



Carroll County Public Schools
Building the Future

Comprehensive Maintenance Plan for Educational Facilities

October 2020

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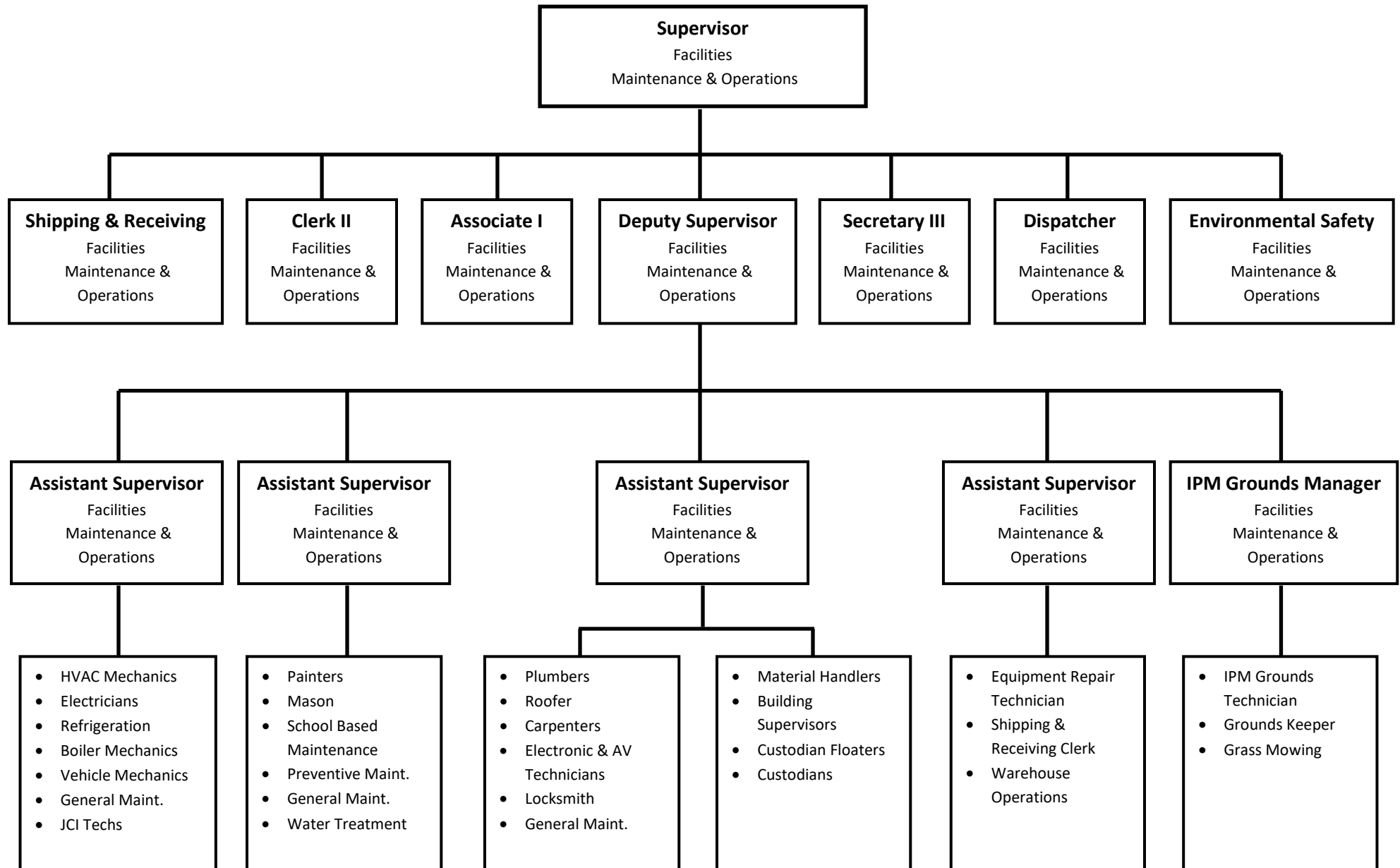
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Facilities Maintenance & Operations Organization



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 \$888,483,400. 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 facilities 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 Facilities Maintenance and Operations 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. Ensure a quality maintenance program through effective management and efficient utilization of resources.

8. Provide the best indoor air quality possible by maintaining a physical environment that supports the needs of the instructional program, staff, students, other users, and visitors who use school facilities and grounds.

IV. LEVELS OF MAINTENANCE AND RELATED COST FACTORS

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

1. BUILDING USE

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

2. BUILDING AND EQUIPMENT DESIGN

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

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

3. BUILDING CODES

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

4. ADVANCES IN TECHNOLOGY

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

5. CONDITION OF EXISTING SCHOOL BUILDINGS

The condition of existing school facilities needs to be considered as well as frequency of use of facilities beyond the normal school day when evaluating the overall maintenance effort. These factors create a significant impact to the facilities 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 facilities 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 facilities operations component in the individual school (often referred to as a Building Custodial Services) is an important consideration in assessing overall maintenance levels and determining costs associated with building maintenance. An effective building operation function should compliment and interface with the centralized facilities maintenance function to provide an overall effective facilities maintenance program. Carroll County Public Schools has developed and implemented such a plan. We feel this combined effort is providing an effective facilities maintenance program.

In Summary, all the aforementioned factors have a direct impact on establishing a cost-effective facilities 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 facilities operations forces to perform preventive maintenance.
3. Assignment of four highly trained preventive maintenance technicians.
4. Assignment of full-time maintenance personnel at the high school level to perform daily maintenance tasks.
5. Utilization of service contracts as needed.

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

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

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

The contracted services component relates to the following areas:

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

VI. MAINTENANCE AND OPERATIONS ORGANIZATION

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

FACILITIES MAINTENANCE and OPERATIONS

Facilities Maintenance personnel have 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.

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

Facilities Operations personnel provides assistance and service to the schools on a daily basis to perform custodial duties and minor preventive maintenance to the building equipment. Grounds maintained around the perimeter for the building is also the responsibility of Facilities 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 can provide an invaluable service in detecting equipment malfunctions and building deterioration before either becomes a major problem.

Carroll County Public Schools

MAINTENANCE SCHEDULING CHARTS

Section II

MAINTENANCE PROGRAM

(Annual maintenance tasks and custodian cleaning at all schools)

CARPENTRY

Ceiling Tile
Glass
Hardware
Lockers
Minor renovations
Fire proofing

ELECTRICAL

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

FLOOR

Carpet
Gym-Hardwood
Terra Cotta
Terrazzo
Floor Tile

GROUNDS

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

REFRIGERATION

Inspect, clean and service
Equipment replacement

MASONRY

Brick
Block
Concrete
Ceramic Tile

HVAC

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

PLUMBING

Drains
Fixtures
Pumps
Strainers
Faucets
Piping and Insulation

SECURITY

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

FIRE PROTECTION

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

INSPECTIONS

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

SCHEDULE MAINTENANCE

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

<u>CHART NUMBER</u>	<u>DESCRIPTION</u>
A	Boiler Overhaul/Replacement
B	Central Chiller Overhaul/Replacement
C	Rooftop Air Condition Unit Replacement
D	Tennis Court Maintenance
E	Parking Lot Resurfacing/Re-striping
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	2020	2021	2022	2023	2024	2025	REMARKS
ELEMENTARY SCHOOLS									
Carroll Springs School	1980						S		
Carrolltowne Elementary	1976	2013							2026
Cranberry Station	1999	1999							2026
Elmer Wolfe Elementary	1998	1998							2029
Freedom Elementary	1955	2013							
Friendship Valley Elementary	1991								2027
Hampstead Elementary	1986	2012							
Linton Springs	1998	1998							
Manchester Elementary	1989	2016							
Mechanicsville Elementary	Rv-1994								2028
Mt Airy Elementary	Rv-1986						S		
Parr's Ridge Elememtary	2005	2005							2030
Piney Ridge Elementary	1991	2011							2027
Runnymede Elementary	1994								2028
Sandymount Elementary	Rv-1992	2019							
Spring Garden Elementary	1991	2011			S				
Taneytown Elementary	Rv-1995								
Westminster Elementary	1976								
William Winchester Elementary	1962			S					
Winfield Elementary	Rv-1992	2007		S					
MIDDLE SCHOOLS									
East Middle	Rv-1975	New	2020	2021	2022	2023	2024	2025	
Mt Airy Middle	2013	2013				S			Replacement School
North Carroll Middle	Rv-2005								New School
Northwest Middle	1976								2026
Oklahoma Road Middle	1997	1997				S			2026
Shiloh Road Middle	2000	2000							2026
Sykesville Middle	Rv-1984	2012							
West Middle	1958	2005							
HIGH SCHOOLS									
Century High	2001	2001	2020	2021	2022	2023	2024	2025	
Francis Scott Key High	Rv-1999	2010							2027
Liberty High	1980							S	Auditorium Only
Manchester Valley High	2009	2009							
South Carroll High	1967								
Westminster High	1971	2011							New Boiler 2011
Winters Mill	2002	2002							2028
Gateway School	2003	2003							2028
T - Total Replace O - Overhaul S- Scheduled Replace N - New G - Gas conversion D - Deferred									

CHART B									
CENTRAL CHILLER OVERHAUL / REPLACEMENT									
	YR BUILT	New	2020	2021	2022	2023	2024	2025	REMARKS
ELEMENTARY SCHOOLS									
Carroll Springs School	1980	2007					S		
Carrolltowne Elementary	1976	2017							
Cranberry Station Elementary	1999	1999							2025
Elmer Wolfe Elementary	1998	1998							2029
Friendship Valley Elementary	1991								2027
Hampstead Elementary	1986	1996			S				
Linton Springs	1998	1998							
Mechanicsville Elementary	Rv-1994								2028
Mt Airy Elementary	Rv-1986	1995					S		
Parr's Ridge Elementary	2005	2005							2030
Piney Ridge Elementary	1991								2027
Runnymede Elementary	1994								2028
Sandymount Elementary	Rv-1992								
Spring Garden Elementary	1991	2012			S				
Taneytown Elementary	Rv-1995	1995							2029
Winfield Elementary	Rv-1992			S					
MIDDLE SCHOOLS									
	YR BUILT	New	2020	2021	2022	2023	2024	2025	
East Middle	Rv-1975					S			Replacement School
North Carroll Middle	Rv-2005	2005							Cooling Tower FY-21
Northwest Middle	1976	1999				S			
Oklahoma Road Middle	1996	1996		S					
Shiloh Road Middle	2000	2000							2026
Sykesville Middle	Rv-1984	2004							
West Middle	1958	2008							
HIGH SCHOOLS									
	YR BUILT	New	2020	2021	2022	2023	2024	2025	
Carroll County Career & Tech	1971	1998			S				Renovation
Century High	2001	2001							Cooling Tower FY-20
Francis Scott Key High	1999	1999							
Liberty High	1980	2004						S	
Manchester Valley High	2009	2009							
South Carroll High	1967	2012							Auditorium Only
Westminster High	1971	2012							
Winter's Mill High	2002	2002							Cooling Tower FY-21
T - Total Replace O - Overhaul S - Scheduled Replace N - New D - Deferred									

CHART C											
ROOFTOP AIR CONDITIONING UNIT REPLACEMENT											
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025	REMARKS	
ELEMENTARY SCHOOLS											
Carrolltowne Elementary	1976	2008					S			2026	
Eldersburg Elementary	1970	2001								2031	
Elmer Wolfe Elementary	1998	1998								2029	
Freedom Elementary	1975	2005									
Hampstead Elementary	1986	2012									
Manchester Elementary	1990										
Mt Airy Elementary	Rv-1986	2012						S		Office	
Piney Ridge Elementary	1991	2007							S	Full Day K	
Robert Moton Elementary	1976	2008									
Sandymount Elementary	Rv-1992		T								
Spring Garden Elementary	1991					S					
Westminster Elementary	1976	2003									
William Winchester Elementary	1962	2005									
MIDDLE SCHOOLS											
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025		
Mt Airy Middle	2013	2013									
North Carroll Middle	1991	2006				S				Media Center	
Oklahoma Road Middle	1996	1996					S				
Shiloh Road Middle	2000	2000								2026	
Sykesville Middle	Rv-1984	2004								Office	
West Middle	1996	1996									
HIGH SCHOOLS											
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025		
Carroll County Carreer & Tech	1987					S				Renvoation	
Century High	2001	2001								2028	
Francis Scott Key High	Rv-1999	1999							S		
Liberty High	1980								S		
Manchester Valley High	2009	2009								2034	
South Carroll High	1972	1999				S				Café Unit	
Winter's Mill High	2002	2002								2028	
T - Total Replace O - Overhaul S- Scheduled Replace N - New G - Gas conversion D - Deferred											

CHART D									
TENNIS COURT MAINTENANCE									
	YR BUILT	New	2020	2021	2022	2023	2024	2025	REMARKS
HIGH SCHOOLS									
Century High	2001	2001		S					
Francis Scott Key High	Rv-1999	2015						S	
Liberty High	1980	2015						S	
Manchester Valley High	2009	2009			P				Repaint
South Carroll High	1967		T						
Westminster High	1971								
Winter's Mill High	2002	2002			S				Repaint
T - Total Replace S - Scheduled Replace N - New P - Partial D - Deferred									

