

## **Maintenance Management Plan**

### **4.0**

### **REQUESTS FOR MAINTENANCE**

All requests for maintenance and repair, building keys, furniture and equipment requirements and changes to facilities, as well as reports of deficiencies in buildings and equipment, should be reported to the office of the Director of Facilities and Maintenance through use of a work order form (**Exhibit B – Campus Work Order Request Form**). See **Exhibit C – Campus Work Order Request Procedures** for instructions on placing a campus work order.

#### **4.1 General Campus Maintenance, Repairs, and Relocations**

The campus procedures for CVCC faculty and staff to submit a campus work order request are as follows:

- Print the **Exhibit B – Campus Work Order Request Form**.  
**Note:** For those that have no internet access to the electronic form request, please find hard copies available in the Wallace Hall workroom.
- Requester should enter as much information as possible about the work that is requested.
- After completing the form, please print a hard copy and seek approvals. Once approved, submit work order request to the Plant Management mailbox located in the Wallace Hall workroom.
- The Facilities Director will prioritize approved campus work orders and assign them to the appropriate staff or contractors.
- Once work orders are complete, the requester will sign off that projects have been completed on the approved work order form.
- The Facilities Director will review final work for completeness. If work order has been completed satisfactory, the work order will then be filed for audit purposes and evaluation of the department's performance.

#### ***Exceptions:***

For emergencies (such as power outages, water and gas leaks, defective elevators, lockouts, AC outage in building, Life-Safety issues), please call the campus switchboard immediately at **334-291-4900**. The switchboard operator will in turn page the Facilities Director and relay the urgency. Or, please call the Facilities Director directly at **706-325-4166**.

#### **4.2 Custodial Services**

Each faculty and staff member is asked to assume reasonable responsibility for the appearance of his/her classroom, laboratory, and office areas. Custodial service is provided by contract vendor and College custodial personnel that have clearly defined written daily job responsibilities. Both are supervised by the Director of Facilities and Maintenance. Special custodial needs and deficiencies should be reported to the Director via work order requests (**Exhibit B – Campus Work Order Request Form**).

#### 4.2.1 Campus Routine and Scheduled Campus Custodial Services

##### Security Office

###### *Daily*

- Provide and store campus supplies of paper products, plastic liners, hand soap and sanitizers, and air fresheners
- Empty all trash cans and dispose of/replace liners as needed
- Spot clean and sanitize containers
- Dust all furniture (desks, chairs, tables)
- Wipe telephones clean
- Provide and keep filled campus hand sanitizer units throughout campus
- Remove all gum and cigarettes at entrances and exits
- Spot clean lobby glass including front doors and partition glass
- Spot clean walls and doors
- Secure windows and doors
- Put furniture back to original placement
- Report burned out lights
- Vacuum carpet wall to wall
- Spot clean carpets

###### *Weekly*

- Dust window sills, molding, ledges, shelves, frames etc.
- Polish all hardwood furniture
- Clean entire glass doors inside/out
- Dust blinds/shelves/file cabinets
- Clean glass on entrances

###### *Monthly*

- Clean and dust building air and return vents/ducts

###### *Quarterly*

- Supply/change out or clean building entry floor mats as needed

###### *Semi- Annually*

- Pressure wash building entrances and exits
- Remove all build up wax on floors and apply new coat

## Wallace Hall

### *Daily*

- Provide and store campus supplies of paper products, plastic liners, hand soap, sanitizers, and air fresheners
- Empty all trash cans and dispose of/replace liners as needed
- Spot clean and sanitize containers
- Dust all furniture (desks, chairs, tables)
- Wipe telephones clean
- Provide and keep filled campus hand sanitizer units throughout campus
- Remove all gum and cigarettes at entrances and exits
- Spot clean lobby glass including front doors and partition glass
- Clean restrooms
  - ✓ Clean ,sanitize and polish fixtures including toilets, urinals, sinks
  - ✓ Clean all glass and mirrors
  - ✓ Empty and sanitize interior of sanitary containers
  - ✓ Spot clean walls, doors, and partitions
  - ✓ Refill all dispensers to normal levels
  - ✓ Remove graffiti when needed
  - ✓ Report plumbing problems
  - ✓ Scrub and sanitize restrooms
- Spot clean walls and doors
- Secure windows and doors
- Put furniture back to original placement
- Report burned out lights
- Vacuum carpet wall to wall
- Spot clean carpets
- Clean dry erase boards
- Clean breakrooms/conference rooms/ kitchens
- Clean elevator floors and walls
- Clean staircase
- Spot clean floors/terrazzo

