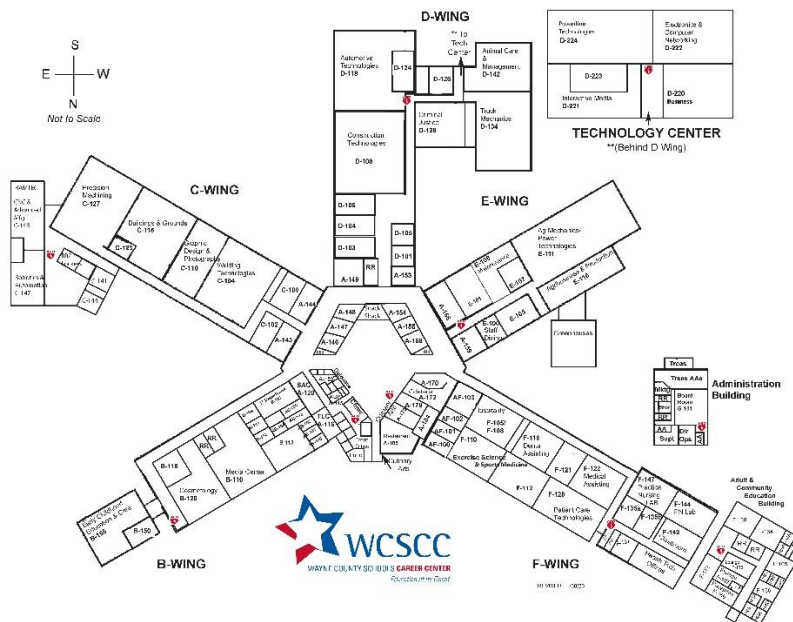


Operation and Maintenance Plan for the
Wayne County Schools Career Center
 518 West Prospect Street
 Smithville, OH 44677



Mission:

Provide knowledge, skill development, and experiences necessary for a lifetime of personal and professional growth.

Maintenance is a continuous operation to keep the school buildings and equipment in the best form for normal use, and to ensure that the buildings and equipment will last the projected life cycle of the design. The school maintenance program is a systematic and proactive approach to maintain the facility at optimal conditions for building longevity and to maintain a good learning environment. The Wayne County Schools Career Center (WCSCC) assures that it maintains sufficient staff and budget for proper completion.

The Wayne County Schools Career Center maintenance program ensures that:

- Life safety issues are met,
- All legal requirements by local and state regulations are upheld,
- The buildings are able to function at their designed levels at all times,
- The buildings are able to function fully during their normal life span, and
- An optimal learning environment, both positive and effective, is maintained for the students.

Preventative/Predictive Maintenance:

A planned and controlled program of periodic inspection, adjustment, lubrication, and replacement of components, as well as performance testing and analysis, is sometimes referred to as a preventive maintenance program. These are repeatable maintenance activities that maximize the reliability, performance, and life cycle of building systems. This maintenance occurs on no longer than an annual cycle. Typical cycles are weekly, monthly, semi-annually, quarterly, and annually. Predictive activities may measure vibrations of motors with pumps and determine specific maintenance tasks to be performed, or that no additional work is required for a specified period of time. Synonyms are: planned maintenance, scheduled maintenance, life-cycle maintenance.

Maintenance:

An activity that ensures the ongoing operation of the facility. It consists of work required to preserve or restore buildings and equipment to their original condition or to such condition that they can be effectively used for their intended purpose. It incorporates more specific activities that use terms such as preventive (planned), corrective (scheduled), reactive (unscheduled), capital, major and emergency (unplanned) maintenance.

The District obtains the necessary service contracts, without delay, for major equipment and systems for which the district maintenance staff does not currently maintain the necessary certification or experience (i.e., fire protection system, backflow preventer, security system). The Wayne County Schools Career Center has a roof made up of membrane roofing. WCSCC contains 11 air handling units and seven make up air units. This building is designed with a Variable Refrigerant Flow Design that contains 226 indoor units and 24 outdoor units. This system operates under Trane Tracer SC Controls.

Currently, the District has a great deal of expertise in house, however, the following contractors are used on an as needed basis; McClintock Electric, Siemens, Silco Fire & Security, and Guenther Mechanical.

Facilities/Equipment

Building	Square Feet	Year Built	Addition
Main Building	178,487	1968	
A wing	44,085	1968	
B wing	19,351	1968	1972
C wing	26,052	1968	
D wing	38,744	1968	
E wing	22,243	1968	
F wing	28,012	1968	1972
Administration	5,784	2009	
Tech	15,249	2006	
RAMTEC	14,839	2016	
Adult Ed	7,657	2011	
WCSCC total sq. footage	222,016		

The building is comprised of 27 technical labs and 31 classrooms. Each lab is equipped with industry standard level equipment and supplies to be used for training purposes.

