



# Leicester Public Schools

Knowledge ~ Skills ~ Character

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## Preface

Leicester Public Schools endeavors to ensure that our schools, facility systems and equipment are properly maintained so that our instructional programs and activities can be effectively supported. This plan incorporates the diverse requirements of our entire facility and grounds in our district. It will be updated to incorporate facility, equipment changes, and new maintenance technologies. We will strive to fully execute this program, thereby enhancing the learning environment by reducing classroom disruptions and minimizing long-term investment in equipment repairs and making our schools a place that students want to learn, adults want to work, and the community wants to embrace.

## Mission Statement

Our facilities will: support and enable student-centered learning; function as community resources; provide access to technology (anywhere/anytime); be safe and secure; maximize energy efficiency and cost-effective sustainability; foster collaborations; inspire excellence in teaching and learning (both inside and outside) at all grade levels and abilities.

The Facilities & Maintenance Department strives to maintain all school equipment, structures, and utilities in good working order for the longest cost effective life, and at their maximum efficiency, while also maximizing community satisfaction in the process. By making knowledge based decisions while executing necessary work orders, ensuring that preventative maintenance is up kept and, when necessary, making life cycle replacements.

Our philosophy is to continually assess the state of all buildings, equipment, and infrastructure, and take necessary actions and make recommendations to building, district and local authorities in an effort to meet our mission. The Director and his staff working closely with building administration, staff and students are responsive to the immediate needs of our buildings and grounds to keep them safe, clean and conducive to learning.

## District Facilities Audit

The Leicester Public School District is comprised of 3 schools and an Administration Building, Leicester High School, Leicester Middle School, and Leicester Elementary School. The High, Middle and Elementary Schools are located on a 43 acre campus in between Paxton Street and Winslow Avenue. There is a garage attached to the Middle School that houses district maintenance equipment and vehicles. District administration is located on the third floor of the town hall. The district is not responsible for the daily cleaning or annual maintenance of the Administration suite.

Leicester High School	Leicester Middle School	Leicester Elementary School
Year Opened: 1995	Year Opened: 1961	Year Opened: 1972
Square Footage: 97,000	Square Footage: 66,488	Square Footage: 57,000
Site in acres: 43+ (campus)	Site in acres: 43+ (campus)	Site in acres: 43+ (campus)
Intrusion Alarm: Yes, Monitored	Intrusion Alarm: Yes, Monitored	Intrusion Alarm: Yes, Monitored

Fire Alarm: Yes, Monitored	Fire Alarm: Yes, Monitored	Fire Alarm: Yes, Monitored
Sprinkler System: Yes	Sprinkler System: No	Sprinkler System: No
Visitor Management System: Yes	Visitor Management System: Yes	Visitor Management System: Yes
Heating Fuel: #2 Fuel Oil	Heating Fuel: #2 Fuel Oil	Heating Fuel: #2 Fuel Oil
Electrical Service: 3000A 120/208	Electrical Service: 1600A 120/208	Electrical Service: 1200 A 120/208
Secondary Service: No	Secondary Service: 800A 120/208	Secondary Service: No
Elevators: 1	Elevators: 0	Elevators: 1
Generator: Yes	Generator: Yes	Generator: Yes

### Existing Conditions and Master Plan

In 2015 the district received results from Johnson Roberts Associates, Inc. who was tasked with the preparation of a feasibility study (to include an analysis of the existing conditions of each LPS facility, an analysis of the potential impact of future enrollment and community use on LPS building stock, and the development of an overall Facilities Master Plan) which would address the potential mid-term (+-10 years) facility needs of the Leicester Public Schools. The six (6) month review and planning endeavor included six (6) meeting with the Leicester School Facilities Capital Committee (FCC); individual visioning/review meetings with the elementary school and middle/high school staff; a visioning/review meeting with the overall LPS community; an educational programming/visioning meeting with the LPS Cabinet (comprised of senior administration); an educational programming/visioning meeting with the entire LPS grades K-12 staff; and a Town Boards / Committee Workshop with representatives of the Board of Selectmen, School Committee, Finance Advisory Board, and Town Administrator.

During the design team’s initial work with the School Facilities Capital Committee, the following project guiding principles were agreed upon and regularly referred to throughout the execution of this master plan:

*Our facilities will: support and enable student-centered learning; function as community resources; provide access to technology (anywhere/anytime); be safe and secure; maximize energy efficiency and cost-effective sustainability; foster collaborations; inspire excellence in teaching and learning (both inside and outside) at all grade levels and abilities; be AWESOME.*

Our master planning process will make the LPS Vision Statement a reality allow us to develop a common understanding of the importance of comprehensive planning; investigate potential funding sources and partnerships; determine the best use and location of our facilities.

*Recognized by the community as its greatest asset, the Leicester Schools engage every child in rigorous and student-centered learning in a safe and technology-rich environment.*

### Documents and Appendices

Appendix 1: [Facilities Audit-LPS\\_Table of Contents.pdf](#)

- Appendix 2: [Facilities Audit-1.0 LPS\\_ Executive Summary.pdf](#)  
Appendix 3: [Facilities Audit-2.0 LPS\\_ Acknowledgements\\_ Team](#)  
Appendix 4: [Facilities Audit-3.0 LPS\\_ Introduction and Process.pdf](#)  
Appendix 5: [Facilities Audit-4.0 LPS\\_ Enrollment\\_ Educational programming.pdf](#)  
Appendix 6: [Facilities Audit-6.0 LPS\\_ Existing Conditions\\_ Primary School.pdf](#)  
Appendix 7: [Facilities Audit-8.0 LPS\\_ Existing Conditions\\_ Middle School.pdf](#)  
Appendix 8: [Facilities Audit-9.0 LPS\\_ Existing Conditions\\_ High School.pdf](#)  
Appendix 9: [Facilities Audit-10.0 LPS\\_ Preliminary Options.pdf](#)  
Appendix 10: [Facilities Audit-12.0 LPS\\_ Costing.pdf](#)

## **Facilities Capitol Committee and Facilities Budget**

Leicester Public Schools works together with the towns Capitol Committee to bring forward items and projects in the schools that need attention. The Leicester Public Schools Capitol Committee is chaired by the Director of Finance and Operations, and consists of the Director of Facilities, the Director of Technology, the Food Service Director, building principals, teachers, a School Committee member, teachers, parents, and community members. The facilities director serves as a permanent member of the town's Capitol Committee. We meet frequently over the course of the year to discuss items of attention, and to track the progress of the previous years expenditures.