CHART E										
PARKING LOT RESURFACING										
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025	REMARKS
ELEMENTARY SCHOOLS										
Carroll Springs School	1980	2015								
Carrolltowne Elementary	1976									
Cranberry Station Elementary	1999	1999								
Ebb Valley Elementary	2008	2008								
Eldersburg Elementary	1970	2015								
Elmer Wolfe Elementary	1998	1998								
Freedom Elementary	1955									
Friendship Valley Elementary	1991	1991								
Hampstead Elementary	1986	2013								
Linton Springs	1998	1998								
Manchester Elementary	1990	1990								
Mechanicsville Elementary	Rv-1994					S				
Mt Airy Elementary	Rv-1986						S			
Parr's Ridge Elementary	2005	2005								
Piney Ridge Elementary	1991	1991								
Robert Moton Elementary	1976				S					
Runnymede Elementary	1994	1994								
Sandymount Elementary	Rv-1992	1992								
Spring Garden Elementary	1991									
Taneytown Elementary	Rv-1995									
Westminster Elementary	1976			S						
William Winchester Elementary	1962	2015								
Winfield Elementary	Rv-1992	1992								
MIDDLE SCHOOLS										
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025	
East Middle	Rv-1975									
Mt Airy Middle	2013	2013								
North Carroll Middle	1956									
Northwest Middle	1976							S		
Oklahoma Road Middle	1997	1997								
Shiloh Road Middle	2000	2000							S	
Sykesville Middle	Rv-1984							S		
West Middle	1958	2014								
HIGH SCHOOLS										
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025	
Carroll County Career & Tech	1987						S			Renovation
Century High	2001	2001								
Francis Scott Key High	Rv-1999	2015								
Liberty High	1980					P	P			
Manchester Valley High	2009	2009								
South Carroll High	1967	2010								
Westminster High	1971			S						Stadium Lot
Winter's Mill	2002	2002								
Gateway School	2003	2003								
T - Total Replace S - Scheduled Replace N - New P - Partial D - Deferred										

CHART F										
EXTERIOR PAINTING - 10 YEAR PAINT CYCLE										
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025	REMARKS
ELEMENTARY SCHOOLS										
Carroll Springs School	1980									
Carrolltowne Elementary	1976									
Cranberry Station Elementary	1999	1999					S			
Ebb Valley Elementary	2008	2008				S				
Eldersburg Elementary	1970									
Elmer Wolfe Elementary	1998	1998								
Freedom Elementary	1955					S				
Friendship Valley Elementary	1991									
Hampstead Elementary	1986									
Linton Springs	1998	1998				S				
Manchester Elementary	1990									
Mechanicsville Elementary	Rv-1994	1995								
Mt Airy Elementary	Rv-1986									
Parr's Ridege Elementary	2005	2005		S						
Piney Ridge Elementary	1991				S					
Robert Moton Elementary	1976									
Runnymede Elementary	1994	1994								
Sandymount Elementary	Rv-1992			S						
Spring Garden Elementary	1991				S					
Taneytown Elementary	Rv-1995									
Westminster Elementary	1976									
William Winchester Elementary	1962				S					
Winfield Elementary	Rv-1992									
MIDDLE SCHOOLS										
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025	
East Middle	Rv-1975									
Mt Airy Middle	2013	2013								
North Carroll Middle	1956									
Northwest Middle	1976									
Oklahoma Road Middle	1997	1997								
Shiloh Road Middle	2000	2000				S				
Sykesville Middle	Rv-1984									
West Middle	1958						S			
HIGH SCHOOLS										
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025	
Carroll County Carreer & Tech	1987									
Century High	2001	2001								
Francis Scott Key High	Rv-1999	1999					S			
Liberty High	1980									
Manchester Valley High	2009	2009						S		
South Carroll High	1967									
Westminster High	1971							S		
Winter's Mill High	2002	2002		S						
Maintenance shop	1962									
Gateway School	2003	2003			S					
S - Scheduled N - New D - Deferred										

CHART G									
INTERIOR PAINTING - 10 YEAR PAINT CYCLE									
	YR BUILT	2019	2020	2021	2022	2023	2024	2025	REMARKS
ELEMENTARY SCHOOLS									
Carroll Springs School	1980				S				
Carrolltowne Elementary	1976								
Cranberry Station Elementary	1999		S						
Ebb Valley Elementary	2008		S						
Eldersburg Elementary	1970								
Elmer Wolfe Elementary	1998		S						
Freedom Elementary	1955					S			
Friendship Valley Elementary	1991								
Hampstead Elementary	1986								
Linton Springs	1998		S						
Manchester Elementary	1990								
Mechanicsville Elementary	Rv-1994								
Mt Airy Elementary	Rv-1986								
Parr's Ridge Elementary	2005								
Piney Ridge Elementary	1991					S			
Robert Moton Elementary	1976								
Runnymede Elementary	1994								
Sandymount Elementary	Rv-1992					S			
Spring Garden Elementary	1991					S			
Taneytown Elementary	Rv-1995	S							
Westminster Elementary	1976								
William Winchester Elementary	1962								
Winfield Elementary	Rv-1992								
MIDDLE SCHOOLS									
	YR BUILT	2019	2020	2021	2022	2023	2024	2025	
East Middle	Rv-1975								
Mt Airy Middle	2013								
North Carroll Middle	1956								
Northwest Middle	1976								
Oklahoma Road Middle	1997								
Shiloh Road Middle	2000			S					
Sykesville Middle	Rv-1984								
West Middle	1958			S					
HIGH SCHOOLS									
	YR BUILT	2019	2020	2021	2022	2023	2024	2025	
Carroll County Career & Tech	1987								
Century High	2001				S				
Francis Scott Key High	Rv-1999			S					
Manachester Valley High	2009				S				
Liberty High	1980								
South Carroll High	1967						S		
Westminster High	1971								
Winters Mill High	2002						S		
Maintenance shop	1962								
Gateway School	2003								
S - Scheduled N - New D - Deferred									

CHART H										
GYM FLOOR REFINISHING (WOOD ONLY)										
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025	REMARKS
ELEMENTARY SCHOOLS										
Carroll Springs School	1980									
Elmer Wolfe Elementary	1998			S						
Linton Springs	1998	2015							S	
Manchester Elementary	1990									
Mechanicsville Elementary	Rv-1994	2011								
Parr's Ridge Elementary	2005	2005								
MIDDLE SCHOOLS										
East Middle	Rv-1975		D							
Mt Airy Middle	2013	2013								
North Carroll Middle	1956									
Oklahoma Road Middle	1997	2012				S		S		
Shiloh Road Middle	2000	2012					S			
Sykesville Middle	Rv-1984	2012		S						
West Middle	1958	2011								
Northwest Middle	1976	2011								
HIGH SCHOOLS										
Century High	2001	2012				S				Auxiliary Gym
Francis Scott Key High	Rv-1999		D		S					
Liberty High	1980	2016								2016 Main Gym
Manchester Valley High	2009	2016								2016 Main Gym
South Carroll High	1967			S						2006 Auxiliary Gym
Westminster High	1971		D	S						2006 Auxiliary Gym
Winter's Mill High	2002	2013					S			2013 Main Gym
T - Total Refinish S - Scheduled Refinish N - New D - Deferred										

CHART I												
RUNNING TRACK OVERLAY												
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025	REMARKS		
HIGH SCHOOLS												
Century High	2001	2011						S				
Francis Scott Key High	Rv-1999					S				Repair & Paint		
Liberty High	1980						S					
Manchester Valley High	2009	2009					S					
South Carroll High	1967		D	R						Repair & Paint		
Westminster High	1971		D		S							
Winter's Mill	2002	2012		R						Repair & Paint		
T - Total Replace S - Scheduled Replace N - New D - Deferred R - Repairs to Surface												

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

CHART K										
CARPET AND FLOOR TILE REPLACEMENT										
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025	REMARKS
ELEMENTARY SCHOOLS										
Carroll Springs School	1980									
Carrolltowne Elementary	1976									
Cranberry Station Elementary	1999	2012				S				Office/Media Center
Ebb Valley Elementary	2008	2008								
Eldersburg Elementary	1970	2012				S				Office/Media Center
Elmer Wolfe Elementary	1998	2011								Media Center
Freedom Elementary	1955	2012				S				Media Center
Friendship Valley Elementary	1991				S					Office
Hampstead Elementary	1986									Media Center
Linton Springs	1998	2011					S			
Manchester Elementary	1990		S							Media Center/Office
Mechanicsville Elementary	Rv-1994									
Mt Airy Elementary	Rv-1986									Media Center
Parr's Ridge Elementary	2005	2005								Office/Media Center
Piney Ridge Elementary	1991									Media Center
Robert Moton Elementary	1976									
Runnymede Elementary	1994								S	Office-15, Media-16
Sandymount Elementary	Rv-1992									Office
Spring Garden Elementary	1991							S		Office-14, Media-16
Taneytown Elementary	Rv-1995	2011				S				Media Center/Office
Westminster Elementary	1976					S				Media Center
William Winchester Elementary	1962									
Winfield Elementary	Rv-1992		S							Office/Media Center
MIDDLE SCHOOLS										
East Middle	Rv-1975			S						Media Center/Office
Mt Airy Middle	2013	2013					S			New School 2013
North Carroll Middle	1956									Office/Media Center
Northwest Middle	1976									Media Center/Office
Oklahoma Road Middle	1997	2011			S					Media Center
Shiloh Road Middle	2000	2011					S			Media Center/Office
Sykesville Middle	Rv-1984									Media Center/Office
West Middle	1958		S							Media Center/Office
HIGH SCHOOLS										
Carroll County Career & Tech	1987	2012				S				Office
Century High	2001	2001				S				Media Center/Office
Francis Scott Key High	Rv-1999	2012								Media Center
Manchester Valley High	2009	2009	S							Media Center/Office
Liberty High	1980				S					Media Center
South Carroll High	1967			S						Media Center/Office
Westminster High	1971	2012			S					
Winter's Mill High	2002	2011		S						Office
Gateway School	2003	2003								
S - Scheduled Replace N - New D - Deferred										

CHART L										
UNDERGROUND STORAGE TANK REPLACEMENT AND GAS CONVERSIONS										
	YR BUILT	New	2019	2020	2021	2022	2023	2024	2025	REMARKS
ELEMENTARY SCHOOLS										
Friendship Valley Elementary	1991 OIL	1991								
Hampstead Elementary	1986 Nat Gas	2012								Removed 2012
Manchester Elementary	1990 Nat Gas	2014								Removed 2014
Piney Ridge Elementary	1991	1991								
Runnymede Elementary	1994	1994								
Sandymount Elementary	Rv-1992	1992								
Winfield Elementary	Rv-1992	1992								
MIDDLE SCHOOLS										
	YR BUILT		2019	2020	2021	2022	2023	2024	2025	
Northwest Middle	1976	1986								
HIGH SCHOOLS										
	YR BUILT		2019	2020	2021	2022	2023	2024	2025	
Francis Scott Key High	Rv-1999	2012								Removed 2012
T - Total S - Scheduled Replace N - New A - Above Ground G - Gas Conversion D - Deferred										

Carroll County Public Schools

PREVENTIVE MAINTENANCE PROGRAM

Section III

PREVENTIVE MAINTENANCE PROGRAM

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

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

It is the responsibility of the Building Supervisor to see that these P.M. tasks are performed and properly recorded on the appropriate check sheet. As with other assignments, the building supervisor may desire to delegate some of the tasks to subordinate employees. The original check sheet shall be posted at a visible location in the Building Supervisor's office. Completed reports shall be forwarded to the Supervisor of Facilities Maintenance and 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 Facilities Maintenance and Operations, either by an electronic Maintenance Requisition or by telephone if considered an emergency.

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

Building Supervisor's Preventive Maintenance

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

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

Carroll County Public Schools

BOILER AND PRESSURE VESSEL LOG BOOK

Section IV

BOILER AND PRESSURE VESSEL



LOG BOOK

Facilities 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 logbook 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 Facilities Maintenance personnel as well as the Boiler Inspector with the history of each piece of equipment at a glance. This will also serve as an evaluation tool in determining that all violations or corrective action has been addressed after the Boiler Inspector's official notification to Facilities Maintenance.

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

CARROLL COUNTY PUBLIC SCHOOLS
FACILITIES MAINTENANCE & OPERATIONS
48 Monroe Street
Westminster, MD 21157
Telephone: 410-751-3199
Fax: 410-751-3228

**BOILER AND PRESSURE VESSEL
INVENTORY LOG**

SCHOOL LOCATION _____ DATE RECORDED _____

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

UNIT DESCRIPTION (TYPE) _____

If Modular (No. of Modules) _____

UNIT CAPACITY (Output in BTU/HR) _____

Primary Voltage _____ Secondary Voltage _____ Control _____
Voltage

UNIT IDENTIFICATION

Manufacturer Model # _____ Year Built _____

ASME # _____ Nat. Bd _____

UL# _____ AGA# _____

STATE ID# _____

BURNER

Manufacturer _____ Model _____

UL or AGA# _____ Serial # _____

FUEL TYPE _____

UNIT MANUFACTURER

Name _____

Address _____ Zip _____

Telephone _____ Fax _____

STEAM

Max W.P. _____ psig

Min Safety Valve Cap _____ PPH

HOT WATER

Max W.P. _____ psig

Max temp. _____ deg. F

Min. Safety Relief Valve Cap _____ PPH or Btu

BOILER AND PRESSURE VESSEL INVENTORY LOG (Continued)

CONTROL/DEVICE	MANUFACTURER	MODEL #	TEST PERFORMED DATE
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Operating Controls

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

Safety Controls

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

SAFETY RELIEF VALVE

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

SAFETY RELIEF VALVE

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

FUEL TANK

Type _____ Size _____

INSPECTOR'S NAME/CO.	INSPECTION DATE	EQUIPMENT NUMBER	EQUIPMENT NAME	PRESENT CONDITION	COMMENTS

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:

FACILITIES OPERATIONS

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

FACILITIES MAINTENANCE

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

ADMINISTRATIVE PROCEDURES FOR WATER SAMPLING

INTRODUCTION

The 1974 Safe Water Drinking Act was enacted by Congress and has bound the United States Environmental Protection Agency (EPA) to ensure that potable water sources are supplied to the public. Further obligations have been enacted through passage of the 1988 Lead Contaminant Control Act and the 1991 Lead and Copper Rule.

