle	1958							T	S									
Northwest Middle	1976	N/A																
HIGH SCHOOLS																		
Century High	2001	2001	N										S					
Francis Scott Key High	Rv-1999			S/D								S						
Liberty High	1980					S												S
North Carroll High	1976		S												S			
South Carroll High	1967					S/D		S										06 Auxiliary Gym
Westminster High	1971						S/D			S								06 Auxiliary Gym
Winter's Mill High	2002	2002		N														
Carroll County Career & Tech	1987	N/A																
Gateway School	2003	N/A																
T - Total Refinish S - Scheduled Refinish N - New D - Deferred																		

CHART H

GYM FLOOR REFINISHING

	YR BUILT	New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980		S						S/D			S						
Linton Springs	1998	1998									S							
Manchester Elementary	1990				S										S			
Mechanicsville Elementary	Rv-1994									S								
Parr's Ridge Elementary	2005	2005					N											
Carrolltowne Elementary	1976	N/A																
Charles Carroll Elementary	1929	N/A																
Cranberry Station Elementary	1999	N/A																
Eldersburg Elementary	1970	N/A																
Elmer Wolfe Elementary	1998	N/A																
Freedom Elementary	1955	N/A																
Friendship Valley Elementary	1991	N/A																
Hampstead Elementary	1986	N/A																
Mt Airy Elementary	Rv-1986	N/A																
Piney Ridge Elementary	1991	N/A																
Robert Moton Elementary	1976	N/A																
Runnymede Elementary	1994	N/A																
Sandymount Elementary	Rv-1992	N/A																
Spring Garden Elementary	1991	N/A																
Taneytown Elementary	Rv-1995	N/A																
Westminster Elementary	1976	N/A																
William Winchester Elementary	1962	N/A																
Winfield Elementary	Rv-1992	N/A																
MIDDLE SCHOOLS																		
East Middle	Rv-1975								S/D	S								
Mt Airy Middle	1958			S/D						S								
New Windsor Middle	1995	1995									S							
North Carroll Middle	1956					T												S
Oklahoma Road Middle	1997	1997											S					
Shiloh Road Middle	2000	2000											S					
Sykesville Middle	Rv-1984					S/D		S										
West Middle	1958							T	S									
Northwest Middle	1976	N/A																
HIGH SCHOOLS																		
Century High	2001	2001	N										S					
Francis Scott Key High	Rv-1999			S/D							S							
Liberty High	1980					S												S
North Carroll High	1976		S											S				
South Carroll High	1967					S/D		S										
Westminster High	1971						S/D			S								
Winter's Mill High	2002	2002		N														
Carroll County Career & Tech	1987	N/A																
Gateway School	2003	N/A																
T - Total Refinish S - Scheduled Refinish N - New D - Deferred																		

CHART I																		
RUNNING TRACK OVERLAY																		
	YR BUILT	New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS
ELEMENTARY SCHOOLS																		
<i>Carroll Springs School</i>	1980	N/A																
<i>Carrolltowne Elementary</i>	1976	N/A																
<i>Charles Carroll Elementary</i>	1929	N/A																
<i>Cranberry Station Elementary</i>	1999	N/A																
<i>Eldersburg Elementary</i>	1970	N/A																
<i>Elmer Wolfe Elementary</i>	1998	N/A																
<i>Freedom Elementary</i>	1955	N/A																
<i>Friendship Valley Elementary</i>	1991	N/A																
<i>Hampstead Elementary</i>	1986	N/A																
<i>Linton Springs</i>	1998	N/A																
<i>Manchester Elementary</i>	1990	N/A																
<i>Mechanicsville Elementary</i>	Rv-1994	N/A																
<i>Mt Airy Elementary</i>	Rv-1986	N/A																
<i>Parr's Ridge Elementary</i>	2005	N/A																
<i>Piney Ridge Elementary</i>	1991	N/A																
<i>Robert Moton Elementary</i>	1976	N/A																
<i>Runnymede Elementary</i>	1994	N/A																
<i>Sandymount Elementary</i>	Rv-1992	N/A																
<i>Spring Garden Elementary</i>	1991	N/A																
<i>Taneytown Elementary</i>	Rv-1995	N/A																
<i>Westminster Elementary</i>	1976	N/A																
<i>William Winchester Elementary</i>	1962	N/A																
<i>Winfield Elementary</i>	Rv-1992	N/A																
MIDDLE SCHOOLS																		
<i>East Middle</i>	Rv-1975	N/A											S					
<i>Mt Airy Middle</i>	1958	N/A																
<i>New Windsor Middle</i>	1995	N/A																
<i>North Carroll Middle</i>	1956	N/A																
<i>Northwest Middle</i>	1976	N/A																
<i>Oklahoma Road Middle</i>	1997	N/A																
<i>Shiloh Road Middle</i>	2000	N/A																
<i>Sykesville Middle</i>	Rv-1984	N/A																
<i>West Middle</i>	1958	N/A																
HIGH SCHOOLS																		
<i>Century High</i>	2001	2001	N											S				
<i>Francis Scott Key High</i>	Rv-1999				T					S								
<i>Liberty High</i>	1980				T					S								
<i>North Carroll High</i>	1976			S/D	T					S								
<i>South Carroll High</i>	1967				T					S								
<i>Westminster High</i>	1971		S/D		T					S								
<i>Winter's Mill</i>	2002	2002		N										S				
<i>Carroll County Career & Tech</i>	1987	N/A																
<i>Gateway School</i>	2003	N/A																
T - Total Replace S - Scheduled Replace N - New D - Deferred																		

CHART J

ROOF REPLACEMENT																		
	YR BUILT	New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS
ELEMENTARY SCHOOLS																		
Carroll Springs School	1980															T		
Carrolltowne Elementary	1976	1994								P		S/D						2019
Charles Carroll Elementary	1929																	2016
Cranberry Station Elementary	1999	1999																2020
Eldersburg Elementary	1970	1983																2020
Elmer Wolfe Elementary	1998	1998																2023
Freedom Elementary	1955	1987		P					S/D		S/D		S					
Friendship Valley Elementary	1991	1991																2018
Hampstead Elementary	1986	1986											T					
Linton Springs	1998	1998																2020
Manchester Elementary	1990	1990															T	
Mechanicsville Elementary	Rv-1994	1994																2019
Mt Airy Elementary	Rv-1986	1987				P	P					S						2004 - Gym Roof Replaced
Parr's Ridge Elementary	2005	2005					N											2030
Piney Ridge Elementary	1991	1991																2018
Robert Moton Elementary	1976	1996																2021
Runnymede Elementary	1994	1994																2020
Sandymount Elementary	Rv-1992	1992		P														2020
Spring Garden Elementary	1991	1991																2019
Taneytown Elementary	Rv-1995	1995																2023
Westminster Elementary	1976	1990																2016
William Winchester Elementary	1962	1987														S		
Winfield Elementary	Rv-1992	1992							S/D				S/D					Gym2019
MIDDLE SCHOOLS																		
East Middle	Rv-1975	1993																2019
Mt Airy Middle	1958	2008							S	N								Over Front Wing
New Windsor Middle	1995	1995																2020
North Carroll Middle	1956	1998				S/D												2029
Northwest Middle	1976	2001	N					N										2025
Oklahoma Road Middle	1997	1997																2022
Shiloh Road Middle	2000	2000																2024
Sykesville Middle	Rv-1984	2007							N									
West Middle	1958	1986												S				
HIGH SCHOOLS																		
Carroll County Career & Tech	1987	1990													T			
Century High	2001	2001	N															2021
Francis Scott Key High	1958	1999						S		P								Auditorium & Gym
Liberty High	1980	2001	N															2026
North Carroll High	1976	2002		N														2029
South Carroll High	1967	1990			P													2017
Westminster High	1971	1992																2021
Winters Mill High	2002	2002		N														2022
Maintenance shop	1962	2005		S/D		S	N											
Gateway School	2003	2003			N													
T - Total Replace S - Scheduled Replace N - New D - Deferred																		

CHART K																			
CARPET AND FLOOR TILE REPLACEMENT																			
	YR BUILT	New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	REMARKS	
ELEMENTARY SCHOOLS																			
Carroll Springs School	1980		S	S															
Carrolltowne Elementary	1976			S	S	S		S	S										
Charles Carroll Elementary	1929				S			S											
Cranberry Station Elementary	1999	1999																	
Eldersburg Elementary	1970		S	S	S												S	Media Center	
Elmer Wolfe Elementary	1998	1998																	
Freedom Elementary	1955																		
Friendship Valley Elementary	1991		S	S	S	S	S	S											
Hampstead Elementary	1986		S		S	S	S		S	S									
Linton Springs	1998	1998																	
Manchester Elementary	1990				S			S	S	S									
Mechanicsville Elementary	Rv-1994							S	S	S	S								
Mt Airy Elementary	Rv-1986		S			S	S	S	S										
Parr's Ridge Elementary	2005	2005					N												
Piney Ridge Elementary	1991		S			S	S	S	S										
Robert Moton Elementary	1976		S	S		S	S	S						S				2012 Media Center	
Runnymede Elementary	1994					S	S	S	S	S									
Sandymount Elementary	Rv-1992			S	S	S	S												
Spring Garden Elementary	1991			S	S	S	S	S											
Taneytown Elementary	Rv-1995	1995		S	S	S	S	S											
Westminster Elementary	1976																		
William Winchester Elementary	1962			S															
Winfield Elementary	Rv-1992				S	S	S	S											
MIDDLE SCHOOLS																			
East Middle	Rv-1975		S	S	S	S	S	S	S										2012 Media Center
Mt Airy Middle	1958			S															
New Windsor Middle	1995	1995				S	S	S	S	S									
North Carroll Middle	1956					S	S												
Northwest Middle	1976		S	S				S	S										
Oklahoma Road Middle	1997	1997				S	S		S	S									
Shiloh Road Middle	2000	2000																	
Sykesville Middle	Rv-1984					S	S	S											
West Middle	1958		S			S	S												2009 Media Center
HIGH SCHOOLS																			
Carroll County Career & Tech	1987		S																
Century High	2001	2001	N																
Francis Scott Key High	Rv-1999	1999				S													
Liberty High	1980		S		S		S	S	S										
North Carroll High	1976		S			S	S	S	S	S									
South Carroll High	1967		S	S				S	S										Tech Ed Building
Westminster High	1971		S	S	S	S/D	S	S	S	S									2010 Media Center
Winter's Mill High	2002	2002		N															
Gateway School	2003	2003			N														
S - Scheduled Replace N - New D - Deferred																			