In the Summer of 2017, many of the district's Facilities Capitol Committee members became the original members of the Leicester Building Committee. The town added three Selectboard appointed members to round out the committee. This committee also served as the districts Facilities Capitol committee for the remainder of the 2017-18 year. Since that time we have had a great deal of turnover in the administration of this committee, though the district has continued to submit capital projects to the town.

### **Budget**

Each year the Director of Facilities, Technology and Food Service work together with the Superintendent, Director of Finance and Operations, and building principals to develop a budget that reflects the mission of both our facilities: Our facilities will support and enable student-centered learning; function as community resources; provide access to technology (anywhere/anytime); be safe and secure; maximize energy efficiency and cost-effective sustainability; foster collaborations; inspire excellence in teaching and learning (both inside and outside) at all grade levels and abilities; and our district: Recognized by the community as its greatest asset, the Leicester Schools engage every child in rigorous, student-centered learning in a safe and technology-rich environment. Please see Appendix 14: [Maintenance Budget Expenses History FY17-19.pdf](#)

### **Capital Committee**

Each year after free cash has been certified, the town determines how much money is available for capital projects. A town board consisting of four members and the Director of Facilities for the school department weigh each request and vote to approve projects individually.

### **Documents and Appendices**

- Appendix 11: [Facilities Capital Committee Meeting Agendas.pdf](#)

Appendix 12: [LPS-Capital-Plan-FY20-24.pdf](#)

Appendix 13: [28562-LeicesterPrimarySchool-MoldInvestigation-lthd.pdf](#)

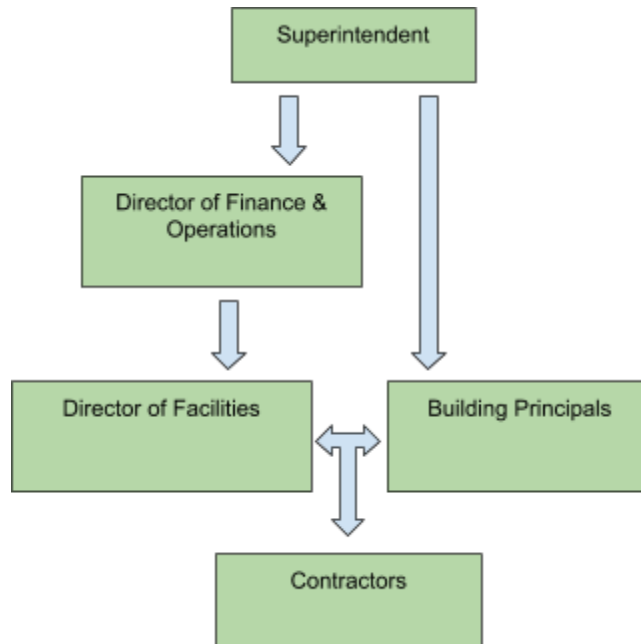
Appendix 14: [Maintenance Budget Expenses History FY17-19.pdf](#)

Appendix 15: [FY19 LPS Budget Kick-Off Meeting.pdf](#)

Appendix 16: [Capital History 2015-19.pdf](#)

## Custodial Staffing & Standards

School maintenance personnel and contractors take direction, per the following organization chart:



### Supervision and Staffing

#### **Director of Facilities:**

The Director of Facilities serves as the direct supervisor and contact for the custodians, grounds staff and contractors. The Director oversees the scheduling and accomplishment of all maintenance activities, to include the scheduling of work, the assignment of work orders, the development and implementation of preventative maintenance, safety and facilities programs and policy and the provision of needed supplies and equipment. As well as the cleaning of the district's buildings. He also helps develop the Maintenance Departments budget based upon analysis of past expenditures and projected requirements. The Director of Facilities and the Director of Finance and Operations meet weekly to discuss the needs, trends and workings of the Department.

Each day, the Director of Facilities conducts a visual inspection of the cleanliness of various locations across the district. If the appearance level does not match the expectations of the district, the on site cleaning staff will be called and asked to remedy the situation. If this is a recurring event, the Director of Facilities and the cleaning vendor's supervisor will take appropriate action.

The Director of Facilities serves as the districts IAQ coordinator.

### **School Principal:**

The school principal supervises the buildings cleaning staff along with the Director of Facilities. They work closely with day shift custodian to insure that the “at the moment needs” of the building, staff and students are being met. The Principal meets monthly with the Director of Facilities to discuss their schools short and long term needs.

Each morning and throughout the day, the building administration conducts a visual inspection of the cleanliness of the building. Special attention is paid to frequently accesses and public areas such as the main entrance, the cafeteria, general classroom cleanliness, the bathrooms and the corridors. If the appearance level does not match the expectations of the district, the on site cleaning staff will be called and asked to remedy the situation. If this is a recurring event, the building principal will work with the Director of Facilities and the cleaning vendor’s supervisor will take appropriate action.

### **Cleaning Staff**

In order to effectively maintain the district’s building portfolio, the Leicester Public Schools contracts with qualified contractors to provide sufficient staff to clean, maintain, and operate our facilities. Our current vendor is: **National Facility Services.**

### **Staffing & Coverage Hours**

- One (1) Day Porter at each location, eight (8) hour shift Monday-Friday; hours to be determined in conjunction with LPS Facilities Department. The full-time day porter is expected to work 180 days, plus the summer and school vacation periods.
- Twelve (12) hours of additional daily coverage, Monday-Friday at Leicester Middle and Elementary Schools for cleaning when the school day has concluded; hours to be determined in conjunction with LPS Facilities Department
- Sixteen and a half (16.5) hours of additional daily coverage, Monday-Friday at Leicester High School for cleaning when the school day has concluded; hours to be determined in conjunction with LPS Facilities Department
- Two hours of coverage for lunch period at Leicester High School (approximately 11am-1pm) Monday-Friday
- One full-time site supervisor exclusively for the district.
- Additional hours as needed for late evening/weekend hours coverage required as part of the rental of the facilities to organizations

## **Standards of Cleanliness and Routine**

### **Appearance Levels**

The following Appearance Levels have been adopted from the Association of Physical Plant Administrators (APPA) publication “Custodial Staffing Guidelines for Educational Facilities”. Appearance Levels are used in the audit process to objectively evaluate the cleanliness of our facilities. Our intent is to consistently deliver a Level 2 to our Staff and Students. Factors that adversely affect achieving the desired level are environmental, facility age, facility usage, and availability of manpower. Audits are randomly conducted by The Director of Facilities and the building principal.

#### **LEVEL 1 – ORDERLY SPOTLESSNESS**

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.

- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

#### LEVEL 2 – ORDINARY TIDINESS

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Lights all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

#### LEVEL 3 – CASUAL INATTENTION

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

#### LEVEL 4 – MODERATE DINGINESS

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obvious matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks. Lamp fixtures are dirty and some lamps (up to 5 percent) are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

#### LEVEL 5 – UNKEMPT NEGLECT

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

### **Summer and Vacation Week Cleaning and Maintenance**

## **Floor Maintenance**

- All tiled floors are to be stripped, sealed, and waxed.
- During Christmas vacation, heavily used areas are to be stripped and waxed.
- During February and April vacations, the Head Custodian, Principal and Director of Facilities and Transportation will evaluate which areas need to be stripped and waxed.
- All carpeted areas should be shampooed.
- All baseboards should be cleaned thoroughly.
- Resurfacing of the gymnasium floors.

## **Window Care**

- All glass (on both sides if possible) is thoroughly cleaned once each year during the summer months.

## **Walls**

- All walled surfaces should be spot cleaned throughout the school year. During the summer months the walls should be cleaned thoroughly.

## **Lockers**

- All lockers are to be cleaned and disinfected over the summer months.

## **Ceiling Vents**

- Ceiling vents should be cleaned approximately 4 times per year. During the summer cleaning the vent should be removed from the ceiling and cleaned if possible.

## **Classrooms**

- Thorough cleaning of whiteboards and SMARTboards, remove tape or other substances.
- All desks and chairs should be thoroughly cleaned during the summer.
- Blinds or shades are to receive a good cleaning.
- Walls, baseboards, bookshelves and any other furniture and hard surfaces should be cleaned and sanitized.

## **Miscellaneous**

The custodial staff will use the summer months to thoroughly clean the schools. There will also be various maintenance projects that will need to be done which are not mentioned above. Prior to summer vacation, the Head Custodian, Principal and Director of Facilities and Transportation will work out a summer maintenance and cleaning schedule as not to interfere with summer school or other planned activities.

## **Cleaning Procedures**

### **DUSTING**

When dusting areas which have dust accumulated on them such as, shelving, furniture, top of lockers or desks, do not move staff member's belongings. It is important to dust vertical areas such as doors, molding, etc. Neglecting to dust results in more complaints for custodians than any other task of school housekeeping. Dusting should be done as frequently as time permits.



Flat surfaces such as window sills, desks, computer monitors, and shelves need the most frequent attention. Walls should be dusted at least three times a year. Dusting is to remove the dust from the surface, not just stir it up. Custodians can use different tools to dust with, such as a vacuum cleaner with the proper attachments for dusting or a long handled brush for high walls and ceilings. Micro-fiber rags may be used, they are designed to collect the dust as it wipes and not stir the dust up. The ideal time to dust is when the room is unoccupied.

When dusting, a good method is to take both a microfiber rag and a duster with you into the room. For some parts of the room you will use the duster and on the rest, the microfiber dust cloth. In dusting a room a pattern should be worked out and followed—just as a pattern is worked out and followed for sweeping. When dusting chairs be sure to tip the chair and dust the legs of the chair. Venetian blinds should be dusted regularly. Use a dust mop or a vacuum cleaner tool. If blinds are dusted fairly often, it can be done quite easily; but if left for some time, it becomes a more time consuming job.

Take a good look around the building and see if the dusting can be improved. Dusting must be done by a regular method so that all the furniture in a room is thoroughly dusted in the least time possible to do the work properly. Panels trim and window sills are first dusted using a microfiber dust cloth for corners and a duster for flat surfaces. Then, the row of desks nearest to the last side of the room is completed using dust cloth in one hand for top of desks and handled duster in the other for seats and shelves under the seats, if the seats are so equipped. This procedure is to be followed through each row of desks, teacher's desk, and chair, until the room is completed.

Dusting stairways begin at the bottom with a duster in one hand and a dust cloth in the other. The wall from handrail to base of steps, dust with duster in a circular motion while ascending the stairs, at the same time applying dust cloth to the handrail. When the top of stairs has been reached the procedure is followed on the opposite side while descending the stairs until the stairway is completed. The halls should be dusted regularly employing the various suggested dusting procedures as might be applicable.

#### RESTROOMS, LOCKER ROOMS, DRINKING FOUNTAINS

It is extremely important that restrooms, showers areas, and drinking fountains receive a regular, systematic cleaning at least once a day. A poorly cleaned restroom or locker room area can be a major source of infection for many communicable diseases. An untidy appearance, offensive odors and uncontrolled disease producing germs will not only present an unfavorable impression, but can actually pose a threat to good health. Vandalism can cause the appearance of an area to deteriorate, but it must be kept clean.

Materials: Restroom machine Sponges/Cloths Brushes (label them so that there is no cross contamination from toilets to drinking fountains) Gloves (latex, rubber) Protected eye wear Wet mop/bucket/wringer Neutral & Disinfectant detergent Buckets for toilets and sinks if not using a restroom machine.

All restrooms, locker room areas and drinking fountains are to be wet cleaned. Dusting should be done with a dampened cloth. The only dry cleaning will be corn broom or push broom to clean the floors. When cleaning drinking fountains, use the district supplied neutral cleaner followed by wiping or spraying the fixture with a disinfectant. This is aimed to kill particular viruses or bacterial disease. Restrooms, shower areas, and locker rooms to be cleaned with the restroom machines as manufacturer's instructions. Some select sites are using Restroom Cleaning Machines.

For smaller restrooms (such as staff restrooms), they may be too small to use the Restroom Cleaning Machine, and then those restrooms will need to be cleaned with a wet mop and bucket using a neutral cleaner with a (if needed) disinfectant added. If a mop and bucket is to be used, never use the same water to from one restroom to another. Always change the water before cleaning another restroom to avoid cross contamination. During times when infectious diseases are present, a disinfectant aimed at killing viruses or bacterial diseases will be used for restrooms and locker room areas.

#### URINALS AND TOILETS

For those toilets and urinals that are not being cleaned by the restroom machine apply generous amounts of neutral cleaner with (if needed) a disinfectant added. Pay particular attention to the inner side and the top inner surface adjacent to the flushing opening on the urinals. Clean such areas of fixtures. Toilet bowls can be difficult to maintain because of the multitude of crevices and hard to reach places. Toilet brushes, white pad and a Johnny mop are all tools suitable to accomplish this task. The toilet seat must be spotlessly clean. The flushing ring under the interior rim of the bowl is an area where a buildup may not be visible, but it is a major source of odor. Make certain that while cleaning the bowl this area is vigorously cleaned. Disinfectant left intact on the surface of the restroom fixtures will remain active for a relatively short period of time. Rinsing, however, may become necessary in those restrooms which become very dirty.