PURPOSE

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

- A. Facilities 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. Facilities 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 Facilities Maintenance and Operations. 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 Supervisor of Facilities Maintenance and Operations by the 10th of the following month.
- E. In accordance with requirements set forth by EPA and MDE water samples are collected. Additional requests for water sampling shall be made directly to Facilities Maintenance and Operations.
- F. Should sampling results indicate the presence of contaminants above the permitted level, Facilities Maintenance and Operations shall develop an action plan for communication to the affected school, the Health Department, the public and MDE.

ADMINISTRATIVE PROCEDURES FOR HAZARDOUS WASTE DISPOSAL

INTRODUCTION

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

PURPOSE

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

- A. Facilities Maintenance and Operations is charged with the responsibility of assisting school system administrators in identifying hazardous materials and ordering their disposal. As the list of hazardous materials is enumerated by the EPA, Maryland Department of the Environment (MDE) and/or other agencies, communication will be issued by the Coordinator of Environmental Safety designated with the responsibility for coordinating activities for the removal of hazardous waste.
- B. The Coordinator of Environmental 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 file on the disposal of all hazardous material shall be maintained in the Facilities Operations office by the Coordinator of Environmental Safety.

- D. MDE will be advised of each disposal action and supply a copy of each manifest showing the origin of the hazardous material and description of its composition.
- E. To address the ongoing removal requirements at the Facilities Maintenance site, each high school and the Career and Technology Center, a site-specific number (as issued by EPA) will be secured, used continuously, and referenced in all disposal documents.
- F. The Coordinator of Environmental Safety will coordinate with cost center administrators and particularly with the Supervisor of Science, Facilities Maintenance and 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 Coordinator of Environmental Safety) with a list of the quantities and composition of hazardous materials removed, the receiving disposal site (s) and other information as may be requested by MDE.

ASBESTOS MANAGEMENT PROGRAM

Contact: Supervisor of Operations

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

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

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

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

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

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

The management plan is updated because 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.

A designated industrial hygienist company will take the monitoring of all indoor air quality and final air sample results.

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. Plant Operations will perform the notification requirement with a copy sent to all schools for inclusion on the school's management plan. Any questions relating to compliance with the A.H.E.R.A rule should be directed to the Facilities Operations office.

Carroll County Public Schools

FACILITIES INVENTORY

Section VI

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

EVALUATION OF PHYSICAL CONDITION:

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

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

SCHOOL NAME & ADDRESS	GRADES	SRC	2020		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			2020 FCI SCORE	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
Career & Technology Center 1229 Washington Road Westminster, MD 21157		380 (1/2 Day)	NA	NA	8	16.3	1970 1987	Original Addition Total	96,400 15,790 112,190	0.753	Renovation/Addition - FY21
Carroll Springs 495 South Center Street Westminster, MD 21157	Special Education	80	33	41%	2	6.02	1981 1986	Original Addition Total	31,100 320 31,420	0.235	HVAC - FY24
Carrolltowne Elementary 6542 Ridge Road Sykesville, MD 21784	PreK - 5 Special Ed. Regional Ctr.	588	576	98%	4	30	1976 2006 2006 2009	Original Demolition Addition Renovation Total	76,700 1,480 6,356 23,537 81,576	0.502	HVAC - FY25
Century High 355 Ronsdale Road Sykesville, MD 21784	9-12	1362	1139	84%	0	67	2001	Original	217,945	0.076	Roof - FY26
Cranberry Station Elementary 505 North Center Street Westminster, MD 21157	PreK - 5	570	519	91%	0	24.96	1999	Original	61,346	0.274	K Addition Planning - FY22 Roof - FY21
Ebb Valley Elementary 3100 Swiper Road Manchester, MD 21102	Prek - 5	568	542	95%	0	20	2008	Original	72,106	0.039	
Eldersburg Elementary 1021 Johnsville Road Sykesville, MD 21784	PreK - 5	568	446	79%	2	30	1970 2006 2014 2014	Original Addition Addition Renovation Total	63,000 4,823 111 24,500 67,934	0.384	
Elmer Wolfe Elementary 119 North Main Street Union Bridge, MD 21791	PreK - 5	546	427	78%	0	9.93	1998	Original	65,273	0.206	HVAC-FY29
Francis Scott Key High 3825 Bark Hill Road Union Bridge, MD 21791	9 - 12	1254	922	74%	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	0.206	
Freedom Elementary 5626 Sykesville Road Sykesville, MD 21784	K - 5	502	576	115%	4	9.64	1955 1963 1964 1975 1995 2009	Original Addition Addition Addition Addition Total	20,283 7,675 9,568 13,533 635 58,443	0.323	

SCHOOL NAME & ADDRESS	GRADES	SRC	2020		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			FCI SCORE	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
Friendship Valley Elementary 1100 Gist Road Westminster, MD 21157	K - 5	527	488	93%	4	49	1992	Original	57,200	0.506	K Addition - Planning FY22 HVAC-FY27
Gateway School 225 Kate Wagner Road Westminster, MD 21157	6 - 12 Alternative Ed.	150	66	44%	2	9.34	2003	Original	27,048	0.038	Roof-FY28
Hampstead Elementary 3737 Shiloh Road Hampstead, MD 21074	PreK - 5 Special Ed. Regional Ctr.	514	380	74%	0	19.51	1986 2007	Original Addition Total	54,100 5,100 59,200	0.397	
Liberty High 5855 Bartholow Road Sykesville, MD 21784	9 - 12	1138	1044	92%	8	50	1980	Original	156,000	0.811	HVAC - FY26
Linton Springs Elementary 375 Ronsdale Road Sykesville, MD 21784	PreK - 5	705	632	90%	0	28.14	1998 2006 2006	Original Renovation Addition Total	72,227 2,218 3,262 77,707	0.223	
Manchester Elementary 3224 York Street Manchester, MD 21102	PreK - 5	682	655	96%	0	18.7	1932 1949 1953 1989 1989 1989 2007	Original Addition Addition Demolition Renovation Addition Addition Total	27,884 10,756 14,760 28,624 24,776 44,901 5,739 75,416	0.400	
Manchester Valley High Maple Grove Road Manchester, MD 21102	9-12	1383	1325	96%	0	98	2009	Original	217,500	0.039	
Mechanicsville Elementary 3838 Sykesville Road Sykesville, MD 21784	PreK - 5	591	476	81%	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	0.484	HVAC-FY28
Mount Airy Elementary 405 North Main Street Mount Airy, MD 21771	3 - 5	552	460	83%	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	0.688	HVAC - FY25
Mount Airy Middle 102 Watersville Road Mount Airy, MD 21771	6 - 8	SRC = 870 Local = 770	714	82% 93%	0	13.77	2013	Original Total	111,043 111,043	0.000	

SCHOOL NAME & ADDRESS	GRADES	SRC	2020		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			FCI SCORE	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
North Carroll Middle 2401 Hanover Pike Hampstead, MD 21074	6 - 8	SRC = 870 Local = 770	628	72% 82%	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	0.076	Roof - FY24
Northwest Middle 99 Kings Drive Taneytown, MD 21787	6 - 8	SRC = 849 Local = 770	682	80% 89%	0	46.6	1976 2010	Original Renovation Total	113,600 34,320 113,600	0.565	HVAC - FY24
Oklahoma Road Middle 6300 Oklahoma Road Sykesville, MD 21784	6 - 8	SRC = 870 Local = 795	695	80% 87%	0	32.91	1997	Original	108,640	0.284	HVAC - FY23 Roof - FY25
Parr's Ridge Elementary 202 Watersville Road Mount Airy, MD 21771	PreK - 2	610	451	74%	0	23.77	2005	Original	73,271	0.076	
Piney Ridge Elementary 6315 Freedom Avenue Sykesville, MD 21784	K - 5	548	527	96%	6	13.47	1991 2006	Original Addition Total	62,000 3,137 65,137	0.492	HVAC-FY27
Robert Moton Elementary 1413 Washington Road Westminster, MD 21157	PreK - 5 Special Ed. Regional Ctr.	536	414	77%	0	21.6	1976 2011 2011 2013	Original Renovation Addition Renovation Total	75,200 1,609 10,543 24,853 85,743	0.342	
Runnymede Elementary 3000 Langdon Drive Westminster, MD 21158	PreK - 5 Special Ed. Regional Ctr.	657	601	91%	0	31	1994 2007	Original Addition Total	66,600 5,104 71,704	0.470	HVAC - FY28
Sandymount Elementary 2222 Old Westminster Pike Finksburg, MD 21048	PreK-5	524	493	94%	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	0.367	K Addition Planning - FY23
Shiloh Middle 3675 Willow Street Hampstead, MD 21074	6 - 8	SRC = 815 Local = 725	658	81% 91%	0	32.3	2000	Original	108,640	0.274	Roof - FY27

SCHOOL NAME & ADDRESS	GRADES	SRC	2020		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			FCI SCORE	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
South Carroll High 1300 West Old Liberty Road Sykesville, MD 21784	9 - 12	1339	1011	76%	0	40	1967 1972 1986 1997 2010 2010	Original Addition Addition Addition Renovation Addition Total	177,673 28,424 8,080 1,649 26,500 42,500 258,326	0.413	Window Replacement - FY22 HVAC - FY30
Spring Garden Elementary 700 Boxwood Drive Hampstead, MD 21074	PreK - 5	545	410	75%	0	19.95	1991 2006	Original Addition Total	57,200 5,229 62,429	0.500	HVAC - FY22 Roof - FY24
Sykesville Middle 7301 Springfield Avenue Sykesville, MD 21784	6 - 8	SRC = 806 Local = 720	784	97% 109%	4	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	0.376	
Taneytown Elemenary 100 Kings Drive Taneytown, MD 21787	PreK - 5	524	392	75%	0	9.6	1950 1962 1982 1995 1995 1995	Original Addition Addition Demolition Renovation Addition Total	22,283 9,920 1,100 1,100 32,203 31,047 63,250	0.516	K Addition Planning - FY23 HVAC - FY29
Westminster Elementary 811 Uniontown Road Westminster, MD 21157	PreK-5	568	528	93%	2	20	1976 2006 2010	Original Addition Renovation Total	64,800 4,848 24,937 69,648	0.351	
Westminster East Middle 121 Longwell Avenue Westminster, MD 21157	6 - 8	SRC = 869 Local = 790	748	86% 95%	0	21	1936 1950 1964 1975	Original Addition Addition Renovation Total	87,386 18,658 14,356 120,400 120,400	0.784	Replacement FY22
Westminster High 1225 Washington Road Westminster, MD 21157	9 - 12	1838	1522	83%	4	72.7	1970 1985 2010	Original Addition Addition Total	333,700 3,350 18,710 355,760	0.530	Window Replacement - FY22
Westminster West Middle 60 Monroe Street Westminster, MD 21157	6 - 8	SRC = 1135 Local = 1055	935	82% 89%	2	21.5	1958 1964 1996	Original Addition Addition Total	103,893 17,640 14,200 135,733	0.351	

SCHOOL NAME & ADDRESS	GRADES	SRC	2020		RELOCATABLE CLASSROOMS	ACREAGE	BUILDING DATA			FCI SCORE	COMMENTS
			PRIOR FALL ENROLLMENT	PERCENT UTILIZED			DATE	TYPE	SQ. FT.		
William Winchester Elementary 70 Monroe Street Westminster, MD 21157	PreK - 5	545	513	94%	4	7.4	1962 1980 1986 1990 2010 2010	Original Addition Addition Addition Addition Renovation Total	48,580 4,571 1,196 600 8,761 678 63,708	0.487	Modernization FY28
Winfield Elementary 4401 Salem Bottom Road Westminster, MD 21157	PreK - 5 Special Ed. Regional Ctr.	674	597	89%	0	16.2	1934 1950 1966 1980 1993 1993 2010 2010	Original Addition Addition Addition Demolition Renovation Addition Addition Renovation Total	10,054 4,440 14,575 4,221 14,494 18,796 50,404 3,837 3,350 73,037	0.469	Roof - FY22
Winters Mill High 560 Gorsuch Road Westminster, MD 21157	9 - 12	1339	1079	81%	0	31.04	2002	Original	213,650	0.076	