CHART L		UNDERGROUND STORAGE TANK REPLACEMENT AND GAS CONVERSIONS																	REMARKS
	YR BUILT		New	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2112	2113	2014	2015	
ELEMENTARY SCHOOLS																			
Carroll Springs School	1980	GAS		G															
Carrolltowne Elementary	1976	GAS																	
Charles Carroll Elementary	1929																		
Cranberry Station Elementary	1999	GAS	1999																
Eldersburg Elementary	1970	GAS																	
Elmer Wolfe Elementary	1998																		
Freedom Elementary	1955																		
Friendship Valley Elementary	1991	OIL	1991																
Hampstead Elementary	1986						S/G/D			S/G/D			S						
Linton Springs	1998	GAS	1998																
Manchester Elementary	1990		1990									S/G/D			S				
Mechanicsville Elementary	Rv-1994																		
Mt Airy Elementary	Rv-1986	GAS	1998																
Parr's Ridge Elementary	2005	GAS	2005					N											
Piney Ridge Elementary	1991		1991																
Robert Moton Elementary	1976	GAS																	
Runnymede Elementary	1994		1994																
Sandymount Elementary	Rv-1992		1992																
Spring Garden Elementary	1991		1991																
Taneytown Elementary	Rv-1995																		
Westminster Elementary	1976	GAS																	
William Winchester Elementary	1962	GAS																	
Winfield Elementary	Rv-1992		1992																
MIDDLE SCHOOLS		YR BUILT		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2112	2113	2014	2015	
East Middle	Rv-1975	GAS																	
Mt Airy Middle	1958	GAS																	
New Windsor Middle	1995		1995																
North Carroll Middle	1956	GAS						S/G											
Northwest Middle	1976																		
Oklahoma Road Middle	1997	GAS	1997																
Shiloh Road Middle	2000	GAS	2000																
Sykesville Middle	Rv-1984	GAS																	
West Middle	1958	GAS	2005					S/G											
HIGH SCHOOLS		YR BUILT		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2112	2113	2014	2015	
Carroll County Carreer & Tech	1987	ELECTRIC																	
Century High	2001	GAS	2001	N															
Francis Scott Key High	Rv-1999		1999																
Liberty High	1980	GAS																	
North Carroll High	1976	GAS																	
South Carroll High	1967		1995									S/G							
Westminster High	1971	ELECTRIC																	
Winter's Mill High	2002	GAS	2002	N															
Maintenance shop	1962	GAS																	
Gateway School	2003	Gas	2003			N													
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, thus 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. These checks are to be performed throughout the school building, both interior and exterior, including the grounds. The P.M. duties incorporated in this package are an expected function of the building supervisors' normal duties.

The enclosed P.M. program provides an outline and checklist of the items to be inspected and performed by the building supervisor. The frequency which the items are to be checked, and the procedures required for each item are also detailed in the program. The first two pages are an outline of the P.M. items at scheduled intervals throughout the year. The check sheets are a combination of all of the items scheduled for P.M. during that particular time interval. Check sheets are provided for daily, weekly, monthly, quarterly and annual preventive maintenance 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 and the Supervisor of Plant Operations 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 routine inspections are primarily visual inspections which should be incorporated into the building supervisor's daily travels throughout the school facility.

**BUILDING SUPERVISORS
PREVENTATIVE 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-bel 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 & lube sparingly Adjust belt with 2" flex
BLEACHERS:	Weekly Monthly Annually	Check operation & alignment Inspect units for damage & 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 120 - 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 & doors Check all fire & safety devices Check interior & 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 press. Manually switch pumps Not loose or slipping Oil & lube sparingly
ELECTRIC MOTORS:	Weekly Quarterly Quarterly	Check operation Lubricate Clean air over vents	They run, not noisy or overheating Oil & 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 & lube sparingly Adjust belt with 3/8" flex
FIRE EXTINGUISHERS:	Monthly Annually	Check fire extinguisher Inspect & re-tag fire extinguishers	If low have extinguisher refilled Re-tag fire extinguisher if OK
GROUNDS:	Daily Monthly Quarterly	Check grounds for safety & security Check all storm drains for debris Check all playground equipment for safety	Repair or report all problems Clean or clear as required Repair or report all problems
HEATING EQUIPMENT:	Daily Weekly Monthly Quarterly	Check equipment operation Check time clocks Check night set-back controls Check air filters	Units run & heat properly Set correct time\check day pins Night-stat temperature set @ 55 Change as needed

	Annually	Clean heating coils	Vacuum finned coils
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 EQUIP:	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 inspectors official notification to the Maintenance Department.

It will be the Building Supervisors 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, Maryland 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 & Steamer)

UNIT DESCRIPTION (TYPE) _____

If Modular (No. Of Modules) _____

UNIT CAPACITY (Output in BTU/HR) _____

Primary Voltage _____ **Secondary Voltage** _____ **Control Voltage** _____

UNIT IDENTIFICATION

Manufacturer=s Model# _____ **Year Built** _____

ASME # _____ **Nat. Bd #** _____

UL# _____ **AGA #** _____

State I.D. # _____

BURNER

Manufacturer _____ **Model** _____

UL or AGA # _____ **Serial#** _____

FUEL TYPE _____

UNIT MANUFACTURER

Name _____

Address _____ **Zip** _____

Telephone _____ **FAX** _____

STEAM

HOT WATER

Max W.P. _____ **psig**

Max W.P. _____ **psig**

Min Safety Valve Cap. _____ **PPH**

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, Main			
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
 Capacity _____ PPH or Btu/hr
 Relieving Pressure _____ Psi

SAFETY RELIEF VALVE

Manufacturer _____
 Model _____
 Size _____ 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 materials 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 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 testing of potable water sources to detect contaminants) is the purpose of this undertaking. Compliance with directives of EPA (as well as those printed in The Federal Register and The Maryland Register) for compliance with 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 Department. 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, Health Dept., public and MDE.

ADMINISTRATIVE PROCEDURES FOR HAZARDOUS WAST 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 products and ensuring their proper shipment, handling and disposal) is the purpose of this undertaking. Compliance with directives of 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 Operation 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 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 all disposed 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 supplied 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 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) 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 the 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 30, 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 the 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 schools's management plan. Any questions relating to compliance with the standards for 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 action 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, than 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

SCHOOL NAME & ADDRESS	GRADES	SRC	2007		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			PHYSICAL CONDITION	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
Career & Technology Center 1229 Washington Road Westminister, MD 21157	10-12	380 (1/2 Day)	NA	NA	4	16.3	1970 1987	Original Addition Total	96,400 15,790 112,190	Poor	Planning for Replacement School scheduled in FY2010.
Carroll Springs 495 South Center Street Westminister, MD 21157	Special Education	80			2	6.02	1981 1986	Original Addition Total	31,100 320 31,420	Fair	Roof and Boiler - FY2014
Carrolltowne Elementary 6542 Ridge Road Sykesville, MD 21784	PreK - 5 Special Ed. Regional Ctr.	598	601	101%	14	30	1976 2006	Original Addition Total	76,700 5,564 82,264	Fari	8 relocatables for Open Space Enclosures Project occurring in 2008-2009 Boiler - FY2010.
Century High 355 Ronsdale Road Sykesville, MD 21784	9-12	1240	1249	101%	0	67	2001	Original	217,945	Good	
Charles Carroll Elementary 3719 Littlestowne Pike Westminister, MD 21158	PreK - 5	320	324	101%	2	13.79	1929 1950 1974	Original Addition Addition Total	13,500 13,800 16,400 43,700	Poor	Planning for Modernization scheduled for FY13
Cranberry Station Elementary 505 North Center Street Westminister, MD 21157	K - 5	570	516	91%	0	24.96	1999	Original	61,346	Good	K Addition Planning - 2016
Ebb Valley Elementary 3100 Swiper Road Manchester, MD 21102	Prek - 5	591	New	New	0	20	2008	Original	72,106	Excellent	New School Opening 2008
Eldersburg Elementary 1021 Johnsville Road Sykesville, MD 21784	PreK - 5	570	542	95%	4	30	1970 2006	Original Addition Total	63,000 4,481 67,481	Fair	Planning for Open Space Enclosure Project scheduled for FY10
Elmer Wolfe Elementary 119 North Main Street Union Bridge, MD 21791	PreK - 5	548	413	75%	0	9.93	1998	Original	65,273	Good	
Francis Scott Key High 3825 Bark Hill Road Union Bridge, MD 21791	9 - 12	1304	1224	94%	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	
Freedom Elementary 5626 Sykesville Road Sykesville, MD 21784	K - 5	481	550	114%	6	9.64	1955 1963 1964 1975 1995	Original Addition Addition Addition Addition Total	18,946 8,200 11,120 12,334 632 51,232	Fair	K Addition currently under construction, scheduled to open in 2009 Roof - 2011 Boilers - 2011
Friendship Valley Elementary 1100 Gist Road Westminister, MD 21157	K - 5	527	440	83%	0	49	1992	Original	57,200	Good	K Addition Planning - 2018 Roof - 2017
Gateway School 225 Kate Wagner Road Westminister, MD 21157	6 - 12 Alternative Ed.	150			2	9.34	2003	Original	27,048	Excellent	

SCHOOL NAME & ADDRESS	GRADES	SRC	2007		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			PHYSICAL CONDITION	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
Hampstead Elementary 3737 Shiloh Road Hampstead, MD 21074	PreK - 5 Special Ed. Regional Ctr.	588	577	98%	4	19.51	1986 2007	Original Addition Total	54100 5,100 59,200	Fair	HVAC system replacement scheduled for FY10 Roof - 2010
Liberty High 5855 Bartholow Road Sykesville, MD 21784	9 - 12	1063	1208	114%	6	50	1980	Original	156,000	Fair	Science Room Renovations scheduled for FY2014 Boiler - 2015
Linton Springs Elementary 375 Ronsdale Road Sykesville, MD 21784	K - 5	731	681	93%	2	28.14	1998 2006	Original Addition Total	74,445 3,181 77,626	Good	
Manchester Elementary 3224 York Street Manchester, MD 21102	PreK - 5	727	780	107%	4	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	Fair	HVAC system replacement scheduled for FY12 Roof - 2015
Mechanicsville Elementary 3838 Sykesville Road Sykesville, MD 21784	K - 5	616	584	95%	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	
Mount Airy Elementary 405 North Main Street Mount Airy, MD 21771	3 - 5	618	458	74%	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	Fair	Roof - 2010 Boiler - 2014 Fire Alarm - 2014
Mount Airy Middle 102 Watersville Road Mount Airy, MD 21771	6 - 8	648	604	93%	10	13.77	1958 1981	Original Addition Total	44,717 31,083 75,800	Poor	Scope Study for Modernization scheduled for FY10 Local Capacity = 510
New Windsor Middle 1000 Green Valley Road New Windsor, MD 21776	6-8	638	409	64%	0	30	1995	Original	83,235	Good	Local Capacity = 500
North Carroll High 1400 Panther Drive Hampstead, MD 21074	9 - 12	1359	1721	127%	16	52	1976 1986	Original Addition Total	230,400 3,400 233,400	Fair	Science Room Renovations scheduled for FY12
North Carroll Middle 2401 Hanover Pike Hampstead, MD 21074	6 - 8	881	623	71%	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	Excellent	Local Capacity = 785