#### RESTROOM CLEANING MACHINE

There are many advantages to using the Restroom Cleaning Machine. The Restroom Cleaning Machine is one of the safest ways to clean, since the custodian is not required to touch any of the fixtures of the restroom. Also in the past, the restroom had to be closed for a long period of time allowing the floor and fixtures to dry. The machine is equipped with a chemical dispenser, rinse cycle, dry vacuum, and blower. The blower and dry vacuum allows the restroom to dry in a very short time allowing the restroom to be cleaned during the day while school is in session if needed. The rinse cycle allows the rinsing of the partitions, fixtures and floor and washing all the bacteria down the floor drain. The Restroom Cleaning Machine system does not allow any cross contamination from one restroom to another when used properly.

#### ENTERING RESTROOMS

When cleaning the restrooms while school is in session or the building is open to the public, a suitable sign should be put up to inform that the restroom cannot be used. In some cases the restroom door may be locked. It is not advisable to enter an opposite sex restroom during school hours without having an adult of the same sex of the restroom to be entered first to make sure that the restroom is vacant. Then have the adult accompany you into the restroom. This will prevent any misunderstanding or embarrassment to the custodian involved.

#### STAIN REMOVAL

Stains on porcelain can be removed by using proper acidic-based products. (Do not use on hardware or handles). A scouring or cleaning powder can be used to remove stains from porcelain, but it should never be thought of as a general all-purpose cleaner. A very small amount applied to a damp cloth is all that is necessary to remove porcelain stains. A considerable amount of water will cause the cleaner to cake, and effective scouring action will be lost. New porcelain is like a waxed floor: a smooth, shiny surface. Misuse of the cleanser powder will remove the smooth, shiny surface and like an unwaxed floor, will become hard to clean. Cleanser powder should only be used to remove dirt and grime which cannot be with a disinfectant detergent. Mix two containers – one for the sinks, the other for toilets. Remember disinfectant solutions poured down the drain are of no value to anyone. Estimate the required amount for daily use.

## SINKS

For those sinks that are not being cleaned by a machine use an applicator or cloth. Apply a premix amount of neutral cleaner with (if needed) a disinfectant added. After you have cleaned the inner portion up and around the faucets and across the splashback, apply cleansing solution weekly to the underside of the sink, down the chrome waste pipe, and around the trap to where it enters the wall. Remove the watermarks with a dry cloth. After you have cleaned the sinks, put the liquid cleaning equipment for the sinks to one side to insure that this equipment is not used on the toilets.

## WINDOWS

Windows are one of those areas that everyone sees. Whether it is a window in a door, or an entrance way, or a window to the outside- everyone can tell at a glance if it is clean or not. Windows must always be part of a regular cleaning program for the following reasons:

- Appearance: Clean windows present a positive and attractive appearance to occupants and visitors of the area. Dirty windows often affect the morale and certainly do not help the school's image.
- Safety and environmental control: Windows are usually an important source of light in the building
- To help keep the building clean: When windows are being cleaned it is easy to check to make sure that the window edges and ledges are sealed and secure so that dust and dirt is not coming in. As the building becomes older, caulking or sealers often crack or become loose and need to be maintained. Also, glass that is not cleaned on a regular basis may be permanently damaged by strong atmospheric residues.

Cleaning outside windows generally is a different technique than on inside windows.

- Equipment: Window brush, bucket, wet and dry vacuum, step ladder, window squeegee, window cleaner cloth, paper towels and extension pole.
- Outside Procedures: Before starting, make sure that there are no obstructions close to the windows that you cannot work around or move. Also be sure that water will not damage or stain anything at the bottom of the windows. Make sure the windows are closed. Set up a bucket with premixed window cleaner. If necessary, pre-rinse the window with water. Using your brush and cleaning solution, wash all the dirt and grime from the window. Using a hose, rinse the window well. Follow with a squeegee to dry the window.
- Inside Procedures: Inside windows can be cleaned using a window cleaner solution, a spray bottle, cloths, paper towels and squeegee. While using your spray bottle filled with window cleaner, spray a small amount of the cleaner on the window near the top. Using your cloth, wipe all the dirt and grime off the window. Work down the window applying more window cleaner if needed. Wipe the window dry with a paper towel or squeegee. As your cloth becomes dirty on one side use the clean side so that you are always cleaning, not just spreading the dirt around. It may be necessary to use more than one cloth, depending on how many windows you end up cleaning at one time. When you are finished washing windows, always be sure to clean up all your equipment and put it away.

## WALLS:

Walls need to be washed periodically to remove buildup of dust, soil, skin oils, and other substances. The basic reasons for wall washing are:

- Appearance: Visitors to a building pay attention to walls, ceilings, floors, and windows. It is important that these surfaces present a clean image.
- Sanitation: Dirty walls are unsanitary. Any dirty surface acts as breeding grounds for bacteria.
- Illumination: Dirty walls do not reflect light as effectively and make rooms and corridors appear darker. Clean working areas improve efficiency and help prevent accidents.
- Prolonging the life of the surface: When you remove dirt and grease, walls again take on their original color. This makes for a brighter and more cheerful room. Some dirt, oils and other contaminants may permanently discolor the surface if allowed to remain for long periods of time.
- Purpose: maintained attractive clean walls and reducing the hazardous buildup of bacteria, molds and fungi.

**EQUIPMENT:**

Wall washing mops, buckets, wringers, wall washing adapter kits, wet mop.

**PROCEDURE:**

To start, it is necessary to clear the walls to be washed. Ask the teachers or person who is responsible for that room to clear the walls if they wish to have them washed. Custodians do not clear teacher’s works off the walls. Make sure that items are covered with a plastic drop cloth so that they don’t get wet. Be sure that all loose dust and dirt has been removed from the wall either by dusting or by vacuuming. Set up equipment with one bucket having a cleaning solution and another bucket with rinse water. Using one of the wall washing mops, dip it in the cleaning solution and wring it out so it is wet but not dripping. Always start washing from the bottom of the wall to the top to avoid streaking. Wash in one direction over an easily reached area. Overlap each stroke. Wash out your mop frequently. Once the section has been washed, re-wash using strokes at right angles to the first wash. Once a section has been done from the floor to ceiling, move over to start your next section. Be sure to overlap a small amount and always wash from the clean section to the dirty section. Using a clean mop and clean water, rinse each section as you do it so that the dirty residue that may be left on the wall does not have time to dry. Use a wet wall mop but do not have it dripping. As with washing, rinse the area with two passes at right angles to each other. In some cases, stubborn dirt or marks will not come off with washing. At times it may be necessary to use a graffiti remover. Always feather in any areas that have received extra attention so that spotting of the walls can be avoided. Do not use abrasives on the wall as it will damage the finish and result in spotted walls that cannot be repaired. When you have completed washing the walls, be sure that any drips have been cleaned from the floor or baseboards. Use your wet floor mop to pick up drips on the floor as they occur. Replace the furniture, pictures etc. before leaving the area. Clean up your equipment and hang your mops up to dry so that everything is ready for the next job.