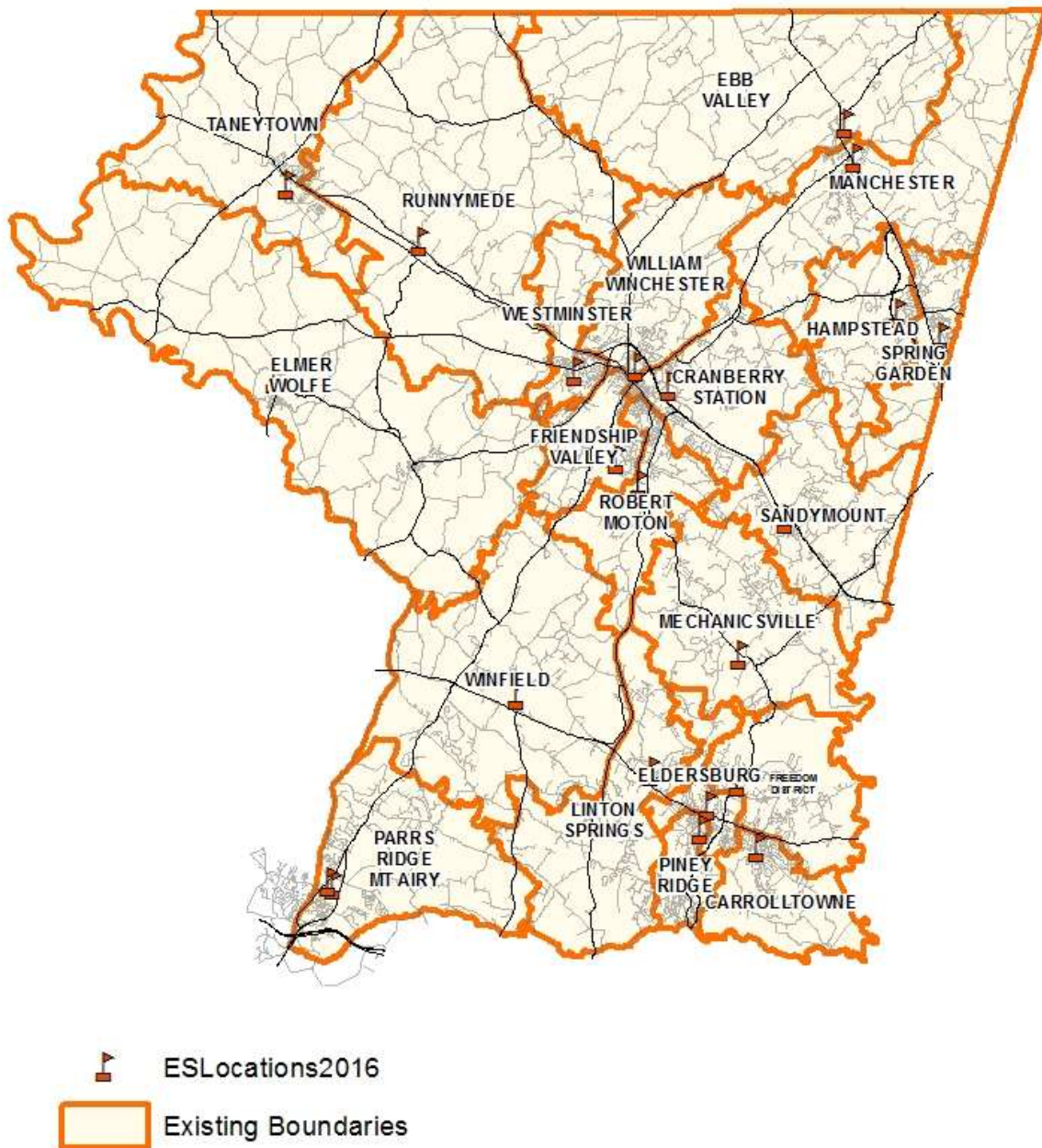
CARROLL COUNTY PUBLIC SCHOOLS

**RELOCATABLE CLASSROOM PLACEMENT
2019-20**

School Type	School Name	Number of Classrooms	Type of Relocatable Unit
ES	Carrolltowne	4	1 quad
	Eldersburg	2	1 double
	Freedom	4	1 quad
	Friendship Valley	4	1 quad
	Mechanicsville	2	1 double
	Mt. Airy	2	1 double
	Piney Ridge	6	3 doubles
	Westminster	2	1 double
	William Winchester	4	2 doubles
MS	Sykesville	4	2 doubles
	West Middle	2	1 double
HS	Liberty	8	5 doubles*
	Westminster	4	1 quad
SPECIAL	Carroll Springs	2	1 double
	Gateway School	2	1 double
	Career & Tech Center	8	4 doubles
TOTAL CLASSROOMS		60	

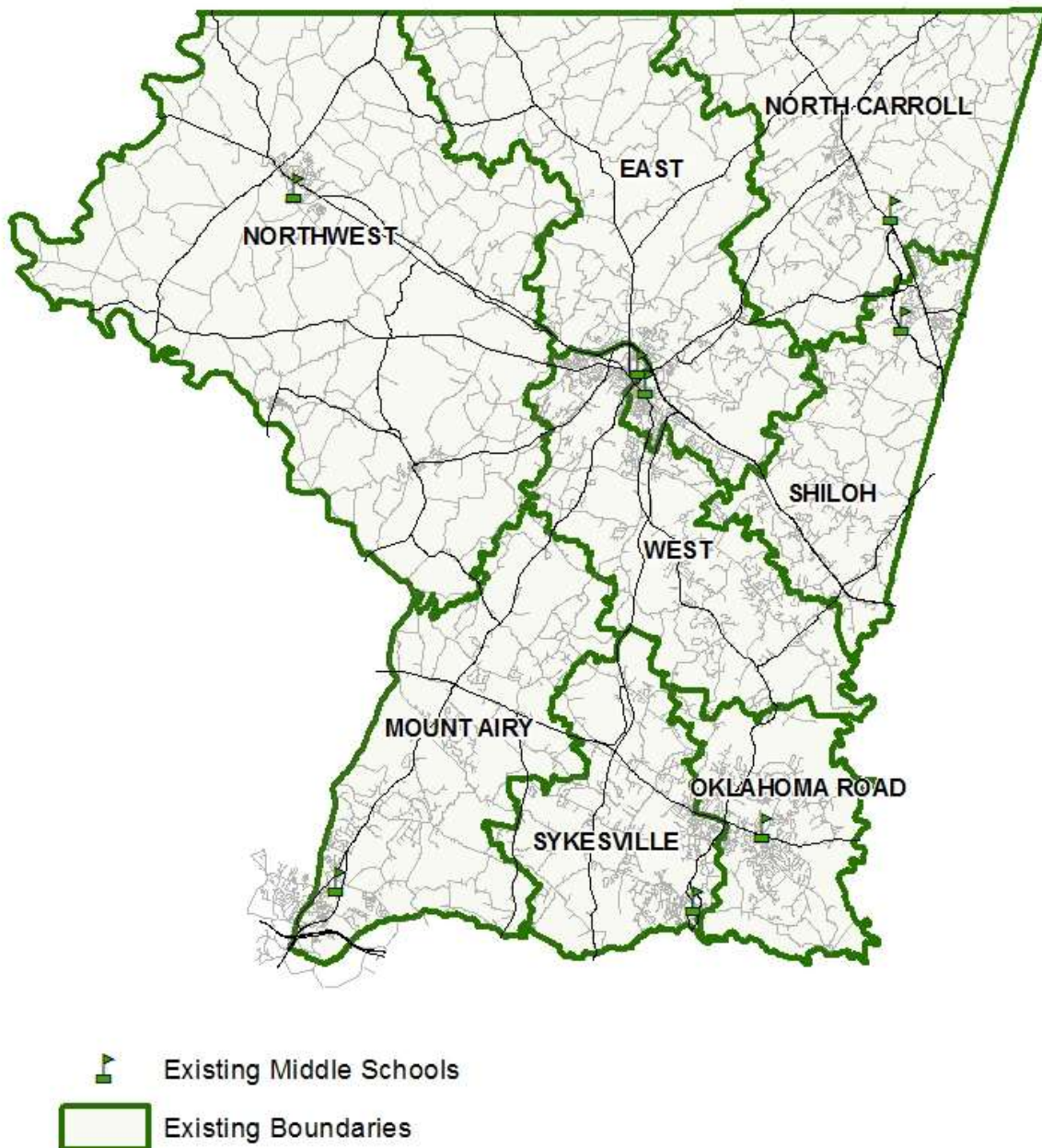
* Two double classroom relocatables are being utilized as one science lab.

Carroll County Public Schools Elementary School Attendance Areas



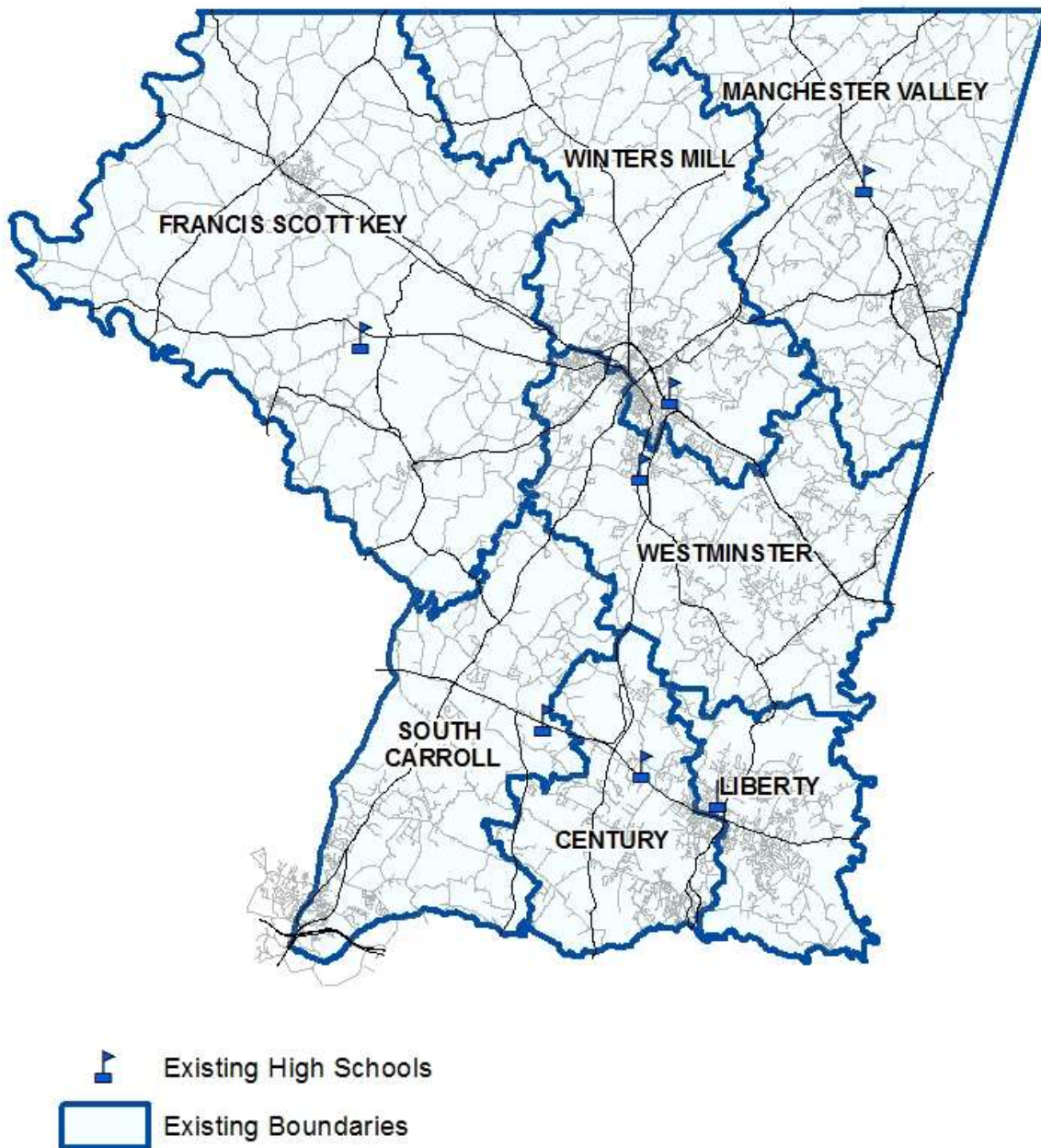
CCPS Transportation Services April 2016

Carroll County Public Schools Middle School Attendance Areas



CCPS Transportation Services April 2016

Carroll County Public Schools High School Attendance Areas



CCPS Transportation Services April 2016

Carroll County Public Schools

FY 21 APPROVED BUDGET FOR MAINTENANCE OF PLANT

Section VII

Maintenance of Plant

Category 07

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

	Actual 2018-19	Approved 2019-20	Approved 2020-21	\$ (Decrease) Increase over Prior Year	% (Decrease) Increase over Prior Year
Unrestricted Fund Summary					
07 Maintenance of Plant					
1 Salaries	\$ 3,558,178	\$ 3,683,836	\$ 3,651,741	\$ (32,095)	-0.87%
2 Contracted Services	1,224,129	1,451,427	1,244,068	(207,359)	-14.29%
3 Supplies/Materials	1,161,994	972,048	1,156,200	184,152	18.94%
4 Other Charges	182,529	190,778	208,974	18,196	9.54%
6 Land, Bldg, Equip Replacement	1,340,053	-	-	-	0.00%
9 Transfers	-	(683,000)	-	683,000	100.00%
	\$ 7,466,883	\$ 5,615,089	\$ 6,260,983	\$ 645,894	11.50%
Restricted Fund Summary					
07 Maintenance of Plant					
2 Contracted Services	\$ 137,261	\$ 137,261	\$ -	\$ (137,261)	-100.00%
3 Supplies/Materials	500	-	-	-	0.00%
4 Other Charges	-	35,000	35,000	-	0.00%
	\$ 137,761	\$ 172,261	\$ 35,000	\$ (137,261)	-79.68%

Category 07 - Maintenance of Plant

Changes - FY 2021

Non-Restricted Budget Changes

1. Net decrease in various contracted services for maintenance of buildings, vehicles, and equipment	\$ (214,241)
2. Various salary and wage changes including turnover	(95,617)
3. Net decrease in various other charges	(3,828)
4. Net increase in other various supplies	2,320
5. Net increase in rental of business machines and printing and binding	6,882
6. Increase in license fees	22,024
7. Implementing collective bargaining agreements	63,522
8. Increase in maintenance and repair supplies for equipment, real property, and vehicles	181,832
9. Reversal of FY 20 mechanical/categorical posting error between categories 07 (maintenance of plant) and 08 (fixed charges)	<u>683,000</u>
Total Non-Restricted Increase - Category 07 - Maintenance of Plant	645,894