### *Weekly*

- Dust window sills, molding, ledges, shelves, frames etc.
- Polish all hardwood furniture
- Clean entire glass doors inside and out
- Dust blinds/shelves/file cabinets
- Clean glass on entrances
- Sweep and mop floors
- Buff and/or wax hard surface floors

### *Monthly*

- Clean and dust building air and return vents/ducts

### *Quarterly*

- Supply/change out or clean building entry floor mats as needed

### *Semi- Annually*

- Pressure wash building entrances and exits
- Remove all wax build up on floor and apply new coat
- Clean carpet by appropriate method (Steam Clean)

## Brassell Hall

### *Daily*

- Provide and store campus supplies of paper products, plastic liners, hand soap, sanitizers, and air fresheners
- Empty all trash cans and dispose of/replace liners as needed
- Spot clean and sanitize containers
- Dust all furniture (desks, chairs, tables)
- Wipe telephones clean
- Provide and keep filled campus hand sanitizer units throughout campus
- Remove all gum and cigarettes at entrances and exits
- Spot clean lobby glass including front doors and partition glass
- Spot clean walls and doors
- Clean restrooms
  - ✓ Clean, sanitize and polish fixtures including toilets, urinals, sinks
  - ✓ Clean all glass and mirrors
  - ✓ Empty and sanitize interior of sanitary containers
  - ✓ Spot clean walls, doors, and partitions
  - ✓ Refill all dispensers to normal levels
  - ✓ Remove graffiti when needed
  - ✓ Report plumbing problems
  - ✓ Scrub and sanitize restrooms
- Secure windows and doors
- Put furniture back to original placement
- Report burned out lights
- Vacuum carpet wall to wall/offices
- Spot clean carpets
- Clean dry erase boards
- Clean breakrooms/conference rooms/kitchens
- Clean elevator floors and walls
- Clean staircase
- Spot clean floors/terrazzo
- Mop lab floors

### *Weekly*

- Dust window sills, molding, ledges, shelves, frames etc.
- Polish all hardwood furniture
- Clean entire glass doors inside and out
- Dust blinds/shelves/file cabinets
- Clean glass on entrances
- Sweep and mop floors
- Buff and/or wax hard surface floors

### *Monthly*

- Clean and dust building air and return vents/ducts

### *Quarterly*

- Supply/change out or clean building entry floor mats as needed

### *Semi- Annually*

- Pressure wash building entrances and exits
- Remove all wax build up on floor and apply new coat
- Clean carpet by appropriate method (Steam Clean)

## Fine Arts Hall

### *Daily*

- Provide and store campus supplies of paper products, plastic liners, hand soap and sanitizers, and air fresheners
- Empty all trash cans and dispose of/replace liners as needed
- Spot clean and sanitize containers
- Dust all furniture (desks, chairs, tables)
- Wipe telephones clean
- Provide and keep filled campus hand sanitizer units throughout campus
- Remove all gum and cigarettes at entrances and exits
- Spot clean lobby glass including front doors and partition glass
- Spot clean walls and doors
- Clean restrooms
  - ✓ Clean ,sanitize and polish fixtures including toilets, urinals, sinks
  - ✓ Clean all glass and mirrors
  - ✓ Empty and sanitize interior of sanitary containers
  - ✓ Spot clean walls, doors, and partitions
  - ✓ Refill all dispensers to normal levels
  - ✓ Remove graffiti when needed
  - ✓ Report plumbing problems
  - ✓ Scrub and sanitize restrooms
- Secure windows and doors
- Put furniture back to original placement
- Report burned out lights
- Vacuum carpet wall to wall/offices
- Spot clean carpets
- Clean dry erase boards
- Clean breakrooms/conference rooms/kitchens
- Clean elevator floors and walls
- Clean staircase
- Spot clean floors/terrazzo
- Mop lab floors

### *Weekly*

- Dust window sills, molding, ledges, shelves, frames etc.
- Polish all hardwood furniture
- Dust blinds/shelves/file cabinets
- Clean glass on entrances
- Sweep and mop floors
- Buff and/or wax hard surface floors

### *Monthly*

- Clean and dust building air and return vents/ducts

### *Quarterly*

- Supply/change out or clean building entry floor mats as needed

### *Semi- Annually*

- Pressure wash building entrances and exits
- Remove all wax build up on floor and apply new coat
- Clean carpet by appropriate method (Steam Clean)