SCHOOL NAME & ADDRESS	GRADES	SRC	2007		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			PHYSICAL CONDITION	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
Northwest Middle 99 Kings Drive Taneytown, MD 21787	6 - 8	924	574	62%	0	46.6	1976	Original	113,600	Fair	Open Space Enclosure Project scheduled to occur in FY20110 Boiler - 2013 Local Capacity = 785
Oklahoma Road Middle 6300 Oklahoma Road Sykesville, MD 21784	6 - 8	921	874	95%	4	32.91	1997	Original	108,640	Good	Local Capacity = 800
Parr's Ridge Elementary 202 Watersville Road Mount Airy, MD 21771	PreK - 2	610	521	85%	0	23.77	2005	Original	73,271	Excellent	
Piney Ridge Elementary 6315 Freedom Avenue Sykesville, MD 21784	K - 5	571	619	108%	6	13.47	1991 2006	Original Addition Total	62,000 3,202 65,202	Good	Boiler - 2012 Roof - 2018
Robert Moton Elementary 1413 Washington Road Westminster, MD 21157	PreK - 5 Special Ed. Regional Ctr.	544	453	83%	6	21.6	1976	Original	75,200	Fair	K Addition Planning - 2010
Runnymede Elementary 3000 Langdon Drive Westminster, MD 21158	PreK - 5 Special Ed. Regional Ctr.	654	570	87%	0	31	1994 2007	Original Addition Total	66,600 5,104 71,704	Good	Boiler - 2017
Sandymount Elementary 2222 Old Westminster Pike Finksburg, MD 21048	K - 5	527	458	87%	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 - 2012 Boiler - 2018
Shiloh Middle 3675 Willow Street Hampstead, MD 21074	6 - 8	921	769	83%	0	32.3	2000	Original	108,640	Good	Local Capacity = 800
South Carroll High 1300 West Old Liberty Road Sykesville, MD 21784	9 - 12	1233	1151	93%	0	40	1967 1972 1986 1997	Original Addition Addition Addition Total	177,673 28,424 8,080 1,649 215,826	Fair	Fine Arts Addition project under constructin & scheduled to open in FY2011 Science Room Renov. - 2013 Chiller - 2013 Roof - 2017
Spring Garden Elementary 700 Boxwood Drive Hampstead, MD 21074	PreK - 5	593	566	95%	2	19.95	1991 2006	Original Addition Total	57,200 4,917 62,117	Good	Boiler - 2015
Sykesville Middle 7301 Springfield Avenue Sykesville, MD 21784	6 - 8	849	877	103%	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	Classroom Addition scheduled for Planning in FY2011 Boiler - 2011

SCHOOL NAME & ADDRESS	GRADES	SRC	2007		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			PHYSICAL CONDITION	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
Taneytown Elementary 100 Kings Drive Taneytown, MD 21787	PreK - 5	570	478	84%	0	9.6	1950 1962 1982 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 - FYF2014
Westminster Elementary 811 Uniontown Road Westminster, MD 21157	K - 5	570	542	95%	0	20	1976 2006	Original Addition Total	64,800 3,335 68,135	Fair	Open Space Enclosure Project scheduled for Planning in FY2011
Westminster East Middle 121 Longwell Avenue Westminster, MD 21157	6 - 8	879	712	81%	4	21	1936 1950 1964 1975	Original Addition Addition Renovation Total	87,386 18,658 14,356 120,400 120,400	Fair	Modernization Planning - 2017 Boiler/Chiller - 2011 Window Repl. - 2016 Local Capacity - 775
Westminster High 1225 Washington Road Westminster, MD 21157	9 - 12	1879	1783	95%	4	72.7	1970 1985	Original Addition Total	333,700 3,350 337,050	Fair	HVAC Replacement Project to begin construction in 2008-2009. Science Room Renovations - FY2011 Electric Upgrades - 2013 Modernization Planning - 2018
Westminster West Middle 60 Monroe Street Westminster, MD 21157	6 - 8	1189	1064	89%	6	21.5	1958 1964 1996	Original Addition Addition Total	103,893 17,640 14,200 135,733	Fair	Modernization Planning - 2015 Roof - 2012 Fire Alarm - 2013 Electric Upgrades - 2016 Local Capacity - 1045
William Winchester Elementary 70 Monroe Street Westminster, MD 21157	PreK - 5	524	516	98%	4	7.4	1962 1980 1986 1990	Original Addition Addition Addition Total	48,580 4,571 1,196 600 54,947	Poor	K Add. Project in design & scheduled to open in 2010 Modernization Planning - 2014 Boiler - 2013 Roof - 2014
Winfield Elementary 4401 Salem Bottom Road Westminster, MD 21157	PreK - 5 Special Ed. Regional Ctr.	705	655	93%	2	16.2	1934 1950 1966 1980 1993 1993 1993	Original Addition Addition Addition Demolition Renovation Addition Total	10,054 4,440 14,575 4,221 14,494 18,796 50,404 69,200	Good	K Add. Project in design & scheduled to open in 2010
Winters Mill High 560 Gorsuch Road Westminster, MD 21157	9 - 12	1240	1247	101%	0	31.04	2002	Original	213,650	Good	

CARROLL COUNTY PUBLIC SCHOOLS

RELOCATABLE CLASSROOM PLACEMENT 2008 - 09

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
	Hampstead	4	2 doubles
	Linton Springs	2	1 double
	Manchester	4	1 quad
	Mechanicsville	2	1 double
	Mt. Airy	2	1 doubles
	Piney Ridge	6	3 doubles
	Robert Moton	6	3 doubles
	Spring Garden	2	1 double
	William Winchester	4	2 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	6	3 doubles
HIGH	Liberty	6	4 doubles*
	North Carroll	16	Doubles, Quad
	Westminster	2	Double
SPECIAL	Carroll Springs	2	1 double
	Gateway School	2	1 double
	Career & Tech Center	4	2 doubles
TOTAL CLASSROOMS		124	

* Two double classroom relocatable buildings are being utilized as one science classroom

Carroll County Public Schools

**FY08/09 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, the managing and the supervision of all maintenance services. Also included is the scheduled and preventive maintenance of building property, system vehicles and fixed equipment.

FY 2009 Budget Notes:

The category of maintenance of plant includes no new positions.

Funds have been added within contracted services for the maintenance and repair of vehicles, and asbestos removal. An additional increase is included for the contract regarding Johnson Controls Equipment. Decreases within contracted services are noted for rental of business machines, and funds associated with minor maintenance projects at schools throughout the system. Also, decreases have been made to additional/ replacement equipment.

Restricted expenditures, relating solely to the State of Maryland Aging Schools Program, are projected to decrease to \$249,604.

The category of maintenance of plant represents 2.20% of the total operating budget.

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

Object/Sub-Object	Actual Expenditures 2006-07	Approved Budget 2007-08	Proposed Budget 2008-09	Approved Budget 2008-09
MAINTENANCE OF PLANT				
Positions				
1. Exempt	3.00	3.00	3.00	3.00
2. Non-Exempt	67.00	71.00	71.00	71.00
Total Positions	<u>70.00</u>	<u>74.00</u>	<u>74.00</u>	<u>74.00</u>
1 Salaries and Wages				
Regular Classified	\$2,460,207	\$2,820,361	\$2,898,256	\$2,957,675
Temporary Classified	19,646	22,000	22,000	22,000
Overtime Classified	74,329	40,000	50,000	50,000
Longevity Classified	772	0	0	0
Vacation Pay-Off	12,374	15,000	15,000	15,000
Regular Professional	168,416	198,944	212,239	216,590
Longevity Professional	9,268	10,743	0	0
Classified Educational Add-Ons	4,075	3,725	4,075	4,075
Classified Insurance Opt-Out	3,275	3,930	2,620	2,620
Hiring Turnover (F.T.E.)	0	(102,924)	(42,375)	(42,375)
Object Total	<u>2,752,362</u>	<u>3,011,779</u>	<u>3,161,815</u>	<u>3,225,585</u>
2 Contracted Services				
Maintenance & Repair of Equipment	66,658	88,000	88,000	88,000
Maintenance & Repair of Vehicles	95,791	74,514	84,514	84,514
Printing & Binding	0	400	400	400
Rental of Business Machines	3,513	40,000	4,000	4,000
Asbestos Removal	(233)	10,000	15,000	15,000
Maintenance - Improvement to Grounds	76,303	404,900	142,000	84,000
Maintenance - Improvement to Buildings	1,557,657	1,655,400	1,155,770	1,069,370
Vandalism Expenses	7,785	20,000	16,000	16,000
Other Contracted Services	54,975	75,000	75,000	75,000
Object Total	<u>1,862,449</u>	<u>2,368,214</u>	<u>1,580,684</u>	<u>1,436,284</u>
3 Supplies and Materials				
Office Supplies	2,864	7,200	5,000	5,000
Safety Clothing	12,809	21,000	15,000	15,000
Books and Periodicals	0	500	500	500
Vehicle Repair Supplies	48,506	62,500	62,500	62,500