Restricted Budget Net Decrease - Category 07 - Maintenance of Plant	<u>(137,261)</u>
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TOTAL INCREASE - Category 07 - Maintenance of Plant	\$ 508,633
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CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2018-19	Approved Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21
MAINTENANCE OF PLANT				
Positions				
1. Exempt	3.00	3.00	3.00	3.00
2. Non-Exempt	<u>67.00</u>	<u>67.00</u>	<u>67.00</u>	<u>67.00</u>
Total Positions	70.00	70.00	70.00	70.00
1 Salaries and Wages				
Regular Classified	\$3,145,926	\$3,173,471	\$3,246,783	\$3,246,783
Classified Educational Add-Ons	9,381	9,600	9,350	9,350
Overtime Classified	79,852	63,364	65,000	65,000
Longevity Classified	1,490	1,490	1,542	1,542
Vacation Pay-Off	32,298	35,000	35,000	35,000
Regular Professional	288,483	326,480	260,544	260,544
Retirement Incentive	748	0	0	0
Funds For Negotiated Agreements	0	104,431	113,148	63,522
Hiring Turnover (F.T.E.)	<u>0</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>
Object Total	3,558,178	3,683,836	3,701,367	3,651,741
2 Contracted Services				
Maintenance & Repair of Equipment	129,433	99,917	0	0
Maintenance & Repair of Vehicles	79,336	61,198	152,090	152,090
Printing & Binding	60	200	102	102
Rental of Business Machines	15,797	3,020	10,000	10,000
Asbestos Removal	2,000	22,398	20,000	20,000
Maintenance - Grounds	83,533	272,416	83,598	83,598
Maintenance - Buildings	833,356	924,429	152,564	152,564
Medical and Dental Fees	56	0	0	0
Vandalism Expenses	0	4,000	4,000	4,000
Other Contracted Services	<u>80,558</u>	<u>63,849</u>	<u>821,714</u>	<u>821,714</u>
Object Total	1,224,129	1,451,427	1,244,068	1,244,068
3 Supplies and Materials				
Office Supplies	1,034	4,520	1,500	1,500
Clothing & Footwear	13,215	9,000	15,000	15,000
Books and Periodicals	0	200	200	200
Vehicle Repair Supplies	75,794	65,633	77,000	77,000
Equip. Maintenance & Repair Supp.	133,696	90,904	125,000	125,000
Real Property Maint & Rep Supplies	906,893	713,631	850,000	850,000
Food	1,504	200	1,500	1,500
Security Systems Supplies	3,378	4,023	4,000	4,000
Sensitive Items Non-I.T.	0	30,000	30,000	30,000
Vandalism Supplies	1,426	3,937	2,000	2,000
Other Supplies & Materials	<u>25,054</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Object Total	1,161,994	972,048	1,156,200	1,156,200

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

Object/Sub-Object	Actual Expenditures 2018-19	Approved Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21
MAINTENANCE OF PLANT - continued				
4 Other Charges				
Local Mileage Reimbursement	341	150	300	300
License Fees	33,888	30,000	52,024	52,024
Heating Fuels	520	0	0	0
Gasoline	133,230	155,283	151,200	151,200
Dues	115	200	200	200
Subscriptions	271	150	250	250
Conferences & Trainings	13,614	3,000	3,000	3,000
Miscellaneous - Other Charges	550	1,995	2,000	2,000
Object Total	<u>182,529</u>	<u>190,778</u>	<u>208,974</u>	<u>208,974</u>
6 Equipment Replacement				
Motor Vehicles	498,779	0	0	0
Machinery	835,913	0	0	0
Storage Sheds	5,361	0	0	0
Object Total	<u>1,340,053</u>	<u>0</u>	<u>0</u>	<u>0</u>
9 Transfers				
Interfund Transfers	0	(683,000)	0	0
Object Total	<u>0</u>	<u>(683,000)</u>	<u>0</u>	<u>0</u>
 TOTAL MAINTENANCE OF PLANT	 \$7,466,883	 \$5,615,089	 \$6,310,609	 \$6,260,983

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

Object/Sub-Object	Actual Expenditures 2018-19	Approved Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21
MAINTENANCE OF PLANT				
2 Contracted Services				
Maintenance - Improv. to Grounds	\$51,813	\$0	\$0	\$0
Maintenance - Improv. to Buildings	85,448	137,261	0	0
Object Total	<u>137,261</u>	<u>137,261</u>	<u>0</u>	<u>0</u>
3 Total Supplies & Materials				
Real Prop Maint & Repair Supplies	500	0	0	0
Object Total	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>
4 Other Charges				
Miscellaneous - Other Charges	0	35,000	35,000	35,000
Object Total	<u>0</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
 TOTAL MAINTENANCE OF PLANT	 \$137,761	 \$172,261	 \$35,000	 \$35,000

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

APPROVED

	Full-Time <u>Equivalent</u>	<u>BUDGET</u>
Professional Positions		
Supervisor - Operations & Maintenance	0.50	
Assistant Supervisor - Plant Maintenance	2.00	
Deputy Supervisor - Operations & Maintenance	<u>0.50</u>	
Total Professional Positions	3.00	260,544
Classified Positions		
Audio Visual Technician - Category IV	1.00	
Boiler Mechanic/ Gen'l Maintenance - Category III	1.00	
Boiler Mechanic - Category IV	1.00	
Building Maintenance Mechanic - Category II	1.00	
Building Maintenance Mechanic - Category III	8.00	
Carpenter / General Maintenance - Category III	2.00	
Carpenter / General Maintenance - Category IV	2.00	
Clerk II - 12 Month	1.00	
Dispatcher	1.00	
Electrician / General Maintenance - Category IV	4.00	
Electronic System Tech / General Maintenance - Cat IV	3.00	
Facilities Maintenance & Operations Associate	1.00	
General Maintenance - Category II	10.00	
General Maintenance / Mechanic - Category II	2.00	
Grounds Services Manager	1.00	
Groundskeeper / General Maintenance - Category III	1.00	
HVAC Control Technician / General Maintenance	2.00	
HVAC Controls / General Maintenance IV	3.00	
IPM Grounds Technician	4.00	
Lead Painter / General Maintenance - Category IV	1.00	
Locksmith / Carpenter/ General Maintenance - Cat IV	1.00	
Mason / General Maintenance - Category IV	1.00	
Painter / General Maintenance - Category II	4.00	
Plumber - Category IV	1.00	
Plumber / General Maintenance - Category III	1.00	
Plumber/General Maintenance - Category IV	1.00	
Preventive / General Maintenance - Category III	4.00	
Roofer / Carpenter - Category IV	1.00	
Shipping & Receiving Clerk - Category III	1.00	
Vehicle Mechanic / General Maintenance Category III	1.00	
Vehicle Mechanic / General Maintenance Category IV	<u>1.00</u>	
Total Classified Positions	67.00	<u>3,246,783</u>
Total Professional and Classified Positions	70.00	3,507,327

MAINTENANCE OF PLANT

APPROVED BUDGET

Classified Educational Add-ons	
Payments for certification for Boiler-Stationary Engineers, per negotiated contract.	9,350
Overtime Classified	
Overtime payments to non-exempt employees.	65,000
Longevity - Classified	
To comply with the longevity provision in the Master Agreement between non-exempt employees and the Board of Education.	1,542
Vacation Payoff	
Compensation to employees per Master Agreement between Board of Education and non-exempt employees for unused vacation time.	35,000
Funds For Negotiated Agreements	63,522
Hiring Turnover (F.T.E.)	<u>(30,000)</u>
TOTAL SALARIES AND WAGES	3,651,741

CONTRACTED SERVICES

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.	152,090
Printing and Binding	
Printing of necessary forms used within Maintenance of Plant.	102
Rental of Business Machines	10,000
Asbestos Removal	
Removal of floor and ceiling tile.	20,000
Maintenance: Improvements to Grounds	
Payments to firms and individual contractors for improvements to grounds, such as repair to/replacement of sidewalks, fencing, landscaping, and maintenance/inspection to athletic tracks relating to schools system-wide. Additionally, In-Kind expenses received from Carroll County Government.	83,598

MAINTENANCE OF PLANT

APPROVED BUDGET

Maintenance: Improvements to Buildings	
Payments to firms and individual contractors for improvements to buildings, such as electrical, heating, painting, plumbing and roofing relating to schools system-wide. Items within Plant Maintenance include: inspections and repairs for elevators, folding partitions, and bleachers; handicapped accessibility improvements; and maintenance for electric, plumbing, and roofs.	
Also included is the contract for Johnson Controls performance contracts.	
	152,564
Vandalism Expenses	
Payments to private contractors to repair damages of vandalism.	
	4,000
Other Contracted Services	
Payments to contractors for services rendered and software upgrade.	
	<u>821,714</u>
TOTAL CONTRACTED SERVICES	1,244,068
SUPPLIES AND MATERIALS	
Office Supplies	
Items for use by staff within Plant Maintenance.	
	1,500
Clothing and Footwear	
Uniforms for maintenance personnel as required by negotiated agreement.	
	15,000
Books and Periodicals	
Purchase manuals and periodicals for use in Plant Maintenance area.	
	200
Vehicle Repair Supplies	
To repair and maintain vehicles assigned to various departments.	
	77,000
Equipment Maintenance and Repair Supplies	
Parts used to maintain and repair equipment as initiated by schools on request line, by telephone and scheduled preventive maintenance.	
	125,000
Real Property Maintenance and Repair Supplies	
Purchase of items used to maintain and repair real property.	
Account includes supplies used for maintenance of land and buildings.	
Items include: water treatment, handicapped accessibility improvements, maintenance to air conditioning, electric, hardware, plumbing, roof and indoor air quality. Account includes preventive maintenance.	
	850,000
Food	1,500
Security Systems Supplies (system-wide)	4,000

MAINTENANCE OF PLANT

APPROVED BUDGET

Sensitive Items - Non I.T.			30,000
Vandalism Supplies			
Materials purchased to repair damage done by vandals.			2,000
Other Supplies & Materials			
Expenses related to snow removal.			<u>50,000</u>
TOTAL SUPPLIES AND MATERIALS			1,156,200
OTHER CHARGES			
Local Mileage Reimbursement			
Payments for travel incurred by employees.			300
License Fees			52,024
Gasoline			
Fuels/lubricants for vehicles utilized by staff within various departments.			151,200
Dues and Subscriptions			
Dues to professional organizations, i.e. ASBO, and subscriptions to professional magazines and publications.			450
Conferences & Trainings			
Costs of attending conferences, meetings, in-services, training and other professional development.			3,000
Miscellaneous Other Charges			
To cover costs for trade licensing fees.	Unrestricted	2,000	
Grant Carryovers (#800)	Restricted	10,000	
New Grants (#805)	Restricted	<u>25,000</u>	
Total Miscellaneous Other Charges			<u>37,000</u>
TOTAL OTHER CHARGES			243,974
TOTAL MAINTENANCE OF PLANT			\$6,295,983

Carroll County Public Schools

FY 21 Approved Budget for Operation of Plant

Section VIII

Operation of Plant

Category 06

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

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

Unrestricted Fund Summary	Actual 2018-19	Approved 2019-20	Approved 2020-21	\$ (Decrease) Increase over Prior Year	% (Decrease) Increase over Prior Year
06 Operation of Plant					
1 Salaries	\$ 11,597,489	\$ 12,090,819	\$ 12,548,003	\$ 457,184	3.78%
2 Contracted Services	2,111,009	2,116,935	1,831,343	(285,592)	-13.49%
3 Supplies/Materials	1,127,505	1,348,518	1,136,160	(212,358)	-15.75%
4 Other Charges	7,757,260	7,304,464	7,227,592	(76,872)	-1.05%
5 Land, Bldg, Equip Additional	312,889	-	-	-	0.00%
6 Land, Bldg, Equip Replacement	101,627	-	-	-	0.00%
	\$ 23,007,779	\$ 22,860,736	\$ 22,743,098	\$ (117,638)	-0.51%
Restricted Fund Summary					
06 Operation of Plant					
2 Contracted Services	\$ 132,087	\$ 123,500	\$ 26,000	\$ (97,500)	-78.95%
3 Supplies/Materials	3,055	-	-	-	0.00%
4 Other Charges	-	40,475	90,000	49,525	122.36%
	\$ 135,142	\$ 163,975	\$ 116,000	\$ (47,975)	-29.26%

Category 06 - Operation of Plant

Changes - FY 2021

Non-Restricted Budget Changes

1. Decrease in computer equipment < \$5,000	\$ (268,672)
2. Decrease in contracted services for maintenance and repair of equipment	(262,392)
3. Various salary and wage changes including turnover	(232,949)
4. Decrease in temporary (hourly) wages	(137,818)
5. Net decrease in utilities	(116,943)
6. Decrease in cleaning services	(20,000)
7. Decrease in rental of building and office space	(15,000)
8. Net increase in other supplies and materials	8,260
9. Net increase in various other charges	5,071
10. Increase in vacation payouts	10,000
11. Net increase in various other contracted services	11,800
12. Increase in materials and supplies for equipment maintenance and repair	21,900
13. Increase in custodial materials	26,154
14. Move 1.0 FTE special education instructional assistant (category 13) to security monitor	28,911
15. Increase in communications	35,000
16. Creation of 1.0 FTE coordinator of school security (from Fund Balance)	85,612
17. Increase of 3.0 FTE on-site technicians (information technology analysts) to support virtual learning (from Fund Balance)	100,000
18. Implementing collective bargaining agreements	221,572
19. Move 15.0 FTE instructional assistants (category 02) to security monitors	<u>381,856</u>
Total Non-Restricted Decrease - Category 06 - Operation of Plant	(117,638)