## Owen Hall

### *Daily*

- Provide and store campus supplies of paper products, plastic liners, hand soap and sanitizers, and air fresheners
- Empty all trash cans and dispose of/replace liners as needed
- Spot clean and sanitize containers
- Dust all furniture (desks, chairs, tables)
- Wipe telephones clean
- Provide and keep filled campus hand sanitizer units throughout campus
- Remove all gum and cigarettes at entrances and exits
- Spot clean lobby glass including front doors and partition glass
- Spot clean walls and doors
- Secure windows and doors
- Clean Restrooms
  - ✓ Clean, sanitize and polish fixtures including toilets, urinals, sinks
  - ✓ Clean all glass and mirrors
  - ✓ Empty and sanitize interior of sanitary containers
  - ✓ Spot clean walls, doors, and partitions
  - ✓ Refill all dispensers to normal levels
  - ✓ Remove graffiti when needed
  - ✓ Report plumbing problems
  - ✓ Scrub and sanitize restrooms
- Put furniture back to original placement
- Report burned out lights
- Vacuum carpet wall to wall/offices
- Spot clean carpets
- Clean dry erase boards
- Clean breakrooms/conference rooms/ kitchens
- Clean elevator floors and walls
- Clean staircase
- Spot clean floors/terrazzo
- Mop lab floors
- Clean elevator

### *Weekly*

- Dust window sills, molding, ledges, shelves, frames etc.
- Polish all hardwood furniture
- Clean entire glass doors inside and out
- Dust blinds/shelves/file cabinets
- Clean glass on entrances
- Sweep and mop floors
- Buff and/or wax hard surface floors

### *Monthly*

- Clean and dust building air and return vents/ducts

### *Quarterly*

- Supply/change out or clean building entry floor mats as needed

### *Semi-Annually*

- Pressure wash building entrances and exits
- Remove all wax build up on floor and apply new coat
- Clean carpet by appropriate method (Steam Clean)

## Key Hall

### *Daily*

- Provide and store campus supplies of paper products, plastic liners, hand soap and sanitizers, and air fresheners
- Empty all trash cans and dispose of/replace liners as needed
- Spot clean and sanitize containers
- Dust all furniture (desks, chairs, tables)
- Wipe telephones clean
- Provide and keep filled campus hand sanitizer units throughout campus
- Remove all gum and cigarettes at entrances and exits
- Spot clean lobby glass including front doors and partition glass
- Spot clean walls and doors
- Clean Restrooms
  - ✓ Clean ,sanitize and polish fixtures including toilets, urinals, sinks
  - ✓ Clean all glass and mirrors
  - ✓ Empty and sanitize interior of sanitary containers
  - ✓ Spot clean walls, doors, and partitions
  - ✓ Refill all dispensers to normal levels
  - ✓ Remove graffiti when needed
  - ✓ Report plumbing problems
  - ✓ Scrub and sanitize restrooms
- Secure windows and doors
- Put furniture back to original placement
- Report burned out lights
- Vacuum carpet wall to wall/offices
- Spot clean carpets
- Clean dry erase boards
- Clean breakrooms/conference rooms/ kitchens
- Clean elevator floors and walls
- Clean staircase
- Spot clean floors/terrazzo
- Mop lab floors

### *Weekly*

- Dust window sills, molding, ledges, shelves, frames etc.
- Polish all hardwood furniture
- Clean entire glass doors inside and out
- Dust blinds/shelves/file cabinets
- Clean glass on entrances
- Sweep and mop floors
- Buff and/or wax hard surface floors

### *Monthly*

- Clean and dust building air and return vents/ducts

### *Quarterly*

- Supply/change out or clean building entry floor mats as needed

### *Semi- Annually*

- Pressure wash building entrances and exits
- Remove all wax build up on floor and apply new coat
- Clean carpet by appropriate method (Steam Clean)