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

Object/Sub-Object	Actual Expenditures 2006-07	Approved Budget 2007-08	Proposed Budget 2008-09	Approved Budget 2008-09
MAINTENANCE OF PLANT - continued				
3 Supplies and Materials - continued				
Equipment Maintenance & Repair Supplies	24,447	116,000	72,000	72,000
Real Property Maint & Rep Supplies	887,896	1,022,460	1,070,850	1,036,061
Food	381	600	600	600
Security Systems Supplies	0	35,000	35,000	35,000
Computer Equipment < \$1,000	717	0	0	0
Vandalism Supplies	8,801	14,000	10,000	10,000
Misc. Non-Instr. Mat'ls & Supplies	35,978	32,000	36,000	36,000
Object Total	1,022,399	1,311,260	1,307,450	1,272,661
4 Other Charges				
Local Mileage Reimbursement	4	150	150	150
Gasoline	152,021	176,000	179,000	179,000
Dues	110	450	350	350
Subscriptions	119	575	400	400
A.T.S.P. Training Development	0	400	400	400
Other Professional Development	349	5,400	5,400	5,400
A.T.S.P. Professional Development	5,317	6,500	6,500	6,500
Miscellaneous - Other Charges	1,648	900	1,500	1,500
Object Total	159,568	190,375	193,700	193,700
5 Equipment Additional				
Office Furniture & Equipment	19,194	1,000	5,000	5,000
Office Machines	0	900	500	500
Motor Vehicles	58,883	0	0	0
Machinery	35,848	0	0	0
Portable Tools & Equipment	1,693	9,500	5,000	5,000
Storage Shed	2,972	68,300	14,800	14,800
Object Total	118,590	79,700	25,300	25,300
6 Equipment Replacement				
Data Processing Equipment	1,170	0	0	0
Motor Vehicles	400,885	0	0	0
Machinery/Johnson Controls Equipment	460,529	448,091	511,104	511,104
Portable Tools & Equipment	1,277	6,000	10,000	10,000
Carpeting	130,018	97,600	62,600	62,600
Window Shades/Draperies	0	34,800	0	0
Storage Shed	0	0	0	0
Object Total	993,879	586,491	583,704	583,704
TOTAL MAINTENANCE OF PLANT	\$6,909,247	\$7,547,819	\$6,852,653	\$6,737,234

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

Object/Sub-Object	Actual Expenditures 2006-07	Approved Budget 2007-08	Proposed Budget 2008-09	Approved Budget 2008-09
MAINTENANCE OF PLANT				
2 Contracted Services				
Maintenance - Improvement to Buildings	\$238,030	\$391,033	\$391,033	\$249,604
Other Contracted Services	<u>144,762</u>	<u>0</u>	<u>0</u>	<u>0</u>
Object Total	\$382,792	\$391,033	\$391,033	\$249,604
4 Other Charges				
Miscellaneous - Other Charges	<u>0</u>	<u>0</u>	<u>0</u>	<u>141,429</u>
Object Total	0	0	0	141,429
TOTAL MAINTENANCE OF PLANT	\$382,792	\$391,033	\$391,033	\$391,033

MAINTENANCE OF PLANT

The category of Maintenance of Plant consists of those activities which keep school grounds, buildings and equipment in good condition either through repairs, preventive maintenance, or replacement.

SALARIES & WAGES

Existing Positions	Full-Time	APPROVED
Professional	<u>Equivalent</u>	<u>BUDGET</u>
Supervisor - Plant Maintenance	1.00	
Assistant Supervisor - Plant Maintenance	<u>2.00</u>	
Existing Professional Positions	3.00	216,590
Classified		
Clerk II - 12 Month	1.00	
Secretary IV - 12 Month	1.00	
Grounds Services Manager	1.00	
IPM Grounds Technician	4.00	
Painter / General Maintenance - Category II	6.00	
General Maintenance / Mechanic - Category II	1.00	
Carpenter / General Maintenance - Category III	1.00	
HVAC Control Technician / General Maintenance	1.00	
Painter - Category II	1.00	
Plumber / General Maintenance - Category III	1.00	
Electrician / General Maintenance - Category III	1.00	
Electronic System Technician / General Maintenance - Category IV	3.00	
Audio Visual Repair	1.00	
Locksmith / Carpenter/ General Maintenance - Category IV	1.00	
Dispatcher	1.00	
Shipping / Receiving Clerk - Category III	1.00	
General Maintenance - Category II	11.00	
Boiler Mechanic / General Maintenance - Category III	2.00	
Painter / General Maintenance - Category III	1.00	
Plumber/General Maintenance - Category IV	1.00	
Boiler Mechanic - Category IV	1.00	
Mason / General Maintenance - Category IV	1.00	
Electrician / General Maintenance - Category IV	3.00	
Plumber - Category IV	1.00	
Roofer / Carpenter - Category IV	1.00	
Carpenter / General Maintenance - Category IV	2.00	
Groundskeeper / General Maintenance - Category I	1.00	
Groundskeeper / General Maintenance - Category III	2.00	
Preventive / General Maintenance - Category III	2.00	
Vehicle Mechanic / General Maintenance Category III	1.00	
Refrigeration Mechanic	1.00	
HVAC Control Technician / General Maintenance IV	3.00	
Vehicle Mechanic / General Maintenance Category IV	1.00	
Building Maintenance Mechanic - Category III	9.00	
Building Maintenance Mechanic - Category II	<u>1.00</u>	
Existing Classified Positions	71.00	<u>2,957,675</u>
Total Existing Professional and Classified Positions	74.00	3,174,265

MAINTENANCE OF PLANT

SALARIES & WAGES - continued	APPROVED BUDGET
Temporary Classified	
Hourly compensated employees who substitute for permanent employees.	22,000
Overtime Classified	
Overtime payments to salaried employees.	50,000
Vacation Payoff	
Wages paid to retiring employees per Master Agreement between the Board of Education and classified employees.	15,000
Educational Add-ons	
Payments for certification for Boiler-Stationary Engineers, per negotiated contract.	4,075
Insurance Opt-Out	
Reimbursement for employees, who elect to opt-out of the Board insurance program.	2,620
Hiring Turnover (F.T.E.)	<u>(42,375)</u>
TOTAL SALARIES AND WAGES	3,225,585
 CONTRACTED SERVICES	
Maintenance and Repair of Equipment	
Repair and maintenance services not provided by school system personnel. This includes contracts and agreements covering maintenance for chillers and inspection fees related to fire extinguishers.	88,000
Maintenance and Repair of Vehicles	
Funds allocated for upkeep of vehicles used by staff within multiple departments. Additionally, funds to test and inspect aerial lift trucks.	84,514
Printing and Binding	
Printing of necessary forms used within Maintenance of Plant.	400
Rental of Business Machines	4,000
Asbestos Removal	
Systemwide removal of floor and ceiling tile.	15,000
Maintenance: Improvements to Grounds	
Payments to firms and individual contractors for improvements to grounds, such as repair to/replacement of sidewalks, fencing, and landscaping, pertaining to schools systemwide. Committed projects and their approved costs are detailed under major Plant M	84,000

Wages paid to retiring employees per Master Agreement between the Board of Education and classified employees.	15,000
Educational Add-ons	
Payments for certification for Boiler-Stationary Engineers, per negotiated contract.	4,075
Insurance Opt-Out	
Reimbursement for employees, who elect to opt-out of the Board insurance program.	2,620
Hiring Turnover (F.T.E.)	<u>(42,375)</u>
TOTAL SALARIES AND WAGES	3,225,585

CONTRACTED SERVICES

Maintenance and Repair of Equipment

Repair and maintenance services not provided by school system personnel. This includes contracts and agreements covering maintenance for chillers and inspection fees related to fire extinguishers. 88,000

Maintenance and Repair of Vehicles

Funds allocated for upkeep of vehicles used by staff within multiple departments. Additionally, funds to test and inspect aerial lift trucks. 84,514

Printing and Binding

Printing of necessary forms used within Maintenance of Plant. 400

Rental of Business Machines

4,000

Asbestos Removal

Systemwide removal of floor and ceiling tile. 15,000

Maintenance: Improvements to Grounds

Payments to firms and individual contractors for improvements to grounds, such as repair to/replacement of sidewalks, fencing, and landscaping, pertaining to schools systemwide. Committed projects and their approved costs are detailed under major Plant M 84,000

MAINTENANCE OF PLANT

CONTRACTED SERVICES - continued

**APPROVED
BUDGET**

Maintenance: Improvements to Buildings

Payments to firms and individual contractors for improvements to buildings, such as electrical, heating, painting, plumbing and roofing, pertaining to schools systemwide. Committed projects and their proposed costs are detailed under major Plant Maintena

Also included is the contract for Johnson Controls performance.

	Unrestricted	1,069,370	
State funded Aging Schools (#431)	Restricted	<u>249,604</u>	1,318,974

MAINTENANCE OF PLANT		APPROVED <u>BUDGET</u>
SUPPLIES AND MATERIALS - continued		
Miscellaneous Non-Instructional Materials and Supplies		
Expenses related to snow removal.		<u>36,000</u>
TOTAL SUPPLIES AND MATERIALS		1,272,661
OTHER CHARGES		
Local Mileage Reimbursement		
Payment for mileage incurred by employees.		150
Gasoline		
Fuels/lubricants for vehicles utilized by staff within various departments.		179,000
Dues and Subscriptions		
Dues to professional organizations, i.e. ASBO, and subscriptions to professional magazines and publications.		750
A.T.S.P. Training Development/Other Professional Development		
Training for new maintenance employees and for appropriate personnel to attend state-wide conferences.		5,800
A.T.S.P. Professional Development		
Professional training and development for A.T.S.P. personnel assigned to department.		6,500
Miscellaneous Other Charges		
To cover costs for trade licensing fees.		
Grant Carryover - Restricted		<u>142,929</u>
TOTAL OTHER CHARGES		335,129
EQUIPMENT ADDITIONAL		
Office Furniture & Equipment		5,000
Office Machines		500
Portable Tools and Minor Pieces of Equipment		
Additional items including MOSH safety equipment.		5,000
Storage Sheds		
Provides funds for buildings at various schools.		<u>14,800</u>
TOTAL EQUIPMENT ADDITIONAL		25,300
EQUIPMENT REPLACEMENT		
Machinery/Johnson Controls Equipment		511,104
Portable Tools and Minor Pieces of Equipment		
Replacement items for use at schools.		10,000
Carpeting		
To replace carpet in offices, classrooms and media centers at various schools.		<u>62,600</u>
TOTAL EQUIPMENT REPLACEMENT		583,704
TOTAL MAINTENANCE OF PLANT		\$7,128,267