Restricted Budget Net Decrease - Category 06 - Operation of Plant	<u>(47,975)</u>
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TOTAL DECREASE - Category 06 - Operation of Plant	\$ (165,613)
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CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2018-19	Approved Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21
OPERATION OF PLANT				
Positions				
1. Exempt	6.00	6.00	6.00	7.00
2. Non-Exempt	256.10	256.10	257.10	275.10
Total Positions	<u>262.10</u>	<u>262.10</u>	<u>263.10</u>	<u>282.10</u>
1 Salaries and Wages				
Regular Classified	\$10,078,895	\$10,273,788	\$10,363,530	\$10,869,797
Temporary Classified	303,397	469,818	332,000	332,000
Classified Educational Add-Ons	3,960	4,000	4,600	9,100
Overtime Classified	266,327	214,817	215,000	215,000
Longevity Classified	4,777	4,469	4,625	4,625
Regular Professional	545,793	545,793	564,897	650,509
Substitute Employees	273	0	300	300
Professional Educational Add-Ons	58,809	59,040	58,380	58,380
Security Guards	157,502	150,500	150,500	150,500
Vacation Pay-Off	175,984	150,000	160,000	160,000
Retirement Incentive	484	0	0	0
Insurance Opt-Out	1,288	1,310	1,220	1,220
Funds For Negotiated Agreements		342,284	394,670	221,572
Hiring Turnover (F.T.E.)		(125,000)	(125,000)	(125,000)
Object Total	<u>11,597,489</u>	<u>12,090,819</u>	<u>12,124,722</u>	<u>12,548,003</u>
2 Contracted Services				
Maintenance & Repair of Equipment	934,620	974,485	967,093	712,093
Maintenance & Repair of Vehicles	106	0	0	0
Printing & Binding	229	20,450	12,450	12,450
Rental of Business Machines	1,902	3,600	3,000	3,000
Asbestos Removal	14,550	16,000	20,000	20,000
Medical and Dental Fees	56	0	0	0
Cleaning Services	234,433	260,000	240,000	240,000
Rental of Building & Office Space	472,845	495,000	480,000	480,000
Other Contracted Services	<u>452,268</u>	<u>347,400</u>	<u>363,800</u>	<u>363,800</u>
Object Total	<u>2,111,009</u>	<u>2,116,935</u>	<u>2,086,343</u>	<u>1,831,343</u>
3 Supplies and Materials				
Office Supplies	7,688	9,750	8,950	8,950
Clothing & Footwear	32,998	34,000	40,000	40,000
Custodial Materials	539,542	513,846	540,000	540,000
Books and Periodicals	0	100	0	0
Equip. Maintenance & Repair Supp.	99,741	99,150	121,050	121,050
Real Prop Maint & Repair Supplies	1,950	2,900	2,600	2,600
Food	701	600	2,350	2,350
General Supplies	323,553	40,000	40,000	40,000
Audio-Visual Repair Supplies	4,445	0	0	0
Computer Equipment < \$5,000	97,412	545,672	535,000	277,000
Sensitive Items - Non-I.T.	19,475	30,000	30,000	30,000
Other Supplies & Materials	<u>0</u>	<u>72,500</u>	<u>74,210</u>	<u>74,210</u>
Object Total	<u>1,127,505</u>	<u>1,348,518</u>	<u>1,394,160</u>	<u>1,136,160</u>

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

Object/Sub-Object	Actual Expenditures 2018-19	Approved Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21
OPERATION OF PLANT - continued				
4 Other Charges				
Local Mileage Reimbursement	13,600	15,225	15,200	15,200
License Fees	294,608	289,300	283,500	283,500
Communications	132,333	100,000	135,000	135,000
Heating Fuels	605,997	519,943	590,000	590,000
Gas, Electricity and Steam	5,119,813	5,080,782	4,875,782	4,875,782
Dues	38	500	350	350
Subscriptions	295	50	200	200
Water and Sewage	1,124,777	798,589	816,589	816,589
Conferences & Trainings	4,943	5,150	9,750	9,750
Insurance - Property/Fire	447,348	468,325	479,571	479,571
Insurance - Self-Insur. (Property)	12,883	25,000	20,000	20,000
Admission Fees	25	0	50	50
Miscellaneous - Other Charges	600	1,600	1,600	1,600
Object Total	<u>7,757,260</u>	<u>7,304,464</u>	<u>7,227,592</u>	<u>7,227,592</u>
5 Equipment Additional				
Data Processing Equipment	304,380	0	0	0
Motor Vehicles	8,509	0	0	0
Object Total	<u>312,889</u>	<u>0</u>	<u>0</u>	<u>0</u>
6 Equipment Replacement				
Data Processing Equipment	96,027		0	0
Motor Vehicles	5,600	0	0	0
Object Total	<u>101,627</u>	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL OPERATION OF PLANT	 \$23,007,779	 \$22,860,736	 \$22,832,817	 \$22,743,098

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

Object/Sub-Object	Actual Expenditures 2018-19	Approved Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21
OPERATION OF PLANT				
2 Contracted Services				
Maintenance & Repair of Equip.	\$7,247	\$6,000	\$6,000	\$6,000
Consultants	0	50,000	0	0
Other Contracted Services	124,840	67,500	0	20,000
Object Total	<u>132,087</u>	<u>123,500</u>	<u>6,000</u>	<u>26,000</u>
3 Supplies and Materials				
Equipment Maint & Repair Supp.	208	0	0	0
Other Non-Instructional Supp	2,847	0	0	0
Object Total	<u>3,055</u>	<u>0</u>	<u>0</u>	<u>0</u>
4 Other Charges				
Professional Development	0	5,475	0	0
Miscellaneous - Other Charges	0	35,000	90,000	90,000
Object Total	<u>0</u>	<u>40,475</u>	<u>90,000</u>	<u>90,000</u>
 TOTAL OPERATION OF PLANT	 \$135,142	 \$163,975	 \$96,000	 \$116,000

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 systems (utility costs), moving furniture, caring for grounds and such other housekeeping services as are repeated on a somewhat regular basis. Additional items included are the cost of building rental and property insurance, the cost of all service contracts on moveable equipment, and service technicians assigned to repair and maintain instructional and non-instructional equipment and security services.

APPROVED
BUDGET

SALARIES AND WAGES

Existing Positions	Full-Time	
Professional Positions	<u>Equivalent</u>	
Supervisor - Operations & Maintenance	0.50	
Assistant Supervisor - Plant Operations	2.00	
Deputy Supervisor - Operations & Maintenance	0.50	
Coordinator - Environmental Safety	1.00	
Supervisor - School Security and Emergency Mgmt	1.00	
Coordinator - School Security and Emergency Mgm	1.00	
User Liaison Specialist	<u>1.00</u>	
Total Professional Positions	7.00	650,509
Classified Positions		
Building Services Manager - Central Office	1.00	
Building Supervisor - Category III	32.00	
Building Supervisor - Category IV	8.00	
Cabinet Secretary	0.50	
Custodian - Category I	164.00	
Custodian - Equipment Repair Technician	1.00	
Driver - Category III	4.60	
Floater Custodian	5.00	
Groundskeeper / Custodian - Category I	5.00	
Information Technology Analyst	13.00	
Lead Network Engineer	3.00	
Network Engineer	2.00	
Secretary III - 12 Month	1.00	
Security Assistants	16.00	
Senior Network Engineer	2.00	
Shift Foreman - Category II	9.00	
Shipping & Receiving Clerk - Category III	1.00	
Systems Administrator	3.00	
Technology Integration Analyst	1.00	
Technology Integration Specialist	2.00	
Telecommunications Engineer	<u>1.00</u>	
Total Classified Positions	275.10	<u>10,869,797</u>
Total Professional and Classified Positions	282.10	11,520,306
Temporary Classified		
Compensation to non-exempt 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.		332,000
Classified Educational Add-Ons		
Educational Add-Ons for non-exempt employees.		9,100
Payments for certification for Boiler - Stationary Engineer, per negotiated contract.		

OPERATION OF PLANT

APPROVED BUDGET

Overtime Classified	
Overtime payments to non-exempt employees	215,000
Vacation Payoff	
Compensation to non-exempt employees for unused vacation time.	160,000
Longevity Classified	4,625
Substitute Employees	300
Professional Educational Add-Ons	58,380
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.	150,500
Insurance Opt-Out	
Reimbursement to employees who elect to opt-out of the Board insurance program.	1,220
Funds For Negotiated Agreements	221,572
Hiring Turnover (F.T.E.)	<u>(125,000)</u>
TOTAL SALARIES AND WAGES	12,548,003

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	712,093	
Restricted	<u>6,000</u>	718,093

Printing and Binding

Printing of necessary forms used within Operation of Plant. 12,450

Rental of Business Machines

3,000

Asbestos Removal

Asbestos inspections and awareness training - contract. 20,000

Cleaning Services

Collection and removal of refuse from all schools on a regular schedule and recycling costs - contract. 240,000

OPERATION OF PLANT

APPROVED BUDGET

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

480,000

Other 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 issues as mandated by OSHA/MDE/EPA, such as water testing and asbestos removal, or other emergency requests.
Contracted services for technology initiatives.

Unrestricted	363,800	
Restricted	<u>20,000</u>	<u>383,800</u>

TOTAL CONTRACTED SERVICES

1,857,343

SUPPLIES AND MATERIALS

Office Supplies

Stationery, binders/folders, pens, pencils, and pads. 8,950

Uniforms - Clothing and Footwear

Uniforms for custodial personnel as required by negotiated agreement. 40,000

Custodial Materials

Items used in the cleaning and maintaining of schools and offices, such as mops, hand soaps, paper towels, and cleaning fluids. 540,000

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. 121,050

Real Property Maintenance and Repair Supplies

Supplies used to maintain operation of buildings 2,600

Food

All day in-services for the entire custodial staff. 2,350

General Supplies

40,000

Computer Equipment < \$5,000

Technology Services 277,000

OPERATION OF PLANT

APPROVED BUDGET

Sensitive Items Non-I.T.	30,000
Other Supplies & Materials To purchase replacement supplies (individual cost less than \$1,000) for schools and Plant Operations.	<u>74,210</u>
TOTAL SUPPLIES AND MATERIALS	1,136,160
OTHER CHARGES	
Local Mileage Reimbursement Payment for mileage incurred for Board related travel by employees.	15,200
License Fees	283,500
Communications To maintain communication costs for Central Office and schools. Items include broadband services, Carroll County Public Library - Internet Services and Arch wireless - pagers.	135,000
Heating Fuels Payments to firms for heating fuels.	590,000
Gas, Electricity and Steam Payments to utility companies for gas, electricity for lighting and heating	4,875,782
Dues and Subscriptions Dues to professional organizations, i.e. ASBO, and subscriptions to professional magazines and publications.	550
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.	816,589
Conferences & Trainings Costs of attending conferences, meetings, in-services, training and other professional development. Unrestricted	9,750
Insurance - Property/Fire Payments associated with the coverage of property/fire insurance to safeguard the schools' assets (building, equipment & contents).	479,571
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.	20,000

OPERATION OF PLANT

APPROVED BUDGET

OTHER CHARGES - Continued

Admission Fees	50
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Miscellaneous - Other Charges

Fees for water certification licenses and to reimburse the cost of courses needed for water certification and stationary engineers licenses.

a. Grant Carryovers (#800)	Restricted	50,000
b. New Grants (#805)	Restricted	40,000
c. System-Wide	Unrestricted	<u>1,600</u>

Total Miscellaneous - Other Charges	<u>91,600</u>
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TOTAL OTHER CHARGES	7,317,592
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TOTAL OPERATION OF PLANT	\$22,859,098
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Carroll County Public Schools

Approved FY 2021 Capital Improvement Program Budget

Section IX

Capital Improvement Projects Fund

The Capital Improvement Projects (CIP) Fund includes all activities and expenses associated with capital improvement projects for Carroll County Public Schools. The CIP program is supported by the county government and State of Maryland government. County funding comes from a variety of sources including issuance of debt; debt service is accounted for in the separate Debt Service Fund.

CIP Fund projects can include new construction, full modernizations, additions, system replacements (such as roofing, HVAC, electrical, or window), and other large-scale facility work.

CIP Fund Summary	Approved 2018-19	Approved 2019-20	Approved 2020-21	\$ (Decrease) Increase over Prior Year	% (Decrease) Increase over Prior Year
Sources of Revenue					
Carroll County Government	\$ 7,760,158	\$ 14,072,050	\$ 27,426,498	\$ 13,354,448	94.90%
State of Maryland Government	6,989,000	7,603,950	9,620,155	2,016,205	26.52%
Transfer from Operating Fund Balance	4,000,000	-	3,500,000	3,500,000	n/a
Total CIP Fund	\$ 18,749,158	\$ 21,676,000	\$ 40,546,653	\$ 18,870,653	87.06%

**Carroll County Public Schools
Capital Improvement Fund Budget
Fiscal Year 2021**

<u>Project</u>	<u>Local</u>	<u>State</u>
Career & Technology Center ¹	21,035,806.00	9,000,000.00
South Carroll High Roof	(40,420.78)	
Westminster High Roof	(151,007.28)	
Francis Scott Key High Roof	(104,223.21)	
Friendship Valley Elementary Roof	(162,063.63)	
Piney Ridge Elementary Roof	(180,354.74)	
Sandymount Elementary HVAC	(385,848.31)	
Elmer Wolfe Elementary Roof	(128,719.23)	
Robert Moton Elementary Roof	(46,150.06)	
Runnymede Elementary Roof	(37,520.92)	
East Middle Replacement	4,547,000.00	
Winfield Elementary Roof Replacement	1,170,000.00	482,894.00
Technology Improvements	1,000,000.00	-
General Paving Projects	725,000.00	-
Relocatable Classrooms	185,000.00	-
Infrastructure Renewal Projects (Fund Balance)	2,000,000.00	-
Security Improvements (Fund Balance)	1,000,000.00	-
Technology Improvements (Fund Balance)	500,000.00	-
Aging Schools	-	137,261.00
Total Expenditures	<u>30,926,497.84</u>	<u>9,620,155.00</u>

¹ Local funding includes both new funding of \$19,799,498 and reappropriated funds from other projects totaling \$1,236,308.16

Appropriation Amounts Adjusted for Rounding

FY 2022-2026 CAPITAL IMPROVEMENT PROGRAM PLAN

(\$,000 omitted)