## Wilson Hall

### *Daily*

- Provide and store campus supplies of paper products, plastic liners, hand soap and sanitizers, and air fresheners
- Empty all trash cans and dispose of/replace liners as needed
- Spot clean and sanitize containers
- Dust all furniture (desks, chairs, tables)
- Wipe telephones clean
- Provide and keep filled campus hand sanitizer units throughout campus
- Remove all gum and cigarettes at entrances and exits
- Spot clean lobby glass including front doors and partition glass
- Spot clean walls and doors
- Clean Restrooms
  - ✓ Clean, sanitize and polish fixtures including toilets, urinals, sinks
  - ✓ Clean all glass and mirrors
  - ✓ Empty and sanitize interior of sanitary containers
  - ✓ Spot clean walls, doors, and partitions
  - ✓ Refill all dispensers to normal levels
  - ✓ Remove graffiti when needed
  - ✓ Report plumbing problems
  - ✓ Scrub and sanitize restrooms
- Secure windows and doors
- Put furniture back to original placement
- Report burned out lights
- Vacuum carpet wall to wall/offices
- Spot clean carpets
- Clean dry erase boards
- Clean breakrooms/conference rooms/ kitchens
- Clean elevator floors and walls
- Clean staircase
- Spot clean floors/terrazzo
- Mop lab floors

### *Weekly*

- Dust window sills, molding, ledges, shelves, frames etc.
- Polish all hardwood furniture
- Clean entire glass doors inside and out
- Dust blinds/shelves/file cabinets
- Clean glass on entrances
- Sweep and mop floors
- Buff and/or wax hard surface floors

### *Monthly*

- Clean and dust building air and return vents/ducts

### *Quarterly*

- Supply/change out or clean building entry floor mats as needed

### *Semi- Annually*

- Pressure wash building entrances and exits
- Remove all wax build up on floor and apply new coat
- Clean carpet by appropriate method (Steam Clean)



## Instructional and Performing Arts Center

### *Daily*

- Provide and store campus supplies of paper products, plastic liners, hand soap and sanitizers, and air fresheners
- Empty all trash cans and dispose of/replace liners as needed
- Spot clean and sanitize containers
- Dust all furniture (desks, chairs, tables)
- Wipe telephones clean
- Provide and keep filled campus hand sanitizer units throughout campus
- Remove all gum and cigarettes at entrances and exits
- Spot clean lobby glass including front doors and partition glass
- Clean Restrooms
  - ✓ Clean ,sanitize and polish fixtures including toilets, urinals, sinks
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  - ✓ Refill all dispensers to normal levels
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  - ✓ Report plumbing problems
  - ✓ Scrub and sanitize restrooms
- Spot clean walls and doors
- Secure windows and doors
- Put furniture back to original placement
- Report burned out lights
- Vacuum carpet wall to wall/offices
- Spot clean carpets
- Clean dry erase boards
- Clean breakrooms/ conference rooms/ kitchens
- Clean elevator floors and walls
- Clean staircase
- Spot clean floors/terrazzo
- Mop lab floors

### *Weekly*

- Dust window sills, molding, ledges, shelves, frames etc.
- Polish all hardwood furniture
- Clean entire glass doors inside and out
- Dust blinds/shelves/file cabinets
- Clean glass on entrances
- Sweep and mop floors
- Buff and/or wax hard surface floors

### *Monthly*

- Clean and dust building air and return vents/ducts

### *Quarterly*

- Supply/change out or clean building entry floor mats as needed

### *Semi- Annually:*

- Pressure wash building entrances and exits
- Remove all wax build up on floor and apply new coat
- Clean carpet by appropriate method (Steam Clean)

## Industry Training Center

### *Daily*

- Provide and store campus supplies of paper products, plastic liners, hand soap and sanitizers, and air fresheners
- Empty all trash cans and dispose of/replace liners as needed
- Spot clean and sanitize containers
- Dust all furniture (desks, chairs, tables)
- Wipe telephones clean
- Provide and keep filled campus hand sanitizer units throughout campus
- Remove all gum and cigarettes at entrances and exits
- Spot clean lobby glass including front doors and partition glass
- Spot clean walls and doors
- Clean restrooms
  - ✓ Clean, sanitize and polish fixtures including toilets, urinals, sinks
  - ✓ Clean all glass and mirrors
  - ✓ Empty and sanitize interior of sanitary containers
  - ✓ Spot clean walls, doors, and partitions
  - ✓ Refill all dispensers to normal levels
  - ✓ Remove graffiti when needed
  - ✓ Report plumbing problems
  - ✓ Scrub and sanitize restrooms
- Secure windows and doors
- Put furniture back to original placement
- Report burned out lights
- Vacuum carpet wall to wall/offices
- Spot clean carpets
- Clean dry erase boards
- Clean breakrooms/conference rooms/kitchens
- Clean elevator floors and walls
- Clean staircase
- Spot clean floors/terrazzo
- Mop lab floors