PLANT MAINTENANCE

Major Plant Maintenance projects and their approved costs

<u>SCHOOL</u>	<u>PROJECT</u>	<u>APPROVED COST</u>	
Taneytown Elementary	Replace floor tile in cafeteria	12,000	
	Install acoustic panels in cafeteria	1,000	
	Insulate third floor ceiling	4,000	
	Install sink in new health classroom	<u>800</u>	
			\$17,800
Northwest Middle	Replace doors to boiler room		1,800
Runnymede Elementary	Replace carpet with tile in hallways		18,500
Charles Carroll Elementary	General maintenance	3,000	
	Install eight (8) white boards	<u>2,400</u>	
			5,400
Sandymount Elementary	General maintenance		3,000
Mechanicsville Elementary	Replace carpet with tile in four rooms (139, 140, 160, 163)	4,800	
	General maintenance	<u>3,000</u>	
			7,800
Eldersburg Elementary	Re-point brick work	7,200	
	Replace partitions in restrooms	23,400	
	Replace five (5) portable doors	2,000	
	Repair sidewalks	<u>2,000</u>	
			34,600
Linton Springs Elementary	General maintenance		8,000
Sykesville Middle	Replace carpet with tile in five (5) rooms (002, 164, 165, 186, 190)	9,000	
	Convert locker room to storage area	1,800	
	Install window blinds in classrooms	12,000	
	Replace carpet in offices	<u>7,200</u>	
			30,000
Freedom Elementary	Replace stair treads at Kindergarten		400
Carrolltowne Elementary	Replace sidewalks		12,000
Liberty High School	Replace carpet in the band room	15,600	
	Replace carpet in Room 16	<u>1,600</u>	
			17,200
Oklahoma Road Middle	Upgrade Square "D" variable frequency drive	20,000	
	General maintenance	<u>5,000</u>	
			25,000

PLANT MAINTENANCE

Major Plant Maintenance projects and their approved costs

<u>SCHOOL</u>	<u>PROJECT</u>	<u>APPROVED COST</u>	
Piney Ridge Elementary	General maintenance		3,000
Manchester Elementary	Replace faucets in restrooms (ADA)		2,700
Ebb Valley Elementary	General maintenance due to start-up for new building		8,000
East Middle	Install window blinds		6,300
William Winchester Elementary	Re-point brick work (Phase II)	10,000	
	Replace two roof exhaust fans	<u>800</u>	10,800
Westminster High	Re-point brick at back of school by offices	15,000	
	Refinish main gym floor	12,500	
	Replace doors in basement hallway	3,200	
	Replace doors in "E" Section	4,800	
	Additional HVAC maintenance	15,000	
	Replace carpet in offices	<u>12,000</u>	62,500
Career and Technology Center	Re-point exterior masonry	7,500	
	Replace electric panels in Culinary Arts	<u>1,800</u>	9,300
North Carroll Middle	Construct access to roof area	2,400	
	Install lights in bulkhead within Media Center	<u>600</u>	3,000
Hampstead Elementary	Install front and office doors (ADA)	6,500	
	Convert heating system from oil to gas	65,000	
	Remove underground oil tank	22,000	
	Replace faucets in restrooms	2,100	
	Replace doors in portables (155, 156, 157, 158)	<u>1,600</u>	97,200
North Carroll High	Repair / Replace front sidewalk		45,000
Spring Garden Elementary	Repair sidewalk		8,000
Shiloh Middle	Re-seed playing fields		800
Winfield Elementary	Repair / Replace sidewalk	1,800	
	General maintenance	<u>5,000</u>	6,800
New Windsor Middle	General maintenance	6,000	
	Install sink in 8th Grade Planning room	<u>1,600</u>	7,600

PLANT MAINTENANCE

Major Plant Maintenance projects and their approved costs

<u>SCHOOL</u>	<u>PROJECT</u>	<u>APPROVED COST</u>	
Elmer Wolfe Elementary	Replace carpet in office		2,400
Parr's Ridge Elementary	General Maintenance		10,000
Mt. Airy Elementary	General Maintenance	8,000	
	Replace restroom partitions	12,500	
	Repair sidewalk	<u>5,000</u>	
			25,500
Mt. Airy Middle	Replace lockers in lower hallway		15,000
South Carroll High	Replace exterior door to Career & Technology	15,000	
	Add RTU to improve cooling for computer laboratory	7,800	
	Lower drains in courtyard	1,200	
	Replace bins in Boys' locker room	<u>800</u>	
			24,800
Century High	Run electric to infield at stadium	4,200	
	Install Storage Building at back of school	<u>14,800</u>	
			19,000
Westminster Elementary	Add lights to parking lot	8,000	
	Replace stage curtains	5,000	
	Install gas detector in Boiler room	800	
	Replace chalkboards with white boards	9,000	
	Add emergency lighting in Art and Music rooms	1,500	
	Replace partitions in restrooms	7,200	
	Replace carpet in 1st, 3rd, & 4th Grade Suites	<u>21,000</u>	
			52,500
Robert Moton Elementary	Replace carpet with tile in 1st Grade hallway	6,200	
	Replace two sets of exit doors	15,000	
	Replace public address system	4,800	
	Add restrooms to Kindergarten Room 24	<u>8,500</u>	
			34,500
Carroll Springs School	Extend fence around playground	3,200	
	Replace carpet with tile in Rooms 14 and 15	3,000	
	Upgrade front door controls	1,600	
	Enclose front office	3,850	
	Replace carpet in Media Center and Rooms 1 & 38	<u>2,800</u>	
			14,450
Friendship Valley Elementary	Replace gym doors at lobby	2,000	
	Replace carpet with tile in gym	9,600	
	Replace countertop in Art Room	3,500	
	Install magnetic door stop in Main Office	<u>600</u>	
			15,700
Cranberry Station Elementary	General Maintenance		2,000
Gateway School	General Maintenance		8,000
Kessler Building	General Maintenance	15,000	
	Repair heating system	<u>15,000</u>	
			30,000
Winchester Building	General Maintenance		<u>5,000</u>
TOTAL SCHOOL PROJECTS			\$711,350

Carroll County Public Schools

**FY09/10 APPROVED BUDGET FOR
OPERATION OF PLANT**

SECTION VIII

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

Object/Sub-Object	Actual Expenditures 2006-07	Approved Budget 2007-08	Proposed Budget 2008-09	Approved Budget 2008-09
-------------------	-----------------------------------	-------------------------------	-------------------------------	-------------------------------

OPERATION OF PLANT

Positions

1. Exempt	5.00	6.00	6.00	6.00
2. Non-Exempt	280.60	281.10	288.10	285.10
Total Positions	<u>285.60</u>	<u>287.10</u>	<u>294.10</u>	<u>291.10</u>

1 Salaries and Wages

Regular Classified	\$8,995,858	\$10,048,377	\$10,090,756	\$10,223,832
Temporary Classified	130,573	145,000	145,000	135,000
Overtime Classified	376,294	365,000	235,000	235,000
Longevity Classified	31,358	32,227	5,372	5,372
Classified Vacation Pay-Off	84,047	90,000	90,000	90,000
Regular Professional	366,232	421,099	464,023	472,955
Longevity Professional	19,211	21,486	0	0
Classified Educational Add-Ons	2,849	3,400	2,500	2,500
Security Guards	88,195	100,000	100,000	100,000
Insurance Opt-Out	10,571	10,571	10,571	10,571
Hiring Turnover (F.T.E.)	0	(113,370)	(46,677)	(46,676)
Object Total	<u>10,105,188</u>	<u>11,123,790</u>	<u>11,096,545</u>	<u>11,228,554</u>

2 Contracted Services

Maintenance & Repair of Equipment	537,096	811,616	854,490	852,490
Printing & Binding	706	800	800	800
Rental of Business Machines	6,405	2,721	4,871	4,871
Audio Visual Repair	5,451	6,000	6,650	6,650
Asbestos Removal	20,291	25,000	25,000	25,000
Cleaning Services	258,676	218,000	223,000	223,000
Laundry & Cleaning	2,390	300	300	300
Rental of Building & Office Space	1,430,431	1,422,200	1,530,000	1,547,000
Other Contracted Services	171,471	229,900	229,900	229,900
Object Total	<u>2,432,917</u>	<u>2,716,537</u>	<u>2,875,011</u>	<u>2,890,011</u>

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

Object/Sub-Object	Actual Expenditures 2006-07	Approved Budget 2007-08	Proposed Budget 2008-09	Approved Budget 2008-09
-------------------	-----------------------------------	-------------------------------	-------------------------------	-------------------------------

OPERATION OF PLANT - continued

3 Supplies and Materials

Office Supplies	3,059	2,500	4,000	4,000
Clothing & Footwear	21,896	32,000	32,000	32,000
Custodial Materials	409,956	378,800	378,400	378,400
Books and Periodicals	408	406	406	406
Equipment Maintenance & Repair Supplies	63,755	89,600	92,400	82,400
Real Prop Maint & Rep Supplies	52,271	200	400	400
Food	3,318	2,500	2,500	2,500
Computer Repair Supplies	51,392	80,000	80,000	60,000
Audio-Visual Repair Supplies	3,983	15,275	14,000	14,000
Computer Equipment < \$1,000	5,833	15,000	15,000	15,000
Misc. Non-Instr. Mat'ls & Supplies	17,009	17,000	24,200	24,200
Object Total	632,880	633,281	643,306	613,306

4 Other Charges

Local Mileage Reimbursement	17,878	13,250	20,250	20,250
License Fees	20,982	0	1,000	1,000
Communications	313,131	307,500	307,500	307,500
Heating Fuels	680,956	803,077	860,540	1,194,722
Gasoline	855	0	0	0
Gas, Electricity and Steam	6,453,945	6,835,000	7,109,000	7,109,463
Dues	430	710	710	710
Subscriptions	0	504	504	504
Water and Sewage	676,135	720,236	787,136	787,136
A.T.S.P. Training Development	14,639	20,600	20,600	20,600
Other Professional Development	475	200	200	200
A.T.S.P. Professional Development	0	7,106	7,106	7,106
Insurance - Property/Fire	314,370	345,807	380,388	380,388
Insurance - Self-Insurance (Property)	1,923	50,000	50,000	50,000
Miscellaneous - Other Charges	2,308	1,800	1,800	1,800
Object Total	8,498,027	9,105,790	9,546,734	9,881,379

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

Object/Sub-Object	Actual Expenditures 2006-07	Approved Budget 2007-08	Proposed Budget 2008-09	Approved Budget 2008-09
-------------------	-----------------------------------	-------------------------------	-------------------------------	-------------------------------

OPERATION OF PLANT - continued

5 Equipment Additional				
Office Furniture & Equipment	52,836	0	0	0
Portable Tools & Equipment	17,002	17,500	17,500	17,500
Audio/Visual Furn. & Equip.	24,073	270,000	270,000	145,000
Storage Shed	0	0	0	0
Object Total	<u>93,911</u>	<u>287,500</u>	<u>287,500</u>	<u>162,500</u>
6 Equipment Replacement				
Data Processing Equipment	0	10,000	10,000	10,000
Machinery	11,200	0	0	0
Portable Tools & Equipment	8,285	8,580	80,393	1,180
Object Total	<u>19,485</u>	<u>18,580</u>	<u>90,393</u>	<u>11,180</u>
 TOTAL OPERATION OF PLANT	 \$21,782,408	 \$23,885,478	 \$24,539,489	 \$24,786,930

OPERATION OF PLANT

Operation of Plant consists of those activities which keep the physical plant open, comfortable and safe for use.