**Master Custodial Tasks Schedule**

Services	Daily	Weekly	Monthly	Annually	As Needed
Trash pick-up	X				
Recycle pick-up					X

Sweep, wet mop, disinfect restroom floors	X				
Clean, disinfect restroom fixtures	X				
Restock restroom supplies	X				
Dust mop all hard surface floors	X				
Vacuum entry mats and carpet in traffic areas	X				
Clean tables, counters, floors, sinks in break rooms	X				
Clean, disinfect drinking fountains	X				
Change kitchen or coffee station liners	X				
Sweep, vacuum stairwells		X			
Vacuum traffic areas	X				
<b>Services</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>	<b>As Needed</b>
Vacuum non-traffic areas		X			
Detail vacuum			X		
Low dusting (Below 5 feet)		X			
High dusting (Above 5 feet)			X		
Wet mop stairs			X		

Change trash liners					X
Extraction of all carpet areas				Twice Annually	
Wet scrub and wax floors				Twice Annually	
Clean ceiling vents				X	
Clean, dust upholstered furniture				X	
Window blind cleaning				X	
Unlock buildings	X				
Clean entry glass	X				
Litter patrol around building, parking areas	X				
Sweep and clean building entry	X				
<b>Services</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>	<b>As Needed</b>
Replace light bulbs & tubes					X
Clean Light Fixtures and Diffusers				X	
Respond to emergencies					X
Unclog drains					X
Clean spills					X
Inclement weather duty					X
Vandalism, transient debris clean-up					X

Clean gym/multipurpose floor	X				
Restore finish to gym floor					X

**Custodial Equipment**

It is the responsibility of the custodian to make sure their equipment is well maintained by making sure the equipment is cleaned after each use and checked for worn parts. Make sure that all filters are cleaned, belts are checked for wear, and batteries fluid checked for proper levels.

Major repairs and costs for repairs can sometimes be eliminated by carrying out minor maintenance on a regular basis. Proper care of preventative maintenance will extend the life of the equipment, make an employee’s job easier and less frustrating, and provide a measure of safety for the equipment operators. If the equipment needs repair it must be reported to their supervisor and a work order request submitted.

It is recommended that all operating manuals and replacement parts catalogs be kept in the main custodial office for quick and easy reference. Allow only capable and knowledgeable operators access to the equipment. Remember to always remove keys and unplug machines when they are left unattended; even for a few moments. Always store equipment securely after use and do not attempt repairs that are beyond your capabilities. Always ask for advice when needed.

**CUSTODIAL CART**

Inspect screws as well as nuts and bolts for tightness. Check castors for ease of rolling and replace wheels if cracking appears. Keep the unit organized, and clean.

**LADDERS**

Fully extend an extension ladder before using, to check the condition of the rope. Check all ladders rungs before each use for any damaged rungs. Make sure that ladder anchors are operational and the rubber anti-slip pads are affixed. Make sure all rivets are properly secured and never store ladders where heavy objects may fall on them.

**FLOOR MACHINES**

Review the manufacturer's handbook before using the machine. Make sure the rubber grips are secured to the handle. Check the electrical cords for loose connections as well as for cuts and twists. The cords must be knot-free. It should be wrapped in loose loops and not twisted around the handle. Make sure the rubber bumper pads are in good repair. Use only proper-fitting floor pads. Remove the block or lay the machine down after use to keep the weight off the brushes and pads. Do not bypass any safety interlocks.

**MOP BUCKETS AND WRINGERS**

Check casters for ease of rolling and make sure the wringer spring is tight. Clean thoroughly after each use to prevent wax build up. Make sure the rubber grips are secured to the handle and lubricate the wheels periodically.

**HAND TRUCK/FURNITURE DOLLIES**

Maintain tire pressure and replace the wheel assembly if the side wheels are cracked or out of balance. Keep the wheels lubricated and inspect the nuts and bolts for tightness. Make sure that the rubber grips are secured to the handle.

#### BLOWERS

Review the manufacturer's handbook before using. Check the electrical cords for loose connections as well as for cuts, twists, and missing grounds.

#### VACUUM CLEANERS (WET/DRY)

Check the electrical cords for loose connections as well as for cuts, twists, and missing grounds. Make sure the rubber grips are secured to the handle. Replace the wheel assembly if there is "play" in the hub of the wheels. Check castors for ease of rolling. Check hoses for wear and replace if holes are detected. Make sure all the clamps fit properly. Take care in replacing the head, if the head is out of round they will not seal properly. Empty the bag after each use. Check and make sure the necessary repairs to the float assembly and bag filter each time the vacuum is emptied. Clean and replace the Squeegee in the head as needed. Store the vacuum with the head off the canister after a wet pick up.

#### VACUUM CLEANERS (UPRIGHT/BACKPACK)

The bags should be cleaned out each night unless it is disposable. Backpack vacuums perform better if the bag is not allowed to get over 1/2 full. Brushes, beaters bar, belts, cords, vacuum heads, shoulder straps and hoses should be inspected weekly. Filters should be inspected weekly and cleaned as needed or replaced if necessary. Backpack vacuum canisters should be cleaned as needed. Never use these vacuums to pick up liquids.

#### AUTOMATIC FLOOR SCRUBBERS

After each use the recovery tank should be flushed clean and fresh water tanks should be drained. Floor pad assembly should be in the up position and cords inspected. The machine outer shell should be wiped down and check batteries for proper fluid levels. Check filters and clean or replace as needed. Inspect squeegee for wear and replace as needed. Make sure the squeegee is cleaned and dried after each use to prevent any mildew build up and extend the life of the squeegee. The floor pad should be removed and cleaned after every day use. For any other repairs such as drive lines, pumps, electrical problems etc..

#### CARPET EXTRACTORS

Clean hoses, tanks, filters, and brushes prior to storage. Check all hoses, belts, hoses and cords for wear. Repair or replace as needed. When stored, raise brushes and remove lid to prevent mildew. For any other repairs such as drive lines, pumps, electrical problems etc. report them to the supervisor and submit a work order request for the repairs. Care must be taken when cleaning jets. Clean over the sink and do not use hard objects to clear jets, as they may damage the unit.