### *Weekly*

- Dust window sills, molding, ledges, shelves, frames etc.
- Polish all hardwood furniture
- Dust blinds/shelves/file cabinets
- Clean glass on entrances
- Sweep and mop floors
- Buff and/or wax hard surface floors

### *Monthly*

- Clean and dust building air and return vents/ducts

### *Quarterly*

- Supply/change out or clean building entry floor mats as needed

### *Semi- Annually*

- Pressure wash building entrances and exits
- Remove all wax build up on floor and apply new coat
- Clean carpet by appropriate method (Steam Clean)

#### 4.2.2 Campus Refuse Collection Plan

Plant Management works to provide an environment that is esthetically pleasing and that reduces any health or safety risks to our students, faculty and staff on campus. Listed below are specific tasks to achieve the overall goal to reduce any risks:

- The custodial staff empties trash daily in each building and deposits the bags into a designated hopper located at Wallace Hall, Brassell Hall, LRC and IPAC.
- The maintenance staff will empty the hoppers every morning at 7:00 AM and carry the trash to the dumpsters located at Key Hall.
- Members of the maintenance staff will pick up trash at the main entrance of the campus, the east and west parking lots, and around the campus buildings as needed; trash bins in the IPAC parking lot will be emptied by 2:30 p.m. daily.
- The outside collection points will be dumped twice daily unless there is unscheduled maintenance. They are as follows:

**Key Hall** – two (2) at main entrance

**Brassell** – two (2) on upper level, four on ground level

**Fine Arts** – one (1) at main entrance, one (1) on lower level entrance

**Owen** – three (3) in front of main entrance

**ITC** – one (1) at the main entrance

**Wilson** – one (1) near elevator on Wallace side, one (1) near elevator on Brassell side

**Wallace** – one(1) near the Deans' offices upper level, two (2) on the ground floor facing IPAC and one (1) facing Wilson on the ground floor

**IPAC** – four (4) around the building, four (4) in the parking lot

- The trash bins located in Wilson Hall, the break room at Wallace and LRC will be checked/dumped in the mornings and after lunch
- On every other Friday, members of the maintenance staff will pressure wash the concrete walkways around campus facilities determined by the Director of Facilities and Maintenance.

These measures should prevent any health risks to our students, faculty, and staff as well as maintaining the esthetics on campus.

#### 4.3 Building Maintenance

The responsibility of the maintenance department is to maintain the facilities on campus to keep buildings safe and in excellent condition. These duties include the maintenance and operation of the HVAC (heating, ventilation and air conditioning) systems, fire alarm and life safety equipment and the maintenance and operation of all mechanical systems. Weekly building audits and duties are outlined below.

## **HVAC (Heating, Ventilation, and A/C)**

Work on the HVAC system is performed by contractors and/or in-house maintenance. The equipment requires monthly inspections and performance of routine, preventive, and deferred maintenance. This includes the following minimum service requirements:

- ✓ Change filters
- ✓ Lubricate motor bearings
- ✓ Replace belts
- ✓ Clean coils
- ✓ Check oil, belts, and refrigeration component of air compressors

The frequency of these maintenance activities varies depending on placement and usage. For example, the units in all buildings are less than five years old, and do not require more than quarterly preventive maintenance checks. The contractor and/or in-house maintenance are on call twenty-four hours per day, seven days per week.

Deferred maintenance consists primarily of preparing units for the heating and cooling seasons. During the Spring Semester, coils are washed and refrigerants are checked to prepare for summer. The contracted and/or in-house employees who perform the above duties are EPA certified as Technician Type Universal. During the Fall Semester, heat pumps or electric heaters are checked and cleaned if necessary to prepare for winter.

When unexpected repairs are needed, a request for service is sent to the Director of Facilities and Maintenance. The Director then contacts the HVAC contractor or in-house maintenance to perform the work. The Director is responsible for monitoring the satisfactory completion of the work. In the event that the work is outsourced, the contractor invoices the College. Invoices are sent first to the Business Office, then to the Director of Facilities and Maintenance for signature, certifying the satisfactory completion of the work and designating a cost code for tracking purposes. The Director then sends the invoice back to the Business Office for payment and final processing. The Director maintains a copy of all invoices in a separate file for the HVAC system in the Plant Management office.

On an annual basis (December-January), the Director conducts a formal analysis of the cost of repairs to determine whether it is more viable to continue to repair equipment or to replace it. Replacement, because of the high cost, is a capital project and is submitted as a proposal to the President's Cabinet.