Under Operation of Plant are such activities as warehousing and distributing services, those concerned with keeping the physical plant clean and ready for daily use, including operation of heating, lighting and ventilating systems (utility costs), moving

SALARIES AND WAGES		APPROVED BUDGET	
Existing Positions	Full-Time		
Professional	Equivalent		
Supervisor - Plant Operations	1.00		
Assistant Supervisor - Plant Operations	2.00		
Coordinator of Environmental Safety	1.00		
Coordinator of School Security	1.00		
User Liaison Specialist	<u>1.00</u>		
Existing Professional Positions	6.00		472,955
Classified			
Lead Network Engineer	1.00		
Information Services Analyst	2.00		
Network Engineer	5.00		
Information Technology Specialist	1.00		
Technology Support Technician	4.00		
Information Tech Analyst	4.00		
Information System Specialist II	2.00		
Telecommunications Engineer	1.00		
Secretary III - 12 Month	1.00		
Floater Custodian	14.00		
Custodian - Category I	182.50		
Building Supervisor - Category II	1.00		
Groundskeeper / Custodian - Category I	4.00		
Shift Foreman - Category II	10.00		
Custodian - Equipment Repair Technician	1.00		
Building Supervisor - Category IV	8.00		
Building Supervisor - Category III	33.00		
Driver - Category III	4.60		
Building Services Manager - Central Office	1.00		
Shipping / Receiving Clerk III	<u>1.00</u>		
Existing Classified Positions	281.10		10,139,943
New Classified Positions			
Custodians - staff for Ebb Valley Elementary	3.00	60,000	
Building Supervisor (6 months) - pre-opening of Manchester Valley High	<u>1.00</u>	<u>23,889</u>	
Total New Classified Positions	4.00		<u>83,889</u>
Total Professional and Classified Positions	291.10		10,696,787

OPERATION OF PLANT

SALARIES AND WAGES - CONTINUED	APPROVED BUDGET
<p>Temporary Classified Compensation to employees on an hourly basis in order to substitute for permanent employees who are on vacation or extended sick leave, and to provide help as the need arises.</p>	135,000
<p>Overtime Classified Overtime payments to salaried employees</p>	235,000
<p>Longevity - Classified To comply with the longevity provision in the Master Agreement between classified employees and the Board of Education.</p>	5,372
<p>Classified Vacation Payoff Compensation to employees for unused vacation time.</p>	90,000
<p>Classified Educational Add-Ons Educational Add-Ons for Masters +30 credits or Doctorate. Payments for certification for Boiler - Stationary Engineer, per negotiated contract.</p>	2,500
<p>Security Guards Cost to cover security guard expenses for various student activities including police activities for school functions, traffic control on grounds, and in the vicinity of schools and buildings.</p>	100,000
<p>Insurance Opt-Out Reimbursement to employees who elect to opt-out of the Board insurance program.</p>	10,571
<p>Hiring Turnover (F.T.E.)</p>	<u>(46,676)</u>
TOTAL SALARIES AND WAGES	11,228,554

OPERATION OF PLANT

**APPROVED
BUDGET**

CONTRACTED SERVICES

Maintenance and Repair of Equipment

Repair and maintenance services not provided by school system personnel. This includes contracts and agreements covering the upkeep of buildings and moveable equipment (instructional and non-instructional system-wide) except for costs related to Student Transportation and Maintenance of Plant.

	Unrestricted	852,490	
	Restricted	<u>1,600</u>	854,090

Printing and Binding

Printing of necessary forms used within Operation of Plant. 800

Rental of Business Machines

4,871

Audio-Visual Repair

6,650

Asbestos Removal

Asbestos inspections and awareness training - contract. 25,000

Cleaning Services

Collection and removal of refuse from all schools including Ebb Valley Elementary on a regular schedule and recycling costs - contract. 223,000

Laundry & Cleaning

Cleaning of drapes in schools 300

Rental of Building and Office Space

Payments to cover the cost of rental of spaces for instructional (Graduations and Alternative Programs) and non-instructional activities that are part of the school system's function to deliver needed services. In-Kind Services from Carroll County Government 1,547,000

Contracted Services

Payments to contractors for services rendered to provide bottled drinking water, to remove and clean-up hazardous waste materials, indoor air quality (IAQ) testing, Integrated Pest Management Program which is mandated by the State of Maryland, recycling of old computers and audio-visual equipment, and shredding of documents. Additionally, health and safety requirements as mandated by OSHA/MDE/EPA, such as water testing and asbestos removal, or other emergency requests. Contracted services for technology initiatives. 229,900

TOTAL CONTRACTED SERVICES

2,891,611

SUPPLIES AND MATERIALS

Office Supplies

Stationery, binders/folders, pens, pencils, and pads. 4,000

Uniforms - Clothing and Footwear

Uniforms for custodial personnel as required by negotiated agreement. 32,000

Custodial Materials

Items used in the cleaning and maintaining of schools and offices, such as mops, hand soaps, paper towels, and cleaning fluids. 378,400

OPERATION OF PLANT

SUPPLIES AND MATERIALS - continued	APPROVED BUDGET
Books and Periodicals	
Purchase manuals and periodicals for use in Plant Operations area, and to assist in training efforts for school security.	406
Equipment Maintenance and Repair Supplies	
Parts used to service, repair and maintain custodial and grounds equipment. Blanket orders: parts monitored by technology services, including cabling services and telephones.	82,400
Real Property Maintenance and Repair Supplies	
Supplies used to maintain operation of buildings	400
Food	
All day in-services for the entire custodial staff.	2,500
Computer Repair Supplies	
Supplies used to repair computers used in the instructional and non-instructional (support) functions system wide.	60,000
Audio-Visual Repair Supplies	
Purchase of parts and materials used to repair and maintain audio-visual equipment and systems.	14,000
Computer Equipment < \$1,000	15,000
Miscellaneous Non-Instructional Materials and Supplies	
Miscellaneous items such as buffers, leaf blowers, pressure washers, push mowers, snow blowers, backpack and upright vacuums, wet/dry vacs, wax-o-matics, and weeders for schools and Plant Operations.	<u>24,200</u>
TOTAL SUPPLIES AND MATERIALS	613,306
OTHER CHARGES	
Local Mileage Reimbursement	
Payment for mileage incurred for Board related travel by employees.	20,250
License Fees	1,000
Communications	
To maintain communication costs for Central Office and schools. Items include broadband services, Carroll County Public Library - Internet Services, and Arch wireless - pagers.	307,500
Heating Fuels	
Payments to firms for heating fuels.	1,194,722
Gas, Electricity and Steam	
Payments to utility companies for gas, electricity for lighting and heating.	7,109,463
Dues and Subscriptions	
Dues to professional organizations, i.e. ASBO, and subscriptions to professional magazines and publications.	1,214

OPERATION OF PLANT		APPROVED <u>BUDGET</u>
OTHER CHARGES - continued		
Water and Sewage		
	Assessment and usage charges for water and sewage disposal either through a municipal system or by an outside disposal firm system-wide.	787,136
A.T.S.P. Training Development/Other Professional Development		
	Training for new custodial employees and for appropriate personnel to attend state-wide conferences.	20,800
A.T.S.P. Professional Development		
	Professional training and development for A.T.S.P. personnel assigned to appropriate departments.	7,106
Insurance - Property/Fire		
	Payments associated with the coverage of property/fire insurance to safeguard the schools' assets (building, equipment, contents).	380,388
Insurance - Self-Insurance (Property)		
	Self-insurance fund monies to cover the cost of replacement items excluded as a deductible on the insurance coverage in force.	50,000
Miscellaneous Other Charges		
	Fees for water certification licenses and to reimburse the cost of courses needed for water certification and stationary engineers licenses.	<u>1,800</u>
TOTAL OTHER CHARGES		9,881,379
EQUIPMENT ADDITIONAL		
Portable Tools and Minor Pieces of Equipment		
	Items for schools including automatic scrubber and hydraulic lift.	17,500
Audio-Visual Equipment & Furnishings		
	Provides security projects for schools.	<u>145,000</u>
TOTAL EQUIPMENT ADDITIONAL		162,500
EQUIPMENT REPLACEMENT		
Data Processing Equipment		
		10,000
Portable Tools and Minor Pieces of Equipment		
	Automatic floor scrubbers at various schools.	<u>1,180</u>
TOTAL EQUIPMENT REPLACEMENT		11,180
TOTAL OPERATION OF PLANT		\$24,788,530

Category 06 - Operation of Plant Changes - FY 2009

<u>Maintenance of Effort Items</u>		<u>System Growth Items</u>
1. 3.00 custodial positions - staffing for Ebb Valley Elementary	60,000	
2. Building Supervisor (6 months) - pre-opening of Manchester Valley High	23,889	
3. Decrease in temporary/overtime funds allotted to Non-Exempt personnel	(140,000)	
4. Increase to additional Salaries and Wages - Non-Exempt personnel	63,811	
5. Increase to Salaries and Wages - Exempt personnel	30,370	
6. Change in Hiring Turnover (F.T.E.)	66,694	
7. Increase in maintenance/repair of equipment primarily within Technology Services	40,874	
		<u>System Improvement Items</u>
8. Increase in cleaning services - recycling costs and refuse collection	5,000	
9. Increase in rental of building & office space relative to In-Kind expenses	124,800	
10. Increase in other contracted services to better align budget with actual expenditures	2,800	
11. Administrative reductions to funds allotted to equipment maintenance/repair and computer repair supplies within Technology Services	(30,000)	
12. Increase in funds for minor pieces of equipment (less than \$1,000) to be in schools system wide	7,200	
		<u>System Intervention Items</u>
13. Increase in supplies and materials to better align budget with actual expenditures	2,825	
14. Increase in heating fuels, gas, electricity, and steam	666,108	
15. Increase in water and sewage	66,900	
16. Increase in insurance - property/fire	34,581	
17. Additional increase within other charges to better align budget with actual expenditures	8,000	
18. Decrease in funds appropriated for security projects within schools throughout the county	(125,000)	
19. Decrease in funds for replacement portable tools and equipment at schools	(7,400)	
Subtotal - Maintenance of Effort	<u>901,452</u>	Subtotal - Growth/Improvement/Intervention
Non-Restricted Increase - Category 06 - Operation of Plant		
\$901,452		
Restricted Increase - Category 06 - Operation of Plant		
\$1,100		
TOTAL INCREASE - Category 06 - Operation of Plant		
\$902,552		