#### RESTROOM MACHINES

Clean hoses, tanks, and filters after each use. Check pumps, cords, hoses, nozzles, tires, filters, etc. for wear. Report any needed repairs to the Operations Supervisor and submit a work order request. Make sure tire pressure is at proper air pressure to assure ease of roll.

#### DUST MOPS



Keep the mop heads clean by washing them in the automatic washing machines and dryers. Never use fabric softeners when washing or drying the mops.

#### WET MOPS

Wet mops should be cleaned after each use with a neutral cleaner and hung up to dry. Wet mops can be soaked in a bleach solution for whitening. This is the only approved use of bleach district wide.

#### GAS CANS

Gas cans must be stored in an NFPA approved storage cabinet and not around gas fired equipment. As a practice gas cans are stored in accordance with NFPA guidelines.

#### HAND TOOLS AND EQUIPMENT REPLACEMENT

It is the responsibility of each custodian to maintain their tools and equipment in working order and to secure these items from theft.

Keep all tools and equipment in a secure area. Keep an inventory of all of your equipment and tools. Label all equipment and hand tools with your site name and site ID number. To replace a broken or worn tool you must send that tool into the warehouse for an exchange. To replace a lost tool you must first submit a report explaining the circumstances surrounding the loss to the Director of Facilities and Transportation. To replace a stolen tool you must first fill out a security report before ordering a replacement tool. Include the security report number when you place your order. Use care when loaning your tools to teachers or other staff members. (It is your responsibility to ensure they are returned).

#### **Approved Cleaners**

Following is a list of cleaners and solvents approved for use by the school district. Ensure that product is used for its intended purpose. Using a cleaner or solvent for something other than its original intent could provide for a hazardous condition and possible risk to human health. Bringing in cleaners from home is strictly prohibited. SDS are kept in the Custodial office in each building.

#### **All Purpose Degreaser / Cleaner**

Use: Navigator #65 Maverick Super Duty Degreaser

Method: For everyday use on floors/walls, desktops, counters, etc.

Dispense concentrated amount of solution from dispensing system and proceed with cleaning. Follow up with disinfectant if needed.

General purpose heavy duty cleaner for graffiti, petroleum and food grease, smudges, ball point ink, rubber marks and most other soil films.

Dispense concentrated amount of solution from dispensing system, proceed with cleaning. No rinsing required, just spray and wipe.

#### **Glass Cleaner**

Use: Navigator #52 Non Ammonia Glass Cleaner

Method: Daily use on glass and other surfaces. Cleans grease, grime, soap film, finger marks and smoke.

Dispense concentrated amount of solution from dispensing system, proceed with cleaning. No rinsing required, just wipe clean.

### **Disinfectant**

Use: Navigator #64 Fastbreak Non Acid Disinfectant restroom Cleaner  
Navigator #59 Greenwave Organic Restroom Cleaner

Method: Daily use, a broad spectrum hospital grade disinfectant for use in restrooms, showers, nurses quarters, desktops and floors. Dispense concentrated amount of solution from dispensing system, proceed with cleaning. No rinsing.

### **Absorbing Deodorant**

Use: #760 Sorbit

Method: As needed for vomit, garbage, wet ashes, urine, feces, etc. Apply on damp or wet surface. After removal of large debris use point of use carpet extractor with Neutral Disinfectant to properly clean remaining area.

### **Graffiti Remover**

Use: NextGen GrafiWype

Method: As needed for removal of ink, crayons spray paint, etc. Spray on surface and wipe with a clean cloth.

### **Gum Remover Aerosol**

Use: Spray Pak Chewing Gum and Candle Wax Remover

Method: Follow manufacturer's instructions.

As needed for nonporous surfaces such as tables, chairs and tile floors.

### **Stainless Steel Cleanser**

Use: Spray Pak Stainless Steel Cleaner

Method: As needed for removal of water or oil based stains, grease, spots, spills, and smudges on stainless steel equipment and appliances.

Spray on surface and wipe with a clean cloth.

## **FLOORS**

- WOOD: Follow manufacturer's instructions.
- TILE/SHEET VINYL: Follow manufacturer's instructions. Three to five coats depending on traffic.
- CARPET: Follow manufacturer's instructions.
- RUBBER: Follow manufacturer's instructions.
- TABLES: Use disinfectant and follow directions when cleaning tables and desks.
- This is a daily task with high priority.

## **Maintenance Priorities and Procedures**

### **Procedures:**

The Leicester Public School District processes maintenance work orders by using Maintenance Direct (SchoolDude), with requests from faculty and staff submitted electronically, and based on priority, the Director of Facilities and Transportation assigns work orders to the appropriate custodian(s) or contractor(s). If a custodian identifies a facility problem at the school, they submit a work order and either remedy the problem

themselves, or if they need assistance in completing, report the problem to the Director of Facilities and Transportation.

The Director of Facilities also oversees the Preventive Maintenance (PM) program, (PM hereinafter refers to Preventative Maintenance) assigning PM work orders, which are automatically generated, using PM Direct (SchoolDude), to custodians, outside contractors or completes them himself. Both Maintenance Direct and Preventative Maintenance are modules within the SchoolDude software.

## Scheduled Preventive Maintenance Tasks and Benchmarks

The accomplishment of scheduled inspection and Preventive Maintenance Tasks (PMT) is critical to the successful operation of the Leicester Public School District. Prescribed inspection and maintenance schedules have been developed for the entire district as shown on the following table.

PM Schedule Title	Craft/Classification	Location	Frequency
AHU & UV PM	HVAC	1,2,3	Semi Annually
EBU Testing	Electrical	1,2,3	Monthly/ Annually
Eyewash Testing	Inspections	1,2,3	Weekly
Fire Extinguisher Inspections	Inspections	1,2,3	Monthly/ Annually
Generator Inspections	Inspections	1,2,3	Weekly / Annually
GFI Testing	Electrical	1,2,3	Monthly
Kitchen Hood Inspections	Inspections	1,2,3	Annually
Ladder Inspections	General Maintenance	1,2,3	Monthly
Roof Inspections	General Maintenance	1,2,3	Semi Annually
Air Compressor Inspections/PM	General Maintenance	1,2,3	Weekly/ Annually
Boiler Inspections / Cleanings	General Maintenance	1,2,3	Weekly/ Annually