## **Electrical/Plumbing**

Minor electrical and plumbing repairs are assigned by the Director of Facilities and Maintenance to specific employees. Some repairs are outsourced to local contractors. To keep costs low, several contractors with which the College is familiar are used. On an annual basis (December-January), the Director conducts a formal analysis of the billings for the year to determine the College's outsourcing strategy for the immediate future.

Invoices are handled in the same manner as those for HVAC. The Director of Facilities and Maintenance calls a local contractor when necessary. The Director monitors the satisfactory completion of the work. Invoices are sent to the College's Business Office, which routes them to the Director of Facilities and Maintenance for signature, certifying the satisfactory completion of the work and designating a cost code for tracking purposes.

Typical work requests assigned to the Electrical/Plumbing area include the following:

- ✓ Ballast
- ✓ Light Bulbs
- ✓ Light Fixtures
- ✓ Exhaust Fans
- ✓ Restroom Fixtures
- ✓ Kitchen Equipment
- ✓ Pumps
- ✓ Water Lines
- ✓ Sewer Lines

The Director requires regular monitoring of the restrooms by custodial and maintenance employees to ensure that the plumbing systems are functioning properly. In the event that major problems are detected, a local contractor or in-house maintenance is contacted by the Director.

If a gas leak is detected, it is given the highest priority and the city utility is notified. Preventive maintenance on sewer lines includes routine inspection of manholes to ensure that the lines are flowing properly and to check for the presence of sewer gases. The city owns the water, gas, and sewer lines and is responsible for their upkeep.

### **Carpentry**

The maintenance staff performs minor repairs of furniture, classroom seats, cabinets, door locks, counter tops, baseboards, door closures, or any other part of the physical structure of buildings on campus. They replace damaged doors, ceiling tiles, broken windows, and damaged floors. In addition, the staff is responsible for additional shelves, cabinets, or instructional aides requested by instructors. New furniture that is purchased and requires assembly is done so by Plant Management. The installation of blackboards, bulletin boards, and other special items is also its responsibility. The staff also assists in the construction and preparation of props for staged College productions such as graduation and musical events, as well as in-house construction and renovation projects.

Requests for these services are sent in writing or phoned in to the Director of Facilities and Maintenance, who assigns the work to specific employees, monitors the progress, and documents completion. A work order is generated for documentation of labor, equipment, and any cost associated with projects. These work items, with rare exceptions, are covered under the general operating budget of the Plant Management Department. The exceptions would be for budgetary items requested by a functional unit as part of a Form B (nonessential) Planning Objective approved by the Strategic Funding Committee and/or authorized by the President's Cabinet.

### **Painting and Roofing**

Painting is done largely by the College's maintenance staff. Work is assigned by the Director of Facilities and Maintenance to specific employees. The Director monitors the work and acknowledges completion. The types of work typically undertaken in this area include:

- ✓ Painting buildings (interior and exterior)
- ✓ Finishing sheetrock
- ✓ Installing paneling
- ✓ Changing ceiling tiles
- ✓ Installing mini-blinds

The College’s maintenance department inspects the downspouts, gutters, and roofs of all buildings bi-weekly to minimize water damage; however, roofing repairs are contracted to various local contractors, all of which are competitive both in the quality of the workmanship and the cost. Invoices are handled in the manner described above. On an annual basis (December-January), the Director conducts a review of all contracted painting and roofing invoices to determine the College’s outsourcing strategy for the immediate future.

### **Bi-Weekly Building Audits**

To ensure that facilities are inspected, maintained, and repaired to sustain a quality environment for students, faculty and staff, team members from Building Maintenance will audit their assigned buildings on a bi-weekly basis and immediately correct and/or report any discrepancies to the Director of Facilities and Maintenance. The Director will generate a work order list, prioritize and issue out work orders accordingly. The zones to be audited are as listed:

<b>Zone 1</b>	ITC LRC Brassell Hall Wilson	<b>Zone 2</b>	Wallace Fine Arts IPAC Key Hall
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Each team member will be required to visually inspect all HVAC, electrical and fire alarm system in their assigned zone.