Project Title	FY2022			FY2023			FY2024			FY2025			FY2026			Total
	State	Local		State	Local		State	Local		State	Local		State	Local		
Modernizations																
Career & Technology Center Renovation/Addition	\$ 12,807			\$ 12,807												\$ 25,614
East MS Replacement	\$ 12,000	\$ 31,411		\$ 12,000												\$ 55,411
Westminster HS Modernization										\$ 100						\$ 100
Roof Replacements																
North Carroll MS - Roof Replacement	\$ 1,781	\$ 1,509		\$ 2,266	\$ 1,921											\$ 3,290
Oklahoma Road MS - Roof Replacement																\$ 4,187
Century HS - Roof Replacement						\$ 2,897	\$ 2,455									\$ 5,352
Shiloh MS - Roof Replacement									\$ 2,401	\$ 2,034						\$ 4,435
Gateway - Roof Replacement											\$ 645	\$ 547				\$ 1,192
HVAC-Replacements																
Oklahoma Road MS - System Replacement	\$ 5,009															\$ 5,009
Northwest MS - System Replacement	\$ 4,134	\$ 4,517														\$ 8,651
Carroll Springs - System Replacement	\$ 1,799	\$ 1,965														\$ 3,764
Carrolltowne ES - System Replacement				\$ 4,890	\$ 5,342											\$ 10,232
Mt. Airy ES - System Replacement				\$ 3,517	\$ 3,843				\$ 9,687	\$ 10,585						\$ 7,360
Liberty HS - System Replacement																\$ 20,272
Friendship Valley ES - System Replacement										\$ 3,706	\$ 4,050					\$ 7,756
Piney Ridge ES - System Replacement										\$ 4,220	\$ 4,612					\$ 8,832
Mechanicsville ES - System Replacement												\$ 4,829				\$ 4,829
Runnymede ES - System Replacement												\$ 4,645				\$ 4,645
Additions																
Robert Moton ES BEST Addition	\$ 720	\$ 627														\$ 1,347
Friendship Valley ES Kindergarten & PRIDE Addition	\$ 1,680	\$ 1,464														\$ 3,144
Cranberry Station ES Kindergarten Addition		\$ 102	\$ 840	\$ 732												\$ 1,674
Taneytown ES Kindergarten Addition		\$ 132	\$ 1,019	\$ 1,033												\$ 2,184
Sandymount ES Kindergarten Addition		\$ 106	\$ 875	\$ 762												\$ 1,743
Annual Requests																
Security Improvements	\$ 630			\$ 660				\$ 690		\$ 720		\$ 750				\$ 3,450
Technology Improvements	\$ 1,000			\$ 1,000				\$ 1,000		\$ 1,000		\$ 1,000				\$ 5,000
Paving	\$ 1,300			\$ 1,300				\$ 1,600		\$ 1,400		\$ 1,000				\$ 6,600
Roofing Improvements	\$ 190							\$ 200				\$ 210				\$ 600
Relocatable Classroom Movement				\$ 195						\$ 205						\$ 400
Barrier Free Modifications				\$ 50				\$ 50		\$ 50		\$ 50				\$ 250
Aging Schools Program	TBD			TBD			TBD			TBD		TBD				
Electrical Service Upgrades																
Sykesville Middle Electrical Equipment Replacement	\$ 443	\$ 307														\$ 750
	\$ 34,440	\$ 44,761		\$ 36,289	\$ 16,060		\$ 12,082	\$ 15,682		\$ 12,986	\$ 13,435		\$ 9,307	\$ 13,031		\$ 208,073

Carroll County Public Schools

VEHICLE MAINTENANCE & EQUIPMENT

Section X

Vehicle #	SS#	Year - make	Vin number	Tag #	Title #	Location	Cost
2	3067	13 Chev Van	1GCWGGCA4D1134352	LG94914	43464593	Plant Operations	\$21,717.00
3	1415	14 Chev Van	1GCWGFCA0E1127622	LG89787	44523505	Plant Operations	\$17,118.00
6	1444	16 Ford Transit Van	1FTYR2XM5GKA08476	LG00087	46250773	Plant Operations	\$26,059.00
7	1414	97 International	1HTSCABM0VH456856	LG49305	25954208	Plant Operations	\$21,154.00
8	1440	15 Chev. Silverado P/U	1GCVKPEC7FZ386092	LG00075	46248639	Plant Operations	\$24,827.00
9	2573	04 International	1HTMKAAN44H658331	LG60944	33404571	Plant Operations	\$82,998.08
10	1439	15 Chev. Silverado P/U	1GCVKPEC6FZ381966	LG00077	46248642	Plant Operations	\$24,827.00
11	2574	04 Chev. Box Van	1GBJ6C1304F503435	LG67852	33406019	W.H.S./Food Serv	\$44,374.00
15	1482	14 Dodge Carovan	2C4RDGB2ER127232	LG89765	43955728	Plant Operations	\$21,058.00
16	1727	97 Chev. Van	1GBHP32Y8V3301371	LG52014	26976235	Plant Operations	\$29,528.00
17	1465	11 Ford Van	1FTNE2EW6BDA06428	LG91083	41199469	Plant Operations	\$17,678.00
19	2685	11 International	1HTMMAAN0BH386190	LG85398	41542715	Plant Operations	\$108,779.01
22	1486	13 Ford Explorer	1FM5K8D83DGA61799	LG85446	42959953	Maint. Shop	\$33,464.00
23	1479	14 Ford Escape	1FMCU9G94EUA64077	LG97250	44906937	Maint. Shop	\$24,635.00
24	1481	14 Ford Escape	1FMCU9G92EUA64076	LG97253	44906939	Plant Operations	\$24,635.00
25	1455	07 Chev. Blazer	1GNDDT13S872132103	LG73039	37143523	Maint. Shop	\$19,212.00
26	1441	15 Chev. Silverado P/U	1GCVKPEC3FZ383156	LG00076	46248641	Maint. Shop	\$24,827.00
27	1462	18 International Box	1HTMMMML9JH211866	LG08516	48918945	Plant Operations	\$83,436.90
28	1463	18 International Box	1HTMMMML0JH211867	LG08517	48918946	Plant Operations	\$83,436.90
29	1730	20 Chev. Van	1GCZGHFG7L1166438	LG14164		Plant Operations	\$27,869.00
31	1460	91 Ford P/U	1FTCR10U2MUE50369	LG37110	21101767	Maint. Shop	\$9,738.00
32	1478	94 Chev. S-10	1GCCS14ZXRK167585	LG41374	23437029	Maint. Shop	\$7,548.00
33	2577	10 Chev. Colorado P/U	1GCCSBDE7A8125184	LG87429	41084024	Plant Operations	\$15,826.00
34	1483	19 Ford Van	1FTYR2XM5KKB42901	LG12908	50953452	Food Services	
130	2747	08 Chev. Van	1GCHG39K981109258	LG82421	38551969	Maint. Shop	\$22,993.00
131	2748	08 Chev. Van	1GCHG39K181109545	LG82422	38551971	Maint. Shop	\$22,993.00
132	2749	08 Chev. Van	1GCHG39K581110889	LG82423	38551975	Maint. Shop	\$22,493.00
133	2750	08 Chev. Van	1GCHC39K681110724	LG82420	38551963	Maint. Shop	\$22,393.00
134	1450	17 Chev. Van Express 3500	1GCZGHFG8H1115148	LG01667	47550765	Maint. Shop	\$27,083.00
135	1451	17 Chev. Van Express 3500	1GCZGHFG3H1115770	LG01669	47550768	Maint. Shop	\$27,083.00
136	1452	17 Chev. Van Express 3500	1GCZGHFG7H1115769	LG01670	47550769	Maint. Shop	\$27,083.00
137	1454	17 Chev. Van Express 3500	1GCZGHFG1H1115315	LG01668	47550766	Maint. Shop	\$27,083.00

Vehicle #	SS#	Year - make	Vin number	Tag #	Title #	Location	Cost
138	1456	17 Chev Van	1GCZGHFGOH1340275	LG08522	48919786	Maint. Shop	\$27,575.00
139	1469	20 Chev Van	1GCZGHFG7L1166505	LG14165		Maint. Shop	\$27,869.00
140	2569	03 Chev. Van	1GCHG35U731230922	LG60935	33080029	Maint. Shop	\$15,722.00
141	2570	03 Chev. Van	1GCHG35U031234004	LG60934	33080028	Maint. Shop	\$15,722.00
142	2568	03 Chev. Van	1GCHG35U431234104	LG60933	33080027	Maint. Shop	\$15,722.00
143	2572	03 Chev. Van	1GCHG35U831234087	LG60932	33080026	Maint. Shop	\$15,722.00
144	2683	05 Chev. Van	1GCHG39U151176174	LG72716	35077983	Maint. Shop	\$20,465.00
145	2687	05 Chev. Van	1GCHG39U151227480	LG72721	35880808	Maint. Shop	\$20,916.00
147	2734	06 Chev. Van	1GCHG39UX61109476	LG75624	36055700	Maint. Shop	\$21,053.29
149	1722	12 Chev Van	1GCSGAF45C1181387	LG85444	42959513	Maint. Shop	\$18,127.00
160	3068	13 Chev Van	1GCWGGCA8D1134354	LG94915	43464609	Maint. Shop	\$21,717.00
161	3069	13 Chev Van	1GCWGGCA3D1136738	LG94912	43464591	Maint. Shop	\$21,717.00
162	3070	13 Chev Van	1GCWGGCA5D1136739	LG94913	43464592	Maint. Shop	\$21,717.00
163	3071	13 Chev Van	1GCSGAF42D1136344	LG94916	43464610	Maint. Shop	\$20,083.00
164	3072	13 Chev Van	1GCSGAF46D1136346	LG94917	43464311	Maint. Shop	\$20,083.00
165	1421	14 Chev Van	1GCWGFCA4E1128000	LG89791	44523511	Maint. Shop	\$17,118.00
166	1423	14 Chev Van	1GCWGFCA1E1127659	LG89792	44523513	Maint. Shop	\$17,118.00
167	1424	14 Chev Van	1GCWGFCA5E1128572	LG89790	44523508	Maint. Shop	\$17,118.00
168	1426	14 Chev Van	1GCWGFCA9E1128929	LG89788	44523506	Maint. Shop	\$17,118.00
169	1433	14 Chev Van	1GCWGFCA7E1128931	LG89789	44523507	Maint. Shop	\$17,118.00
191	1731	07 Chev. 4x4 P/U	1GCHK24UX7E127860	LG73038	37143514	Maint. Shop	\$25,267.00
208	1725	97 Ford w/lift	1FDLF47G1VEB95392	LG51562	26648403	Maint. Shop	\$66,224.02
210	1728	98 Chev. 4x4 1 Ton P/U	1GCHK33J2WF019870	LG52013	26776234	Maint. Shop	\$24,373.00
213	1729	99 Chev. 4x4 P/U	1GCGK24RXXF068603	LG55630	28302734	Plant Operations	\$22,207.00
215	1416	03 Chev. 4x4 w/dump	1GCHK24U63E228355	LG57509	32817096	Liberty High	\$30,522.00
216	1457	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
219	2738	05 Chev.4x4 P/U w/dump	1GCHK24U65E313652	LG67935	35753948	C & T Center	\$34,889.30
221	2751	08 Chev. 3/4 T P/U w/dump	1GCHK24K68E119593	LG12920	38209913	Manchester Valley	\$30,925.00
222	2757	10 Ford 4x4 P/U w/dump	1FTNF2B50AEA08838	LG88718	40629123	Winter's Mill HS	\$35,440.00
223	1428	11 Ford 4x4 P/U	1FTBF2B68BEA20491	LG88951	40860015	Maint. Shop	\$34,410.00
224	1420	11 Ford 4x4 P/U	1FTBF2B6XBEA20492	LG88964	40860017	Maint. Shop	\$34,410.00
225	1453	11 Ford 4x4 P/U	1FTBF2B61BEA20493	LG88963	40860016	Maint. Shop	\$34,410.00
226	1458	11 Ford 4x4 P/U	1FTBF2B63BEA20494	LG88950	40860013	F.S.K.	\$34,410.00

Vehicle #	SS#	Year - make	Vin number	Tag #	Title #	Location	Cost
227	2739	12 Ford 4x4 P/U F250	1FTBF2B66CEA41552	LG85420	42492119	Maint. Shop	\$24,959.00
228	2735	13 Chev Silverado PU	1GCOKVCG1DZ168425	LG94908	43463126	Maint. Shop	\$26,582.00
302	1448	05 Chev. One Ton Utility	1GBJC34255E225960	LG70356	35560083	Maint. Shop	\$36,623.00
303	2786	07 Chev. 1 Ton 4x4 Utility	1GBHK34D37E129640	LG79451	37146102	Maint. Shop	\$35,493.00
304	2753	08 Chev. Utility	1GBJC34648E136520	LG80473	38211353	Maint. Shop	\$40,789.00
305	1472	17 Chevy 4500 Cab Over	54DCDW1B3HS804776	LG08502	48917764	Maint Shop	\$40,786.73
306	1464	17 Chevy 4500 Utility	54DCDW1B1HS806736	LG08523	48919788	Maint. Shop	\$47,434.00
307		20 Ford Super Duty Cab	1FDRF3GT7LED22676	LG14169	53092259	Maint Shop	\$58,194.00
308		20 Ford Super Duty Cab	1FDRF3GT9LED22677	LG14170	53092392	Maint Shop	\$58,194.00
402	1442	04 Chev. Dump	1GBJ6C1E24F502692	LG57515	33950850	Maint. Shop	\$50,896.00
403	2682	05 Chev.4x4 1 Ton Dump	1GBJK34275E157311	LG67892	35132300	C.H.S.	\$48,070.00
404	2686	05 Chev. 1 Ton Dump	1GBJC34U75E232880	LG67411	35431593	W.H.S.	\$37,105.00
405	2785	06 Chev. Dump	1GBJ6C1396F405359	LG74191	35961012	Maint. Shop	\$74,335.00
406	2754	08 International Dump	1HTJTSKMO8H662278	LG08518	38617142	Maint. Shop	\$79,134.91
407	2755	08 International Dump	1HTJTSKM28H662279	LG80483	38617140	Maint. Shop	\$79,134.91
408	2970	11 International Dump	1HTJTSKL5BH340301	LG85390	41071395	Maint. Shop	\$96,480.99
409	1733	12 Ford Dump	1FDRF3HT2CEC96437	LG94918	43464809	Maint. Shop	\$61,093.00
410	2743	12 Ford Dump	1FDRF3HT4CEC96438	LG94919	43464807	Maint. Shop	\$61,093.00
411	1422	16 Ford 1 Ton Dump	1FTRF3B65GEB26490	LG00094	46897241	Maint Shop	\$28,628.00
412	1432	16 Ford 1 Ton Dump	1FTRF3B69GEB26489	LG00095	46897242	Maint Shop	\$28,628.00
413	1449	16 Ford 1 Ton Dump	1FDUF5HT9GEB06516	LG01636	46900571	Maint. Shop	\$91,543.00
414	1461	17 Ford F350 4X4	1FDRF3H63HDA04012	LG01695	48219541	Maint. Shop	\$61,451.50
415	1485	20 Chev. Silverado Pickup	1HTKJPVM0LH595564	LG14168	53092161	Maint. Shop	\$83,766.40
416	1470	20 Chev. Silverado Pickup	1HTKJPVM7LH595576	LG14167	53092022	Maint. Shop	\$83,766.40
700	2746	05 International Rollback	1HTMPAFM35H138236	LG79495	38207175	Maint. Shop	\$61,451.50
701	1446	08 Chev. Aerial	1GBE4C1968F403275	LG80492	38618339	Maint. Shop	\$58,883.00
702	1468	18 Dodge Bucket	3C7WRMCL6JG391989	LG12906	50953246	Maint. Shop	\$163,870.00
901	1724	98 Chev. Van	1GCGG25R6W1054130	LG52091	27198859	Maint. Shop	\$16,134.00
902	2744	11 Ford Van	1FTNE2EWXBDA09493	LG91117	41200146	Tech Services	\$17,419.00