Elevator PM	Special Services	1,3	Bi Annually / Annually
Water Booster PM	Special Services	1	Bi Annually
Pest Control (IPM)	Special Services	1,2,3	Quarterly
Fire Pump PM	Special Services	1	Semi Annually
Backflow Preventer	Special Services	1,2,3	Annually
<b>PM Schedule Title</b>	<b>Craft/Classification</b>	<b>Location</b>	<b>Frequency</b>
Grease Trap Cleaning	Special Services	1,2,3	Annually
Rock Wall Inspections	Special Services	3	Annually
Bleacher Inspections	General Maintenance	1,2	Semi Annually
Drain Inspections	General Maintenance	1,2,3	Annually
Vehicle Inspections	General Maintenance	4	Daily
AHERA Inspections	Inspections / Special Services	1,2,3	Semi Annual / 3 Years
Water Booster PM	Special Services	1	Bi Annually
Parking Lot & Walkway Inspections	Inspections	1,2,3	Quarterly
Playground Inspections	Inspections	3	Bi Annually
<b>1 High School    2 Middle School    3 Elementary School    4 Garage</b>			

### Maintenance Emergencies & Work Orders

Prior to the privatization of the custodian and maintenance staff, Leicester had a robust work order system called SchoolDude. We used this system to assign tasks to workers that were submitted through an online portal. We also used the system to track supplies and maintenance on district owned equipment.

With the privatization of these services, we have been able to streamline the process and found no use for the expensive work order system. We use the following system to assign tasks through the Director of Facilities and building principal:

Teachers and staff submit requests for cleaning, HVAC, and other tasks to the building principal. These requests are in the form of email, phone calls or personal conversations. The building principal either has the onsite cleaning contractor resolve the situation, or if they are unable to resolve the issue, or are not set up to solve the issue, the building principal contacts the Director of Facilities, who issues a work order/requisition to one of our contractors. These work orders are tracked through our financial software (Infinite Visions).

Some requests such as outdoor grounds requests from the Athletic Director for field mowing, striping, or fertilization are sent directly to the Facilities Director.

In cases where the Facilities Director is unavailable, building administration contact the Finance Director to begin the work order/requisition process.

## **Building Maintenance and Repair**

Leicester Public Schools does not employ custodial, maintenance or repair staff outside of a single technician for data systems. While the contracted cleaning vendor will provide basic services during the day, the district has maintenance contracts and agreements with a variety of vendors to provide maintenance and repair services.

### **Hard Surface Maintenance**

Work is completed by: **The Town of Leicester's Highway Department**

#### **Scope of Work**

- Asphalt - Inspect walkways and parking lots 4 times a year and repair any potholes.
- Painting of parking lines - repaint every spring
- Crosswalks and directional arrows - repaint each year.
- Concrete sidewalks and stairs - Inspect 2 times a year and repair as required.
- Storm drainage system - Inspect for damage and clean debris annually.
- Street and lot sweeping - spring (April vacation).

### **Additional Contracted Services**

Leicester Public Schools contracts with additional vendors to provide as needed construction and maintenance in district facilities. We currently have contracts with the following vendors:

- **Cleaning & Painting:** National Facility Services, 730 Main St., Boylston, MA 01505
- **Plumbing:** R.H. White Companies, Inc., 41 Central Street, P.O. Box 404, Auburn, MA 01501
- **Electrical:** Renaud Electric and Communications, 18 Providence Rd, Sutton, MA 01590
- **HVAC:** Renaud HVAC & Controls, Inc., PO Box 26, 18 Providence Road, Sutton, MA 01590
- **General Contracting:** Quality Contracting, Inc., 534 Cambridge St., Worcester, MA 01610
- **Environmental Testing:** Hub Testing Laboratory, Inc., 95 Beaver Street, Waltham, MA 02453
- **Water Testing:** Phoenix Lab, 587 East Middle Turnpike, P.O. Box 370, Manchester, CT 06040
- **Security and Site Monitoring:** Houston Security Systems, PO Box 745, Spencer, MA 01562

- **Voice Services:** TEI, 57 James Street, Worcester, MA 01603
- **Roofing:** TBD

### **Retro/Re-Commissioning**

The Facilities Director follows a process of ensuring that a building’s operating systems: mechanical, electrical, and HVAC, are designed, installed, programmed and maintained for optimal performance. The commissioning process considers these criteria for each system:

- Equipment is the right size for the building
- Equipment is installed correctly
- Equipment is calibrated for optimal performance
- Settings match actual building usage (hours and occupancy)

### **Commissioning**

Commissioning also takes place when new systems are installed to replace outdated equipment, or when there is a major addition to the building that requires significant changes in building operating and maintenance systems. The Facilities Director works with our list of contracted vendors to insure proper commissioning ensures that a commercial or industrial building will be energy efficient, in other words, will use the minimum amount of energy for maximum indoor comfort.

### **Recommissioning**

As soon as a building or new equipment is operational, systems begin to wear. Even the most energy efficient, “green” building systems will start to go “gray” right away. Recommissioning can take place sometime after the building becomes fully operational and once the Director and the school district have a more realistic picture of how the building is actually used in terms of hours and occupancy. With recommissioning, the building operating and maintenance systems are examined and cleaned as needed, parts may be fixed or replaced, and systems reset as if they were being installed new.

### **Retro-Commissioning**

A building that was never properly commissioned at the start can go through a retro-commissioning. The process is similar to recommissioning, but the building usually has been in use longer. For a building that was never properly commissioned, retro-commissioning offers the most benefit in terms of opportunities for cost savings and improving energy efficiency in commercial and industrial buildings, especially schools and hospitals because of how they are used.

### **Trainings & Certifications**

The following is a list of all trainings offered by the district. Not all employees are required to participate in all trainings.

OSHA Program Topic	Required Training		Training Frequency		
	All	Affected	Initial	Annual	Periodic
Bloodborne Pathogens Safety Program	X		X	X	

Confined Space Entry	X		X		X
Electrical Safety Plan	X		X		X
Fire Extinguisher Program	X		X	X	
Fire Prevention Plan	X		X		X
First Aid Program		X	X	X	
Hazard Communication Program	X		X		X
Hot Work (Cutting/Welding) Program		X	X		X
Lockout/Tagout	X		X		X
Medical Record Access	X		X	X	
Personal Protective Equipment Program	X		X		X
Asbestos	X		X	X	
Fire Protection Equipment Maintenance	X		X		
Hand Tool Safety Program	X		X		
Ladder Safety Program	X		X		X
<b>Best Practice Trainings</b>					
Safety Rules for Contractors	X		X		X
Slips Trips and Falls/ Back Safety	X		X		X
<b>District Trainings</b>					
Confidentiality	X		X		X

Harassment	X		X		X
Suspected Child Abuse and Neglect	X		X		X
Universal Precautions	X		X		X
Anti-Bullying	X		X		X
Social Networking/Websites/ E-Comm.	X		X		X
McKinney-Vento Act	X		X		X

OSHA Certifications		
Name	OSHA 10	Title
Paul Miller	X	Hardware and Networking Specialist.