On a bi-weekly basis, each team member will be required to perform a visual inspection throughout their assigned buildings to check for discrepancies such as:

- Clocks – correct time/batteries
- Electrical Hazards – wall plates frayed wiring, etc.
- Mechanical Rooms – cleanliness, shrouds on machinery
- Plumbing Fixtures – valves leaking
- Ceiling Tiles – stained
- Paint – wall, machinery
- Flooring
- Elevators – lights, fans
- Exit Lights
- Signage – tags, lighting in signs
- Security Lights
- Lighting – blown bulbs

During this inspection, each team member should contact the facility coordinator so that any concerns over their facility can be addressed in order to foster good relations and communications.

Team members that have a generator back-up in their assigned zones are required to check them on the programmed day. The following checklist should be used as a guideline:

- ✓ Check battery charge
- ✓ Check oil level/add as needed
- ✓ Check oil pressure
- ✓ Check for oil leaks

- ✓ Check coolant levels
- ✓ Check temperature
- ✓ Check voltage on all phases
- ✓ Check tank level

Any discrepancy should be corrected or reported immediately to the Director of Facilities and Maintenance.

To sustain quality facilities, each team member is expected to correct or report any discrepancies that may cause unfavorable impact on the College.

Plant management staff uses Exhibit J – Bi-Weekly Building Audits to document work performed. Forms are filed by the Director of Facilities and Maintenance.

### Annual Preventive/Routine Maintenance Schedule

Annual and preventive maintenance campus building requirements are listed below.

Month	Description
<b>June-July</b>	Check and change as needed all exterior lights monthly. Check manholes for leaks and water accumulation monthly and after heavy rains.
<b>August-September</b>	Check and change as needed all exterior lights monthly. Check manholes for leaks and water accumulation monthly and after heavy rains.
<b>October-November</b>	Check and change as needed all exterior lights monthly. Check manholes for leaks and water accumulation monthly and after heavy rains.
<b>December-January-February</b>	Check and change as needed all exterior lights monthly. Insulate and repair all water lines. Check manholes for leaks and water accumulation monthly and after heavy rains.
<b>March</b>	Check and change as needed all exterior lights monthly. Check manholes for leaks and water accumulation monthly and after heavy rains.
<b>April-May</b>	Check and change as needed all exterior lights monthly. Check manholes for leaks and water accumulation monthly and after heavy rains.

**Note the following:**

**HVAC maintenance** includes filter change monthly or as needed. Also, maintenance includes cleaning all coils two times per year. Contractor and/or in-house personnel are expected to perform the following minimum functions:

- ✓ Report any malfunctioning equipment or potential hazards to the Director of Facilities and Maintenance
- ✓ Inspect regularly for gas leakage
- ✓ Maintain all HVAC units campus-wide in a constant state of readiness.
- ✓ Be accessible for emergency repairs 24 hours per day, 7 days per week.
- ✓ Change filters.
- ✓ Lubricate motor bearings.
- ✓ Replace belts.
- ✓ Check oil, belts, and refrigerant component of air compressors

**Water Cooled Rotary Chiller Annual Inspection (IPAC only)**

- |   |   |
|---|---|
| ✓ Initial site inspection                   | ✓ Low temperature sensor calibration            |
| ✓ Review diagnostics                        | ✓ Control panel electrical inspection           |
| ✓ Compressor and oil separator heater check | ✓ Compressor starter inspection                 |
| ✓ Oil analysis per circuit                  | ✓ Meg compressor motor                          |
| ✓ Flow/differential switch check            | ✓ High side leak check inspection               |
| ✓ Rotary oil filter change                  | ✓ Pre-start chiller check                       |
| ✓ Leak test inspection                      | ✓ Start chiller, check all operating parameters |
| ✓ Control panel calibration check           |   |

**Cooling Tower Annual Inspection (IPAC only)**

- ✓ Inspect external condition of tower
- ✓ Visual inspection of mechanical operating unit
- ✓ Verify water level
- ✓ Tower upper and lower basin inspection and clean
- ✓ Check condition of belt drive for cooling tower
- ✓ Lubricate fan shaft bearing
- ✓ Check cooling tower motor and lube
- ✓ Check cooling tower basin heater



### 5.1 Athletic Fields

The Director of Athletics manages and maintains the baseball and softball fields. The maintenance includes cutting and watering the turf as well as marking the fields. The routine maintenance on the equipment such as edgers, weed eaters, and mower will be serviced by designated employees of the Athletic Department. The irrigation system for the fields will be the responsibility of the Athletic Department; however, repairs on the system will be the responsibility of Plant Management. Lighting and the scoreboard will be operated by employees of the Athletic Department; repairs will be the responsibility of Plant Management.

