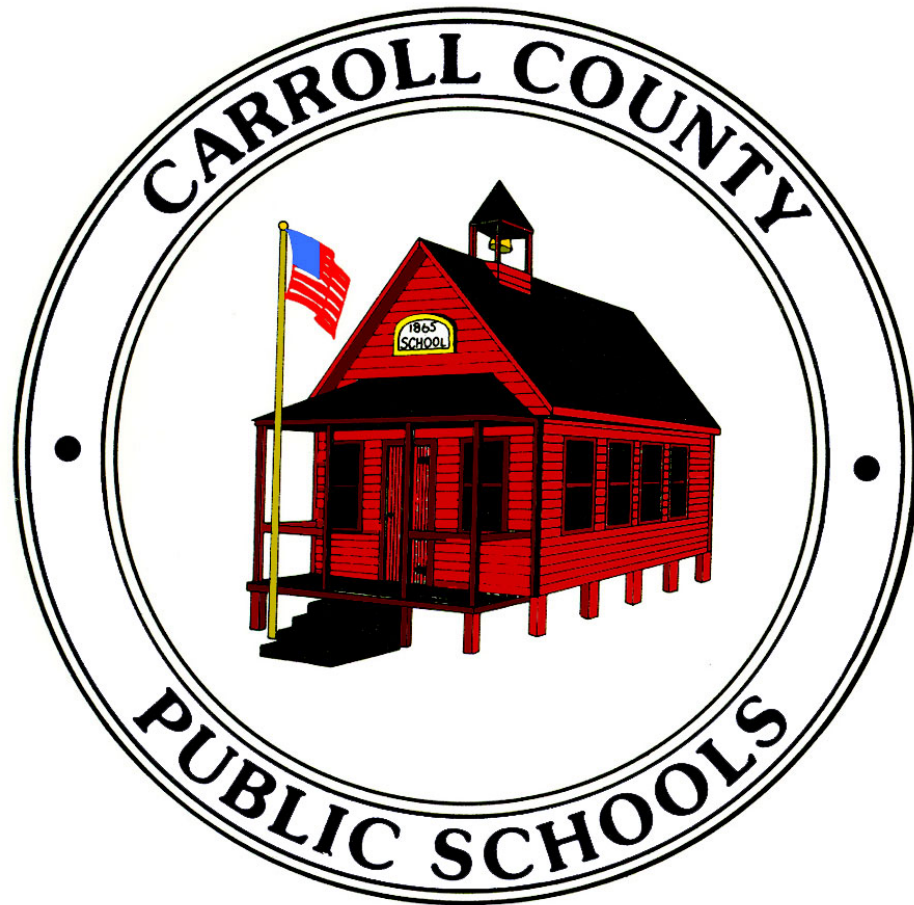


PLANT OPERATIONS DEPARTMENT



Introduction

CARROLL COUNTY PUBLIC SCHOOLS

Plant Operations Department

Purpose:

The information in the manual is intended to serve as a guide to principals, administrators, and custodial employees to assist them with the management of the facilities custodial maintenance program.

The Plant Operations department has attempted to include enough information to make this manual useful, while at the same time limiting its contents to make it readable.

This manual has been placed in a loose leaf binder so regulations, techniques, and data change can remain current by simply removing obsolete pages and replacing them with revised ones.

The Plant Operations department's hope is that you find this manual useful as a management tool, and we welcome your suggestions for future changes.

Please direct questions and suggestions to: Plant Operations Department, telephone # 410-751-3470.

INTRODUCTION

The Carroll County Public School properties represent large financial investments both by the state and the local community. Preservation of these properties is an aim of maintenance. Adequate school plant maintenance and custodial personnel retards deterioration, reduces fire hazards and decreases the need for extensive periodic renovation thus preserving the investment in school properties. Maintenance applies to all parts of the buildings, equipment and the grounds. Timely attention to maintenance gives school properties longer useful life.

The information and requirements contained in the Plant Operations procedures manual are set forth as a guide to building administrators, building supervisors, and custodial employees responsible for the custodial maintenance of school buildings and outdoor grounds in the Carroll County Public School system.

Parents are required to send their children to school and they have every right to expect safe buildings, grounds, and equipment. The promotion of community pride in school buildings through a program of good maintenance is more than just pleasing the public. School officials are aware that a clean, well-kept school building not only contributes to health, happiness, and correct development of the children, but also promotes favorable patron attitude toward the school. Unattractive grounds, unsanitary and inadequate toilet facilities, improper lighting, dirty floors, marked and soiled walls, inadequate and improper storage of supplies and materials, and damaged property tends to promote vandalism by the students and disinterest and criticism by the patrons.

Prevention of school shut down and loss of time is primarily achieved through a good program of preventive maintenance. It is important to correct mild difficulties before they reach epidemic proportions. It is important that periodic inspections be made of the electrical, heating and other mechanical systems. Without proper oiling of motors and fan bearings in the heating plants and ventilating systems, would lead to complete breakdowns.

The standards set forth in this manual are considered as the acceptable standards and apply to all buildings operated by Carroll County Public schools. The intent is to establish a common set of standards used as guidelines for scheduling tasks to be performed and for evaluating the quality and quantity of the performance of these tasks. These standards are the basis from which training and inspection procedures evolve.

Custodial maintenance duties should not be restricted to those outlined in the section on standards. The scope of building service support to the various educational programs and community activities offered in this system exceeds what is covered here. Surpassing the standards is encouraged. Failure or difficulty in meeting the standards is considered grounds for a review to correct deficiencies or to evaluate problem areas.

The responsibilities for training of building custodial services personnel for the various categories are outlined. Training of building supervisors on various subjects covered in the training programs are left to the discretion of those responsible for the programs. Training programs will be flexible, when necessary, to meet the changing requirements in educational programs and community use of schools as well as the introduction of new cleaning techniques, supplies, and equipment.

The inspections, records, and reporting procedures outlined are designed to assist management at all levels in evaluating the custodial maintenance standards. Through frequent and varied inspections, potential problem areas can be detected and resolved early so that better support is provided to the schools.

CARROLL COUNTY PUBLIC SCHOOLS

Plant Operations Department

Mission Statement:

The goal of this department is to provide all Carroll County Public Schools with a safe, sanitized, and orderly environment for all students, staff, and visitors.

The department accomplishes this by managing major functions and activities throughout the school system.

Major Functions and Activities:

- Prepare and manage the budget for custodial staff, materials, equipment, utilities, integrated pest management, hazardous waste disposal, warehousing, distribution, and indoor air quality testing.
- Train custodial staff in basic housekeeping skills including technical and mechanical classes.
- Prepare specifications and testing of custodial cleaning products and equipment.
- Perform school facility inspections to maintain and/or improve conditions for health and safety of student and staff.
- Monitoring utilities and energy use and ensure conservation methods are followed.
- Monitoring recycling program for the schools.
- Monitoring contractual obligations for refuse removal for the schools.