Major Equipment List

Component Name	Quantity
Backflow Preventer	5
Sprinkler Heads	222,000 sq ft
Control Panel	3
Annunciator Panel	4
Pull Stations	55
Duct Detectors (photo sensor)	22
Smoke Detectors	70
Heat Detector	15
Lab/Kitchen Hood	4
Emergency Eyewash/Shower	18
Fire Extinguisher	48
Power Door Openers	10
Air Separator	1
Chiller	1
Chilled Water Pump	2
Heating Water Expansion Tank	2
Energy Recovery Ventilator	1
Hot Water Circulating Pumps	4
Unit Heater - Hydronic	6

Air Handling Units	11
Make Up Air Units	7
VAV Boxes (VAR)	35
Cabinet Unit Heater	9
Exhaust Fan	64
Programmable Controller	3
Heat Pumps	203
Air Compressor (up to 5 HP)	2
Overhead Doors (electric)	16
Exterior Doors/Hardware	93
Downspouts	16
Roof & Gutter Inspection	222000 sq ft
Membrane (thermoplastic)	186000 sq ft
Asphalt Shingle Roof	16000 sq ft
Fixed/Operable Windows	425
Storefront Windows	2
Water Fountain	12
Lavatories and Faucets	56
Urinals and Flush Valves	20
Water Closet	61
Shower and Modules	4
Service/Utility Sink	71
Hose Bib/Wall and Lawn Faucet	10
Backflow Preventer	3
Domestic Hot Water Heater	3
Water Meter	2
Circulating Pump	1
Expansion Tank	3
Grease Trap	1
Acid Holding Tank (labs)	1
Switchgear	4
Transformer	16
Electrical Panels	38
Switches and Receptacles	2659
Starters and Contactors	5
Fluorescent Lighting	2837
Metal Halide (e.g. gyms, shops)	0
Emergency Lights (hardwired)	133
Emergency Lights (battery)	42
Exit Lights	43
LED	24

Parking Lot Lighting	10
Sound System	3
Security and Intrusion Alarm	2
Clock System	3
Emergency Generator (up to 15 KVA)	2
Play Ground	1
Dust Collection System (shop)	1
Washer/Dryer	7
Lockers	674
Interior Metals (painted)	85000 sq ft
Interior Wall/Ceiling	36,000sq ft
Interior Wall (painted block)	125,000 sq ft
Interior Concrete Floor (painted)	91000 sq ft
Acoustical Ceiling Tile	108000 sq ft
Terrazzo Flooring	0
Carpet	35000 sq ft
Wood Flooring	0
Vinyl Composite Tile (VCT)	51000 sq ft
Tile (rubber)	7000 sq ft
Tile (ceramic)	5000 sq ft
Tile (quarry)	3000 sq ft
Interior Doors/Hardware	228000 sq ft
Interior Doors/Frames	205
Asphalt/Concrete	155000 sq ft
Concrete Walkways	44000 sq ft
Traffic Signs	17
Site Furnishings	10
Building ID Sign	3
Flag Pole	1
Structural Inspection	201000 sq ft
3-Compartment Sink	1
Deep Fat Fryer	2
Mixer (electric, floor)	3
Oven Convection (gas/electric)	3

Applicable Inspections—see the maintenance manager for reports:

Fire Extinguishers	Annual
Kitchen Fire Suppression	Semi-Annual
Sprinkler Risers	Annual
Backflow Preventers	Annual