### 5.2 Campus Landscaping

Plant Management has the responsibility for the oversight of the care and maintenance of the landscaping on campus. Currently, the campus landscaping is contracted. The Director of Facilities and Maintenance assures compliance of the existing grounds contract so that the campus lawns are maintained as specified. The President of the College frequently provides input on the existing and projected scope of such activities. The athletic fields are exempt from any outsourcing. Specific requirement for the lawn care on campus is listed below.

**Entrance to Campus:** Provide basic landscape management for the College's entrance area to include the following services:

- Mow and bag all grass, as well as haul clippings from the property.
- Edge curbs, sidewalks and beds.
- Trim and maintain shrubs and bushes as needed. Blow debris from all paved areas on each visit.
- Lawn care includes the CVCC roadside up College Drive to the College.
- Pick up trash and debris on the property on each visit.
- Weed kill sprayed in beds to keep beds weed free. Pull weeds growing inside plants.
- Monitor the condition of the lawn to ensure there are no insect or fungus problems.
- Treat any insect problem or fungus to avoid further damage.
- Provide fertilization and weed control program (Attach a copy of your program to these specs to include type of applications and time period when provided).
- Straw the property twice per year.
- Provide soil reconditioning, fertilization, bed cover placement, and quarterly planting of flower beds for College entrance area. The dates will need to be pre-established (according to seasonal planting schedules).

**Campus Landscaping and Lawn Care:** Provide basic landscape management for the College's campus to include the following services:

- Mow and bag all grass, as well as haul clippings from the property.
- Edge all curbs, sidewalks, and beds.
- Trim and maintain shrubs and bushes; blow debris from all areas worked.
- Pick up trash and debris on property on each visit.

- Weed kill and spray plant beds to keep weed free; pull weeds growing inside plant beds.
- Monitor the condition of the lawn to ensure there are no insect or fungus problems
- Treat any insect problem or fungus to avoid further damage.
- Provide fertilization and weed control program (Attach a copy of your program to these specs to include type of applications and time period when provided).
- Ensure weeds are managed in turf.
- Straw the property twice per year.
- Provide soil reconditioning, fertilization, bed cover placement, and quarterly planting for all of the 12 flower beds on campus. There are seven flower beds at or near Owen Hall averaging 250 square feet each and five flower beds along the front parking averaging 100 square feet each. Also, maintenance of flower pots in front of Key Hall and the planting of flowers when needed. Each will need to be maintained and planted on a quarterly basis. The dates will need to be pre-established (according to seasonal planting schedules) and submitted by the landscaper with the bid.

### **Grounds Annual Planting Schedule**

<b>Month</b>	<b>Description</b>
<b>January-February</b>	No Planting. Remove any dead plants. Fertilize grass and beds.
<b>March-April</b>	Spring Planting: Periwinkles, Petunias, Begonias, Zinnias, Salvia, Inpatients (Plants subject to change based on availability and requests of President's Cabinet ) Fertilize grass and beds.
<b>May-June-July</b>	Maintain flowerbeds.
<b>September</b>	Plant Mums. Fertilize grass and beds.
<b>October</b>	Plant Pansies, Kale
<b>November-December</b>	Take Mums up. Maintain Crepe Myrtles

### **5.3 Irrigation Systems**

The maintenance and repair of various irrigation systems on campus is the responsibility of Plant Management. Employees in building maintenance will repair controllers, supply valves, and sprinkler heads as needed. They will also adjust timers when an adjustment is required for the lawns.

**6.0****Contracted Services**

Because the Plant Management Division only has limited skilled labor, some major maintenance and repairs are outsourced to local contractors. On repairs exceeding \$15,000, competitive bids are often obtained. Factors considered in soliciting and awarding bids are timeliness of response, available resources, and cost. Contracts are awarded based on state bid procedures, other state or local statutory requirements, and best practices.

**7.0****Evaluation of Maintenance Management Plan**

The *Plant Management Operations and Management Plan* is evaluated on a three-year cycle by the Facilities, Health, Safety & Security Committee. The committee “studies and evaluates campus practices and recommends strategies to improve campus safety and security.”

Members of this committee are appointed by the President’s Cabinet. Documentation of the annual review is kept in the office of the Director of Plant Management. The College regularly conducts surveys to assess the effectiveness of its Plant Management Operations and Maintenance Plan. Students are surveyed on the maintenance and condition of the College’s property, plant, and equipment in May of each year. The results were shared with the Plant Management Division and the members of the Facilities, Health, Safety & Security Committee.