Carroll County Public Schools

**FY09/10 PROPOSED CAPITAL
BUDGET FOR MAINTENANCE OF
PLANT AND SCHOOL
CONSTRUCTION**

SECTION IX

FY 2010 CAPITAL IMPROVEMENT PROGRAM BUDGET REQUEST

(\$,000 omitted)

Priority		Grades	Capacity	Occupancy	Prior Authorization/Allocation			Fiscal Year 2010 Funding Request				Total Request	
State	Local				State	County	Total	State	Request For	County	Request For		
1		9-12	1,233	S. Carroll High School Fine Arts Addition	Aug. 2010	\$ 8,200	\$ 21,845	\$ 30,045	\$ 1,881	(C)		\$ 1,881	
2		9-12	1,879	Westminster High School HVAC Replacement	TBD	\$ 3,541	\$ 22,966	\$ 26,507	\$ 8,000	(SR)		\$ 8,000	
3	1	6-8	618	Mt. Airy Elementary School Roof Replacement	Aug. 2009		\$ 200	\$ 200	\$ 490	(SR)	\$ 237	(C)	\$ 727
4	2	PreK-5	524	William Winchester ES Full Day K Addition	Aug. 2010	(P)	\$ 205	\$ 205	\$ 1,843	(C)	\$ 1,943	(C)	\$ 3,786
5	3	PreK-5	705	Winfield ES Full Day K Addition	Aug. 2010	(P)	\$ 156	\$ 156	\$ 1,070	(C)	\$ 1,080	(C)	\$ 2,150
6	4	10-12		New Career & Technology Center	Aug. 2013		\$ -	\$ -	\$ -	(P)	\$ 3,701	(P)	\$ 3,701
7	5	PreK-5	544	Robert Moton ES K Addition	Aug. 2011		\$ -	\$ -	\$ -	(P)	\$ 176	(P)	\$ 176
8		PreK-5	598	Carrolltowne Open Space Enclosure	Aug. 2009		\$ 4,000	\$ 4,000	\$ 1,500	(C)			\$ 1,500
9		6-8	785	Northwest Middle Open Space Enclosures	Aug. 2010		\$ 4,000	\$ 4,000	\$ 2,400	(C)			\$ 2,400
	6	6-8	510	Mt. Airy Middle Modernization/Addition	Aug. 2013			\$ -			\$ 50	(FS)	\$ 50
	7	PreK-5	588	Hampstead HVAC Replacement	Aug. 2010						\$ 115	(P)	\$ 115
	8	PreK-5	588	Hampstead Roof Replacement	Aug. 2010						\$ 250	(P)	\$ 250
	9	PreK-5	727	Manchester HVAC Replacement Scope Study	TBD						\$ 50	(S)	\$ 50
	10			Relocatable Classroom Movement			\$ 400	\$ 400			\$ 420	(P)&(C)	\$ 420
	11			Paving			\$ 268	\$ 268			\$ 500	(C)	\$ 500
	12			Technology Improvements			\$ 645	\$ 645			\$ 1,953	(C)&(E)	\$ 1,953
	13			Roofing Improvements			\$ 120	\$ 120			\$ 130	(C)	\$ 130
	14			Barrier Free Modifications			\$ 30	\$ 30			\$ 35	(C)	\$ 35
	15	9-12	1,879	Westminster High School Science Renovation							\$ 185	(P)	\$ 185
						\$ 11,741	\$ 54,835		\$ 17,184		\$ 10,825		\$ 28,009

NOTE: All dollar figures are shown in thousands

- (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

FY 2011-2015 CAPITAL IMPROVEMENT PROGRAM PLAN

(\$,000 omitted)

Grades	Capacity	Project Title	Occupy	FY2011		FY2012		FY2013		FY2014		FY2015		Total
				State	Local	State	Local	State	Local	State	Local	State	Local	
9-12	1,879	Westminster High HVAC		\$ 3,720										\$ 3,720
10-12		New Carroll County Career & Technology Center		\$ 8,242	\$33,190	\$ 8,240	\$5,845	\$ 8,240	\$2,142					\$ 65,899
PreK-5	544	Robert Moton K Addition		\$ 1,511	\$1,700									\$ 3,211
6-8	510	Mt. Airy Middle Modernization/Addition			\$1,899	\$ 4,880	\$25,793	\$4,880	\$817					\$ 38,269
PreK-5	588	Hampstead HVAC Replacement		\$ 1,053	\$841									\$ 1,894
PreK-5	588	Hampstead Roof Replacement		\$ 686	\$364									\$ 1,050
6-8	745	Sykesville Middle Addition			\$354		\$5,725		\$957					\$ 7,036
PreK-5	320	Charles Carroll Modernization			\$65				\$830	5,917	\$7,488		\$2,073	\$ 16,373
K-5	571	New Southeast Area Elementary					\$1,474	\$ 3,205	\$18,902	\$ 3,118				\$ 26,699
PreK-5	524	William Winchester Modernization					\$65				1,229	\$ 7,730	\$12,124	\$ 21,148
		Kindergarten Additions					\$91	\$ 727	\$962		\$96	\$ 727	\$1,046	\$ 3,649
6-8	1,045	West Middle Modernization							\$65				\$2,843	\$ 2,908
		Modernization Feasibility Studies									\$65		65	\$ 130
		Annual Requests												\$ -
		Relocatable Classroom Movement			\$ 440		\$ 460		\$ 480		\$ 500		\$ 520	\$ 2,400
		Paving			\$ 750		\$ 750		\$ 750		\$ 750		\$ 750	\$ 3,750
		Technology Improvements			\$ 780		\$ 805		\$ 530		\$ 580		\$ 530	\$ 3,225
		Roofing Improvements			\$ 135		\$ 140		\$ 145		\$ 150		\$ 155	\$ 725
		Barrier Free Modifications			\$ 35		\$ 35		\$ 40		\$ 40		\$ 40	\$ 190
														\$ -
		HVAC-Replacements		\$ 257	\$164	\$ 1,410	\$905	\$ 1,450	\$925	\$ 1,450	925	\$ 1,495	955	\$ 9,936
		Roof Replacements												\$ -
		Freedom Elementary			\$73	\$ 555	\$423							\$ 1,051
		West Middle					\$180	\$ 1,367	\$1,041					\$ 2,588
		Carroll Springs						\$46	\$ 353	\$268				\$ 667
		Manchester Elementary								\$126	\$ 963	\$734		\$ 1,823
		Westminster Elementary										\$115		\$ 115
														\$ -
		Open Space Classroom Enclosure												\$ -
		Eldersburg Elementary		\$ 1,540	\$1,175									\$ 2,715
		Westminster Elementary				\$ 2,630	\$2,003							\$ 4,633
		Electrical Service Upgrades												\$ -
		Westminster High										\$305	\$295	\$ 600
		Fire Alarm Replacement												\$ -
		Mt. Airy Elementary								\$ 105	\$145			\$ 250
		Science Room Renovation												\$ -
		Westminster High		\$ 1,775	\$1,715									\$ 3,490
		North Carroll High			\$215	\$ 2,050	\$1,980							\$ 4,245
		South Carroll High					\$105	\$ 1,020	\$980					\$ 2,105
		Liberty High							\$120	\$ 1,160	\$1,125			\$ 2,405
				\$ 18,784	\$43,895	\$ 19,765	\$46,779	\$ 20,889	\$29,732	\$ 12,103	\$13,487	\$ 11,220	\$22,245	\$ 238,899

Carroll County Public Schools

VEHICLE MAINTENANCE

SECTION X

**CARROLL COUNTY PUBLIC SCHOOLS PLANT MAINTENANCE
TRAILERS, TRACTORS AND CONTRACTOR EQUIPMENT**

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
127	94 Penn Trailer	1P9U826D5RL016499	LG41341	Maint. Shop	4,770.00
124	87 Hudson HT20	10HHT2002H1000017	LG20319	Maint. Shop	4,829.11
125	82 Hudson	10HHS1404C1000004	LG10354	Maint. Shop	4,365.00
126	86 Hudson H20	10HHT2008H1000006	LG06146	Maint. Shop	4,742.00
121	96 Hudson Trailer	10HHTD2D8T1000043	LG47081	Maint. Shop	6,387.00
122	87 Eager Beaver	1120BD30XHS090743	LG23229	Maint. Shop	4,570.00
123	93 Hudson HD12	10HHD120910000003	LG39760	Maint. Shop	2,119.00
93	90 Stow Cement Mixer	90004773	LG32979	Maint. Shop	1,650.00
128	82 John Deere	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	60223		Maint. Shop	53,627.00
152	95 Toro Groundsmaster	50247		Maint. Shop	52,476.00
155	98 Gehl Skid Loader	26610		Maint. Shop	113,519.25
156	98 Deweze	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	ATM72LC		Maint. Shop	28,300.00
504	05 Toro Groundsmaster	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
600	05 Holm Trailer	5LVBV242X5A007805	LG67923	Maint. Shop	4,918.20
601	06 Hudson Trailer	10HHSE18861000240	LG67948	Maint. Shop	3,895.00
602	07 Carmate Trailer	5A3C612S87L003518		Outdoor School	

CARROLL COUNTY PUBLIC SCHOOLS PLANT MAINTENANCE VEHICLES

VEHICLE #	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
188	91 Chev. Dump	1GBL7H1P3MJ105722	LG29083	20532095	Maint. Shop	24,260.00
191	07 Chev. 4x4 P/U	1GCHK24UX7E127860	LG73038	37143514	Maint. Shop	25,267.00
192	92 Chev. Dump	1GBL7H1P3NJ101493	LG35677	21322741	Maint. Shop	28,467.00
193	93 Chev. 4x4 P/U	1GCGK24K7PE232155	LG38188	22643616	Maint. Shop	19,745.00
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