Vehicle #	Year - make	Vin number	Tag #	Location	Cost
75	94 TCM Forklift	A23T43215		Maint. Shop	\$13,987.00
80	18 EXMARK Stand On Spreader Sprayer	402988712		Maint. Shop	\$7470.00
99	88 Ingersoll Rand Air Compressor	170422U88317	LG23769	Maint. Shop	\$9,139.00
122	87 Eager Beaver Trailer	1120BD30XHS090743	LG23229	Maint. Shop	\$4,570.00
123	93 Hudson HD12 Trailer	10HHD120910000003	LG39760	Maint. Shop	\$2,119.00
128	86 Woods C80 Mower	3930		Maint. Shop	\$1,392.00
155	98 Gehl Skid Loader	26610		Maint. Shop	\$113,519.25
156	98 Deweze Mower	140		Maint. Shop	\$18,780.00
157	15 T590 T4 Bobcat Compact Track Loader	ALJU18011		Maint. Shop	\$47,490.62
500	04 Kioti Tractor 55C w/loader & cab	306900134		Maint. Shop	\$25,900.00
501	05 New Holland 40DA Tractor 4X4 w/loader	G606852		W.H.S.	\$18,867.00
502	03 Ford w/loader and mower 16LA	YL359813		Winters Mill HS	\$23,363.00
503	04 Harper Deweze Mower	ATM72LC		Maint. Shop	\$28,300.00
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
512	09 Bobcat Tractor	ABHL11391		M.V.H.S.	\$32,763.00
513	10 Dixie Chopper Mower	1099949		Maint. Shop	\$13,213.00
515	12 Dixie Chopper Mower	12XC3674CTDWW0068		Maint. Shop	\$14,913.00

516	12 Dixie Chopper Mower	12XC3674CTDWW0076		Maint. Shop	\$14,913.00
517	14 Woods 3 point hitch Mount mower	1256081		Maint. Shop	\$6,300.00
518	13 - 84" Woods Mower	1163849		Maint. Shop	
519	15 Ferris Zero Turn Mower	5901282-2016853127		Maint. Shop	\$18,359.00
520	15 Ferris Zero Turn Mower	5901011-2016514147		Maint. Shop	\$18,359.00
521	15 Ferris Zero Turn Mower	5901011-2016514149		Maint. Shop	\$18,359.00
Vehicle #	Year - make	Vin number	Tag #	Location	Cost
522	15 Ferris Zero Turn Mower	5901011-2016514148		Maint. Shop	\$18,359.00
523	John Deere 4066R Compact Utility Tractor	LV4066R240784		FSK	\$57,229.03
524	John Deere 4066R Compact Utility tractor	LV4066R240668		SCHS	\$57,229.03
525	Harper Turf Equip Hillside Mower ATM72LC	ATM72LC16A08		Maint. Shop	\$39,900.00
526	Harper Turf Equip Hillside Mower ATM72LC	ATM72LC15A02		Maint. Shop	\$39,900.00
527	Scag Turf Tiger Zero Turn Mower	E2000361		Maint. Shop	From NCHS
528	96 Kubota LA680 w/D80 Mower	16330		Maint. Shop	\$20,300.00
529	92 John Deere 1070 w/MD80 Mower	M01070A115753		Maint. Shop	\$17,275.00
530	90 Ford 2120 w/Mower (OLD ONE)	AV413A		Maint Shop	\$13,700.00
600	05 Holm Trailer	5LVBV242X5A007805	LG67923	Maint. Shop	\$4,918.20
601	06 Hudson Trailer	10HHSE18861000240	LG67948	Maint. Shop	\$3,895.00
602	07 CarmateTrailer	5A3C612S87L003518	LG79477	Outdoor School	
603	11 Pace Trailer	53PFB0814BG201892	LG85391	Maint. Shop	\$2,401.00
604	13 Holmes Trailer (8.5' X 20' HD Deckover)	5LVBV2027DA026901	LG89759	Maint. Shop	\$4,983.20
605	13 Holmes Trailer (82" X 20' Equip Trailer)	5LVBV2022DA027051	LG89764	Maint. Shop	\$4,228.20

606	15 Holmes Trailer (6'10" x 20' Payload)	5LVBV2026FA031025	LG00070	Maint. Shop	\$3883.20
607	17 Carmate Trailer (8.5' X 20' Superduty)	5A3C820D2HL001768	LG01696	Maint. Shop	\$10,736.99
608	18 Carmate Trailer (8' x 20' Superduty)	5A3C820D8JL000565	LG08503	Maint. Shop	\$9228.19
609	18 Carmate Trailer (8' x 20' Superduty)	5A3C820D6JL000564	LG08504	Maint. Shop	\$9228.19

Carroll County Public Schools

SCHOOL CONTACT INFORMATION

Section XI

CARROLL COUNTY PUBLIC SCHOOLS
125 North Court Street
Westminster, Maryland 21157
(410) 751-3000
Fax No. (410) 751-3003 TDD No. (410) 751-3034

School		Phone	Administrators	Secretary	Cost Center
Carroll Co. Career & Tech 1229 Washington Road Westminster, MD 21157	Fax:	751-3669 751-3677	Betsy Donovan Susan Hopkins	Wanda Schaeffer	079
Carroll Co. Outdoor School Hashawha Environmental Ctr. 300 John Owings Road Westminster, MD 21158	Nurse:	751-3301 857-7932	Gina Felter, Principal	Jan Stonestreet (751-3167)	185
Carroll Springs School 495 South Center Street Westminster, MD 21157	Fax:	751-3620 751-3928	Gretchen Rockafellow	Kristin Hoffman	712
Carrolltowne Elementary 6542 Ridge Road Sykesville, MD 21784	Fax:	751-3530 751-3534	Rebecca Dupree Michele Becker	Jo Vratarich	056
Century High School 355 Ronsdale Road Eldersburg, MD 21784	Fax:	386-4400 386-4413	Brian Booz Jane Clark, Kim Stern	Cindy Lewis	510
Cranberry Station Elementary 505 North Center Street Westminster, MD 21157	Fax:	386-4440 386-4444	Joseph Dorsey Mary Gouker	Robin Diffendal	715
East Middle School 121 Longwell Ave. Westminster, MD 21157	Fax:	386-3656 751-3660	Jamie Carver Jodi Weaver Michael Golden	Kim Wagner	071
Ebb Valley Elementary 3100 Swiper Road Manchester, MD 21102	Fax:	386-1550 386-1555	Justin Watts Nina Green-Watts	Margie Swecker	063
Eldersburg Elementary 1021 Johnsville Road Sykesville, MD 21784	Fax:	751-3520 751-3553	Cindy Bell Francis Klauder	Amberly Pickett	051
Elmer Wolfe Elementary 119 North Main St. Union Bridge, MD 21791	Fax:	751-3307 751-3309	Tracy Belski Katie Finneran	Kristin Tracey	121
Francis Scott Key High 3825 Bark Hill Road Union Bridge, MD 21791	Fax:	751-3320 751-3325	Shannon Mobley Shannon Zepp Joshua Rutter (Acting AP)	Susan Hook	022

Freedom Elementary 5626 Sykesville Road Sykesville, MD 21784	Fax:	751-3525 751-3598	Jessica Smith Karen Barnes	Mary Lacroix	055
Friendship Valley Elementary 11 Gist Road Westminster, MD 21157	Fax:	751-3650 751-3655	Elizabeth Cunningham Serena Batanglo	Melissa Dowd	714
Gateway/Crossroads 45 Kate Wagner RD Westminster, MD 21157	Fax:	751-3691 751-3687	Bryan Wetzel Todd Wargo	Sharon Wright	716
Hampstead Elementary 3737 Shiloh Road Hampstead, MD 21074	Fax:	751-3420 751-3438	Arlene Moore Addison Beck (Acting AP)	Nathalie Schein	084
Liberty High School 5855 Bartholow Road Sykesville, MD 21784	Fax:	751-3560 751-3560	Ken Goncz Meghan Brown Todd Hicks	Karen Belt	057
Linton Springs Elementary 375 Ronsdale Road Sykesville, MD 21784	Fax:	751-3280 751-3285	Debra Benner Jessica Bailey	Judith Goda	053
Manchester Elementary 3224 York Street Manchester, MD 21102	Fax:	751-3410 751-4505	Catherine Cramer Tracy Gardner	Cindy Ringley	061
Manchester Valley High School 3300 Maple Grove Road Manchester, MD 21102	Fax:	386-1673 386-1561	Joseph Guerra Chris Merson Heather Semies	Janet Albaugh	062
Mechanicsville Elementary 3838 Sykesville Road Sykesville, MD 2174	Fax:	751-3510 751-3516	Glen Messier John Courtney	Ginger Halvorsen	046
Mt. Airy Elementary 405 N. Main Street Mt. Airy, MD 21771	Fax:	751-3540 549-6917	Deborah Winson Jennifer Mitchell	Kyle Becker	135
Mt. Airy Middle 102 Watersville Road Mt. Airy, MD 21771	Fax:	751-3554 549-6917	Sharon Lilly Christopher Hynes	Mary Obremski	136
North Carroll Middle 2401 Hanover Pike Hampstead, MD 21074	Fax:	751-3440 751-3464	Amy Gromada Daniel Black	Theresa Elcik	081
Northwest Middle 99 Kings Drive Taneytown, MD 21787	Fax:	751-3270 751-3275	Scott Lavender Kristi Reppe	Joan Baile	015
Oklahoma Road Middle 6300 Oklahoma Road Sykesville, MD 21794	Fax:	751-3600 751-3604	Janel Fosnot Jeff Hopkins	Amanda Liptrap	058

Parr's Ridge Elementary 202 Watersville Road Mt. Airy, MD 21771	Fax:	751-3559 549-7221	Craig Hastings Kris Hayden	Katie Deutsch	134
Piney Ridge Elementary 6315 Freedom Avenue Sykesville, MD 21784	Fax:	751-3535 751-3539	Patricia Reed Greg Raeder	Debbie Herndon	059
Robert Moton Elementary 1413 Washington Road Westminster, MD 21157	Fax:	751-3610 751-3927	Darryl Robbins Lauren Murray Carolyn Thomas	Lisa Quesinberry	711
Runnymede Elementary 3000 Langdon Drive	Fax:	751-3203 751-3930	Martin Tierney Kimberly Renfro	Barb Hiner	024
Sandymount Elementary 2222 Old Westminster Pike Finksburg, MD 21048	Fax:	751-3215 751-3930	Shakira Murphy Stacy Kowaleviocz	Debra Nevius	044
Shiloh Middle 3675 Willow Street Hampstead, MD 21074	Fax:	386-4570 386-4579	Dave Watkins Christine Hill Charles Weaver	Penny Eckenrode	087
South Carroll High School 1300 West Old Liberty Road Sykesville, MD 21784	Fax:	751-3575 751-3575	Christina Dougherty Tom Riddle Lois Tiffany	Maria Artista	141
Spring Garden Elementary 700 Boxwood Drive Hampstead, MD 21074	Fax:	751-3433 751-3475	Wendy Leishear Amanda Johnson	Sue Free	086
Sykesville Middle School 7301 Springfield Ave. Sykesville, MD 21784	Fax:	751-3545 751-3573	David Bortz Meagan Becker	Jane Giro	054
Taneytown Elementary School 100 Kings Drive Taneytown, MD 2787	Fax:	751-3260 751-3532	Christy Farver Briana Bower	Karen Hooper	013
West Middle School 60 Monroe Street Westminster, MD 21157	Fax:	751-3661 751-3667	Erin Brilhart Lisa Livingston Jeffrey Cook	Cyndi Romeo	073
Westminster Elementary 811 Uniontown Road Westminster, MD 21158	Fax:	751-3222 751-3926	Whitney Warner Sarah Andrews	Mary Garner	710
Westminster High 1225 Washington Road Westminster, MD 21157	Fax:	751-3630 751-3640	John Baugher Tom Clowes Kimani Jones Katie Nefflen Mary Rivera	Jackie Englebrake	077
William Winchester Elementary 70 Monroe Street Westminster, MD 21157	Fax:	751-3230 751-3929	Erin Sikorski Cynthia Taylor	Nancy Taylor	075

Winfield Elementary 4401 Salem Bottom Road Westminster, MD 21157	Fax:	751-3242 751-3243	Katie Purper John Code IV Brynn Falise	Michelle Bowen	096
Winters Mill High 560 Gorsuch Road Westminster, MD 21157	Fax:	751-1500 751-1513	Michael Brown Wendy Garvin Penny Lynch Maria Martin	Tracy Norris	1500