Asbestos Coordinator/LEA		
Name	Current	Title
David White	X	Director of Facilities

## Energy Conservation and Management

Energy conservation and the quality of the indoor environment in a school are contributing factors to the health and safety of the students and staff and the efficient operation of a school facility. Thermal control and lighting are integral in energy management.

The Town of Leicester has a contract with Honeywell to address electrical, building envelope, heating, and water conservation. Through this contract Honeywell monitors our fuel usage. We have 90% of our lights on motion detectors, outside lighting is on time clocks. The Town also has placed solar panels through a company called Nexamp on two of the three schools and the police station. Metered production is monitored by Also Energy and can be accessed through publicly available panels in the building and online:

**High School** - <http://s26531.mini.alsoenergy.com/Dashboard//2a5669734f656d7a4441454b772b71633d>

**Elementary School** - <http://s26768.mini.alsoenergy.com/Dashboard//2a5669734f656d374743554b772b71453d>

The district's technology department monitors energy usage using a product called Surveyor. Surveyor is a comprehensive power management solution that helps you manage the power states of computers and



network-connected devices in a way that reduces energy consumption without disrupting work activity. Surveyor measures, monitors, and regulates energy consumption of a variety of network devices from a central location, using a web-based administrator console.

- **Measure Costs:** For any device connected to the system, Surveyor can track the time spent in each power state and its energy usage. Surveyor can track Windows PCs, Macintosh computers, and EnergyWise-enabled devices (IP phones, switches, wireless access points, routers, router modules, iPDUs, security cameras).
- **Manage Energy:** The administration tools in Surveyor help you manage the power states of network-connected devices using direct commands and scheduled policies that you define to fit your organization's needs.
- **Optimize Savings:** Surveyor reports on the data it collects in useful charts and graphs that show device and user activity. In addition to energy consumption and savings reports, Verdiem provides a range of useful information to help manage your PC fleet.

The district utilizes individual energy consumption monitors for individual appliances like air conditioners, printers and TVs. We utilize ~200 of these energy monitors and view them through an online dashboard. Through this online dashboard, we build schedules to turn appliances on and off at certain times of the day.

## **Environmental Quality**

The indoor environmental factors that most influence occupant health and welfare are the thermal conditions, the lighting, and the concentrations of indoor pollutants. Most people are aware that outdoor air pollution can impact their health, but indoor air pollution can also have significant and harmful health effects. The EPA indicates that in many aging facilities, air pollutants may be two to five times higher than outdoor levels. These levels of indoor air pollutants are of particular concern because most people spend about 90 percent of their time indoors.

Temperature and humidity cannot be overlooked because thermal comfort concerns underlie many complaints about "poor air quality." Furthermore, temperature and humidity are among the many factors that affect indoor contaminant levels.

Outdoor sources should also be considered since outdoor air enters school buildings through windows, doors and ventilation systems. Thus, transportation and grounds maintenance activities become factors that affect indoor pollutant levels as well as outdoor air quality on school grounds.

## **HVAC Inspection and Maintenance**

At both the High and Elementary schools, the HVAC system can be accessed through an AME BMS system. This system is configured to give access to authorized personnel both on and off campus. By combining the all of the HVAC functions into one easy to use, operated and monitored system, we are able to improve product quality and performance. This helps us to reducing operational costs and improving response time. Having one easily accessible dashboard also allows us to detect and quickly correct any irregular operations before anyone is affected as well as improving preventative maintenance.

At the Elementary School and the High School, the Director of Facilities and the Director of Technology have access to the system and delegate access to contractors and additional personnel. The building principal coordinates heating and air conditioning adjustment requests and forwards them to the Director of Facilities.

The contracted cleaning crew routinely inspects the air handlers and air filters in the classroom and replace them on an as needed basis. All air filters are replaced annually during the summer vacation. If an HVAC issue can not be resolved by the cleaning staff, by an adjustment in the BMS system, or if the system is reading a failure in the BMS system, the Director of Facilities will work with one of our HVAC contracted vendor to resolve the situation.

## **Routine Testing and Monitoring**

### **Air Quality Testing**

Air quality testing occurs annually or when a student, teacher, or administrator report a potential problem. Maintaining a healthy learning environment is important for many reasons, such as: an impact student attendance, comfort and performance; reduce teacher and staff performance; it places a strain on relationships among school administration, parents and staff, create negative publicity, impacts community trust, and creates liability problems.

When a potential air quality issue is first reported, the onstaff cleaning staff may be called to the area to examine the situation and perform basic tasks. If the situation is not resolved, the Director of Facilities will examine the situation and based on the data they collect on the Indoor Air Quality Checklist, determine the best course of action by calling on one of our contracted vendors or doing additional testing.

### **Water Testing**

Water testing throughout the schools occurs annually. These tests are conducted by the Leicester Water District, in conjunction with the school department. If there is reason to believe additional testing is necessary, the school district contracts with a third party testing service. In the event maintenance or other actions need to be taken, the Director of Facilities will work with the Director of Finance and Operations as well as the appropriate contractor to remedy the situation.

## **Documents and Appendices**

Appendix 17: [BERT-Smart-Plug-Series-Data-Sheet-FINAL-8-16-18.pdf](#)

Appendix 18: [Svg\\_SurveyorSummary\\_pdf.pdf](#)

Appendix 19: [iaq-walkthruclst.pdf](#)

Appendix 20: [water-testing-merged-document.pdf](#)

Appendix 21: [28562-LeicesterPrimarySchool-MoldInvestigation-lthd](#)

## **Summary**

The Leicester Public Schools strives to have its buildings and grounds attractive, accommodating and perform with agency for the purposes that they were intended. Our human and financial resources are committed to this end. We have done a considerable amount in the last four years to bring our practices, protocols and procedures into place, but have more to do. Our desire is to ensure that our custodians and maintenance staff have the

resources to do the jobs they were hired to do, the skills to do them and the tools they need. Along with our number one goal of having our buildings conducive to learning, the safety of each setting is a critical component of making our facilities the right place at the right time for learning to occur. All of this helps the district move toward its vision to be recognized by our community as its greatest asset so that we may engage every child in rigorous and student -centered learning in a safe and technology-rich environment.