VEHICLE #	YEAR - MAKE	VIN NUMBER	TAG NUMBER	TITLE NUMBER	LOCATION	COST
199	95 Ford Utility	1FDKF37H7SEA24155	LG42996	24246519	Maint. Shop	21,844.00
201	95 Chev.4x4 w/lift	1GCGK24K1SE186766	LG44522	24468928	Maint. Shop	21,066.00
202	95 Chev. 4x4 w/dump	1GCGK24K1SE188954	LG44524	24468930	Winters Mill HS	21,601.00
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
206	96 GMC Dump	1GDJ6H1P7TJ509784	LG47643	25396626	Maint. Shop	36,950.00
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
209	98 Chev. Dump	1GBKC34J4WJ101912	LG52012	26976232	Westminster HS	34,253.00
210	98 Chev. 4x4 1 Ton P/U	1GCHK33J2WF019870	LG52013	26776234	Maint. Shop	24,373.00
211	99 Ford 4x4 P/U	1FTNF21L0XEC03427	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	Maint. Shop	30,925.00
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	Maint. Shop	37,105.00
405	06 Chev. Dump	1GBJ6C1396F405359	LG74191	35961012	Maint. Shop	74,335.00

VEHICLE #	YEAR - MAKE	VIN NUMBER	TAG NUMBER	TITLE NUMBER	LOCATION	COST
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	1GBG6H1P3MJ106065	LG29082	20532092	W.H.S./Food	23,502.00
6	95 Chev. Van	1GBHP32Y7S3324121	LG44586	25103950	Plant Operations	27,169.00
7	97 International	1HTSCABM0VH456856	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
15	96 Chev. S-10 4x4	1GCDT14X9TK138232	LG44578	24999710	Maint. Shop	16,711.75
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	1GNDT13S182163534	LG80466	38210438	Maint. Shop	18,178.00

Carroll County Public Schools

**SUMMARY OF SCHOOLS AND
STAFFING**

SECTION XI

PLANT MAINTENANCE EMPLOYEE LIST/CLASSIFICATION

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>LOCATION</u>
Jim Parker	Supervisor of Plant Maintenance	Maintenance Shop
Mark Hiner	Asst. Supervisor of Plant Maintenance	Maintenance Shop
Charles E. Smith, III	Asst. Supervisor of Plant Maintenance	Maintenance Shop
Zeb Amoss	Building Maintenance Mechanic	CCC & T Center
Allen Bare	General Maintenance	Maintenance Shop
Carl Bare	General Maintenance	Maintenance Shop
VACANT	Systems	Maintenance Shop
Dan Baugher	General Maintenance	Maintenance Shop
Jim Bean	Carpenter	Maintenance Shop
Dave Brothers	General Maintenance	Maintenance Shop
Tom Brown	IPM	Maintenance Shop
James Conaway	General Maintenance	Maintenance Shop
Jeremy Cornett	IPM	Maintenance Shop
Andy Crone	AV	Maintenance Shop
Denny Dean	Preventive Maintenance	Maintenance Shop
Joe Ditzel	Building Maintenance Mechanic	North Carroll High
Tony Duft	IPM	Maintenance Shop
Rick Eckhardt	Preventive Maintenance	Maintenance Shop
Bruce Eyler	General Maintenance	Maintenance Shop
Jim Fairbank	General Maintenance	Maintenance Shop
Ken Fischer	Building Maintenance Mechanic	Westminster High
Mike Fowler	Electrician	Maintenance Shop
Kevin Fowler	General Maintenance	Maintenance Shop
Rob Frizzell	Night Shift Painter	Maintenance Shop
Clyde Furbay	Night Shift Painter	Maintenance Shop
Barry Garner	Electrician	Maintenance Shop
Jim Gatuso	Auto Mechanic	Maintenance Shop
Ray Gesell	Carpenter	Maintenance Shop
Ron Grey	Night Shift Painter	Maintenance Shop
Ronald Haines	Building Maintenance Mechanic	Century High
Ike Harman	Night Shift Painter	Maintenance Shop
Kirk Jackson	HVAC	Maintenance Shop
Barry Kaltrider	Night Shift Painter	Maintenance Shop
Brian Kaltrider	Mason	Maintenance Shop
John Koontz	Plumber	Maintenance Shop
Joe Langan	Building Maintenance Mechanic	CCC & T Center
Cork Laughman	Painter	Maintenance Shop
Joe Mansfield	Plumber	Maintenance Shop
Stephen May	Building Maintenance Mechanic	South Carroll High
Doug Menchey	Carpenter	Maintenance Shop

Albert Milburn	Systems	Maintenance Shop
Tom Miner	Boiler Technician	Maintenance Shop
Orrin Orewiler	Shipping and Receiving	Maintenance Shop
Brian Owings	General Maintenance	Maintenance Shop
George Owings	General Maintenance	Maintenance Shop
Robert Perry	HVAC	Maintenance Shop
Jason Pinner	HVAC	Maintenance Shop
Dave Pittinger	Grounds	Maintenance Shop
Dave Pyles	Lead Painter – 2 nd Shift	Maintenance Shop
Norman Pyles	IPM	Maintenance Shop
Mike Rhoads	Refrigeration	Maintenance Shop
John Ridinger	Systems	Maintenance Shop
Jim Robertson	Auto Mechanic	Maintenance Shop
Dave Runkles	Painter – 2 nd Shift	Maintenance Shop
Rob Sahn	General Maintenance	Maintenance Shop
Carl Sanner	Boiler Technician	Maintenance Shop
James Saylor	Building Maintenance Mechanic	Francis S. Key High
Dave Selepack	Electrician	Maintenance Shop
Jason Sherman	Building Maintenance Mechanic	Westminster High
Carroll Smith	Preventive Maintenance	Maintenance Shop
Rod Smith	Plumber	Maintenance Shop
Donny Staub	General Maintenance	Maintenance Shop
Dallas Subock	IPM	Maintenance Shop
Tom Taylor	General Maintenance	Maintenance Shop
Randy Tracey	Dispatcher	Maintenance Shop
John Wantz	Building Maintenance Mechanic	Winter's Mill High
Clint Wentz	HVAC/Refrigeration	Maintenance Shop
Wayne Wheeler	Roofer	Maintenance Shop
Jim Zimmerman	Locksmith/Carpenter	Maintenance Shop

CARROLL COUNTY SCHOOLS TELEPHONE LISTINGS

	SCHOOL NAME	TELE.	PRINCIPAL	BUILDING SUPER.
079	C C C & T CENTER	751-3669	Kate Engle	VACANT Zeb Amoss
712	CARROLL SPRINGS	751-3620	Robin Farinholt	Margie "D"
056	CARROLLTOWNE ELEM.	751-3530	Teresa Ball	Terry Johnson
200	CENTRAL OFFICE	751-3100		Iris Rodgers Gail Linz
510	CENTURY HIGH	386-4400	Andrew Cockley	Ron Haines
032	CHARLES CARROLL ELEM.	751-3211	Patricia Heacock	Chuck Cheak
715	CRANBERRY STATION	386-4440	Judy Walker	George Brundage
071	EAST MIDDLE	751-3656	Mary Swack	Chas. Martin
063	EBB VALLEY	386-1550	Bob Mitchell	Keith Noel
051	ELDERSBURG ELEM.	751-3520	Michael Eisenklam	Donnie Boone
121	ELMER WOLFE ELEM.	751-3307	Robin Townsend	Bob Eckard
022	FRANCIS SCOTT KEY	751-3320	John Seaman	Roger Bell Jim Saylor
055	FREEDOM ELEM.	751-3525	Richard Huss	Margie Barnes
714	FRIENDSHIP VALLEY ELEM.	751-3650	Patricia Dorsey	Chris Ellison
716	GATEWAY SCHOOL	751-3691	Robert Cullison	Sue Bowers
084	HAMPSTEAD ELEM.	751-3420	Jacalyn Powell	Brenda Eckenrode
057	LIBERTY HIGH	751-3560	Dwayne Piper	Rick Duvall Richard Durr
053	LINTON SPRINGS ELEM.	751-3280	Vicki Winner	Richard Jacobs
061	MANCHESTER ELEM. MANCHESTER VALLEY HIGH	751-3410 3994	Martin Tierney Randy Clark	Judy John
046	MECHANICSVILLE ELEM.	751-3510	Nicholas Shockney	Barbara Bare
135	MT. AIRY ELEM.	751-3540	Debbie Bunker	Jeff Cook
136	MT. AIRY MIDDLE	751-3554	Virginia Savell	Elaine Richard
111	NEW WINDSOR MIDDLE	751-3355	Donald Bell	Jason Sprinkle
085	NORTH CARROLL HIGH	751-3450	Kim Dolch	Harold Leese Joe Ditzel
081	NORTH CARROLL MIDDLE	751-3440	Carl Snook	Bob Adams
015	NORTHWEST MIDDLE	751-3270	Amy Gromoda	Eddie Eckard
058	OKLAHOMA ROAD MIDDLE	751-3600	Cathy Hood	Allen Haines
713	OPERATIONS	751-3470	Doug Gross	
134	PARR'S RIDGE ELEM.	751-3559	Ann Blonkowski	Bill Aldridge
059	PINEY RIDGE ELEM.	751-3535	Karen Covino	Kathy Boone
711	ROBERT MOTON ELEM.	751-3610	Pamela Meyers	Larry Little
024	RUNNYMEDE ELEM.	751-3202	Tammy Richards	Leah Miner
044	SANDYMOUNT ELEM.	751-3215	Monica Smith	Mike Risner
087	SHILOH MIDDLE	386-4570	Jim Carver	Rich Kelly
141	SOUTH CARROLL HIGH	751-3575	Eric King	Richard Stultz Stephen May
086	SPRING GARDEN ELEM.	751-3433	Kristine Hayden	Charlie Batz
054	SYKESVILLE MIDDLE	751-3545	Tom Eckenrode	James Lee
013	TANEYTOWN ELEM.	751-3260	Rose Matavi	Dave Martin
073	WEST MIDDLE	751-3661	Tom Hill	Judy Bailey
710	WESTMINSTER ELEM.	751-3222	Tracy Belski	Larry Curtis
077	WESTMINSTER HIGH	751-3630	Kenneth Goncz	Harlan Martin J. Sherman K. Fischer
096	WINFIELD ELEMENTARY	751-3242	Cynthia Bell	"Sis" McFarland
074	WINTER'S MILL	386-1500	Jeff Alisaukus	Paul Hann
075	WM. WINCHESTER	751-3230	Joe Dorsey	John Wantz Ed Poist