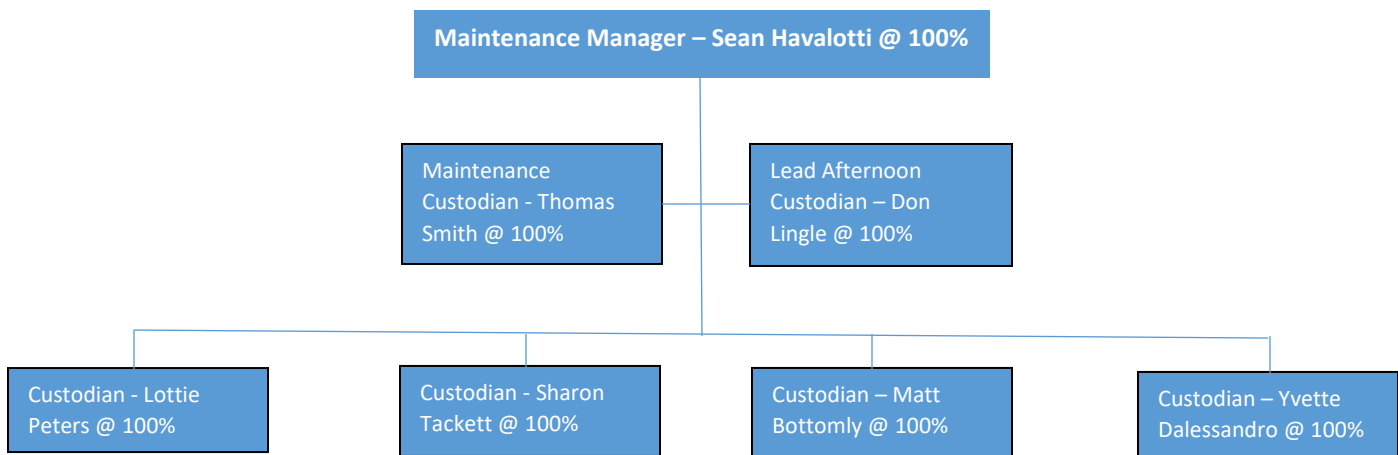
Fire Alarm Inspection	Annual
Hydraulic Lifts	Semi-Annual
Boilers	Annual
ECE Elevator Lift	Annual

Budget

The District currently has an annual maintenance budget of \$89,000 to purchase materials and supplies for the maintenance of the Wayne County Schools Career Center.

Maintenance Personnel

- The Wayne County Schools Career Center has an available staff equivalent of seven Full-Time Employees (FTE) in the maintenance department.
- The seven FTE are derived from 100% of the Maintenance Supervisor, 100% of the Maintenance/Custodian and 100% of the five custodians’ available time.
- The current staffing and management structure of the Maintenance Department for the Wayne County Schools Career Center consists of the following:



Custodian responsibilities:

1. Clean and disinfect all restrooms in your area every night.
 - A. Clean and disinfect all urinals and toilets every day.
 - B. Clean all stainless and metal surfaces every day.
 - C. Clean and disinfect all sinks, fixtures, and mirrors every day.
 - D. Clean behind urinals and toilets every day and clean walls as needed.
 - E. Sweep and Mop floors every day.
 - F. Dust exhaust fans as needed.
 - G. Empty trash every day.

2. Complete a top down cleaning each day in classrooms, related rooms, and lab offices.
 - A. Dust horizontal surfaces and clean glass three times per week, or sooner as needed.
 - B. Clean and disinfect desk tops, chairs, and door handles twice a week, or sooner as needed.
 - C. Clean and disinfect all sinks/Bradley every day.
 - D. Clean white boards unless otherwise direct by instructor.
 - E. Sweep entire floor every day and mop as needed.
 - F. Empty trash and pencil sharpeners every day.
3. Clean hallways and disinfect all water fountains.
4. Vacuum all areas with carpet daily.
5. Lab cleaning is the responsibility of the instructor.
6. Any additional things that may arise such as locking gates, setting up banners, assisting with setups, etc.

Preventative Maintenance Schedule

The preventative maintenance schedule is implemented using School Dude based on pre-established schedules created by an outside consulting company, Lawhon & Associates Inc. All schedules were established on manufacturer recommendations. The maintenance department receives work notices directly from school dude.

State and Federal Codes

Operation, development, and improvement of WCSCC is undertaken in accordance with Ohio State Code and the Ohio School Facilities Commission. WCSCC renovated the building in 2010 using Ohio School Facilities Commission guidelines. All state and federal building codes were met or exceeded. Current state and federal school building guidelines are required to be maintained and can be found at: <https://ofcc.ohio.gov/>. Additional revised codes specific to schools are available at: <http://codes.ohio.gov/orc/3318>. Specific building codes are found at: <https://up.codes/viewer/ohio/ibc-2015> . WCSCC has passed all building inspections.

Compliance with applicable federal codes is overseen by the Maintenance Manager to ensure compliance. The fire alarms, sprinkler systems, fire extinguishers, eyewash stations, and AEDs are inspected. Documentation of inspections and communication is maintained on site.

Responsiveness to needs:

All staff have access to the district intranet. Work order requests are submitted electronically and assigned to designated maintenance staff by the maintenance manager:

Submit a Work Order!



Maintenance

Organization #: 117040360

Password: workorder

Wayne County Schools Career Center offers safe, clean facilities with classrooms and technical labs that are equipped with the supplies and equipment needed to train students to gain knowledge, develop skills and experience hands on learning to advance in personal and professional growth.

The maintenance plan is made available to staff and students on the intranet and reviewed annually for accuracy and compliance to state and federal codes/procedures.