



Milton Consolidated Facilities Department

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and

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January 2015

RESPONSIBILITIES OF CONSOLIDATED FACILITIES

- Oversee, operate and maintain all School/Town buildings
- Facilities and project management oversight
- Preventative maintenance programs
- Staff utilization/implementation of personnel
- Oversight of custodial, maintenance and contract cleaning
- Capital planning and life cycle analyses
- Procurement of goods, services and utilities
- Consolidation of vendor services and contracts
- Integrated Pest management program
- Yearly MIIA insurance inspections
- Quarterly fire, generator, and sprinkler inspections
- Oversee certified green cleaning program
- Environmental health and safety inspections and solutions

CONSOLIDATED FACILITIES STAFF OVERSIGHT

Number of Town and School Facilities	22
Estimated Gross Square Feet of C.F.D.	920,000+
<u>Current</u> Staff oversight Schools/Town	34
(Includes) -Consolidated Facilities Staff	10
(Includes) - School Custodians	24
Contract Services/Vendors	16
Cleaning Contracts (Town Hall, Main Library and Senior Center)	2

Custodial Cleaning Standards

- Based on information from the **National Custodial Staffing Guidelines** and the **International Sanitary Supply Association (ISSA)** a five-tiered system was developed to determine what the cleaning expectation of one full time custodian during an eight hour shift.

Milton Public Schools has 24 FTE custodians cleaning roughly 680,000 Square Feet of space.

- Level one cleaning:** Results in a **spotless building** and is usually found in a hospital and hotel setting. Cleaning at this level is approximately **14,000 square feet** per shift.
- Level two cleaning:** Results in an **above average** standard and is usually only performed in the kitchen and rest room areas. Cleaning capacity at this level is approximately **23,000 square feet** per shift.
- Most public schools are at Level three cleaning: An acceptable level of cleaning for most schools. the educational space is clean, well kept and restrooms sanitized. Cleaning at this level is approximately 28,000-33,000 square feet per eight hour shift.**
- Level Four Cleaning:** Results in a **not so clean** educational space. Classrooms are only cleaned every other day, carpets every third or fourth day, major mopping, buffing and dusting only takes place three times per year. Cleaning at this level is approximately **42,000-50,000 square feet** of space per shift.
- Level Five Cleaning:** Results in an **unhealthy** education space. Trash removal, minor vacuuming, mopping and bathroom cleaning may only take place once per week. Cleaning at this level is approximately 60,000-80,000 square feet of space per shift.
- Assumptions:** Does not take into account, daily cafeteria cleaning, deliveries, function setup, security checks, snow removal, lunch breaks, vacations, personal time and sick calls. Based on these assumptions, there would be a reduction of some 28 hours of productive cleaning lost per school day which would increase the daily cleaning of each custodian to about 36,000.
- Our building custodians are doing a really good job in maintaining our School Facilities.**



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WORK ORDERS BY STATUS



The current Fiscal Year has ended. Click [here](#) to start your new Fiscal Year. (Note: If this is incorrect, click [here](#) to correct the Fiscal Year End dates for the current period.)

Last 10 Work Requests

Period All

Work In Process

Request Totals

- ☒ 1 New Request
0 UNASSIGNED
1 In Approval Process
- ☒ 125 Work In Progress
5 PMs
- ☐ 0 Complete
- ☒ 4217 Closed Work Orders
754 PMs
- ☒ 3 Declined
- ☐ 0 Parts on Order
- ☒ 11 Duplicate Request
2 PMs
- ☒ 20 Void
2 PMs
- ☒ 2 On Hold
- ☐ 0 Waiting More Information
- ☐ 0 Open Extended
- ☒ 4 Pending
4 PMs
- ☐ 0 Waiting Funding



- New Request
- Work In Progress
- Closed Work Orders
- Declined
- Duplicate Request
- Void
- On Hold
- Pending
- Deferred

WORK CENTER

CALENDAR

1/5/2015 WORK
(Monday)

Get Today's Weather

ASSIGNED PM WORK 9

OTHER ASSIGNED WORK 126

TOTAL ASSIGNED WORK 135

Information Analysis

Areas
Budget
Buildings
Classifications
Crafts
Employees
Equipment
Equipment Usage
Groups
Locations
Manufacturers
Outstanding Work
Priority
Projects

Ongoing Preventative Maintenance Measures

- **Roofing**
- **Painting**
- **HVAC Repairs and Programing**
- **Major Plumbing Repairs**
- **Consolidation of Materials, Supplies, and Equipment**
- **Sub-Contractor Vendor Consolidation**
- **Tile/Carpet Renovation and Repair**
- **Equipment Repair (Snow Blowers, Lawn and Equipment)**
- **Life Safety Upgrades**
- **Major Electrical upgrades**
- **Major HVAC upgrades**

CURRENT GOALS OF THE CFD

- Continue to evaluate and consolidate vendor contracts for efficiency/cost savings. Consolidated 16 vendors over the last 3.5 years.
- Continue to reduce energy consumption by performing energy audits, obtaining energy grants from utilities and ongoing monitoring of our energy management systems for peak performance.
- Continue to train in house staff in order to maintain our specialized Electrical, Plumbing and HVAC systems, as well as roofing, security hardware and life safety equipment.

ENERGY CONSERVATION EFFORTS

- Presently working with a third party energy consultants to investigate additional energy options for all Schools and Town Buildings.
- Working with Green Communities on phase 2 of energy upgrades (competitive rounds) potentially up to \$250,000 in energy grants could be awarded.
- Ongoing 5 megawatt off site net metering project.
- Negotiated natural gas and electricity contracts for school/town buildings.

PROJECTS COMPLETED 2015

- **High School, replaced roadway and upgrade drainage on lower Gile Rd. to Blue Hills Pkwy.**
- **High School, replaced Brooks Field outdoor lighting.**
- **District wide line striping at all sites.**
- **Pierce Middle School, replaced retaining wall.**
- **Pierce Middle School, repaved rear entrance.**
- **Town wide Mass Save Energy Program, leading by example light bulb program. Received a (\$21,000) grant to replace high efficiency light bulbs for all School and Town buildings.**









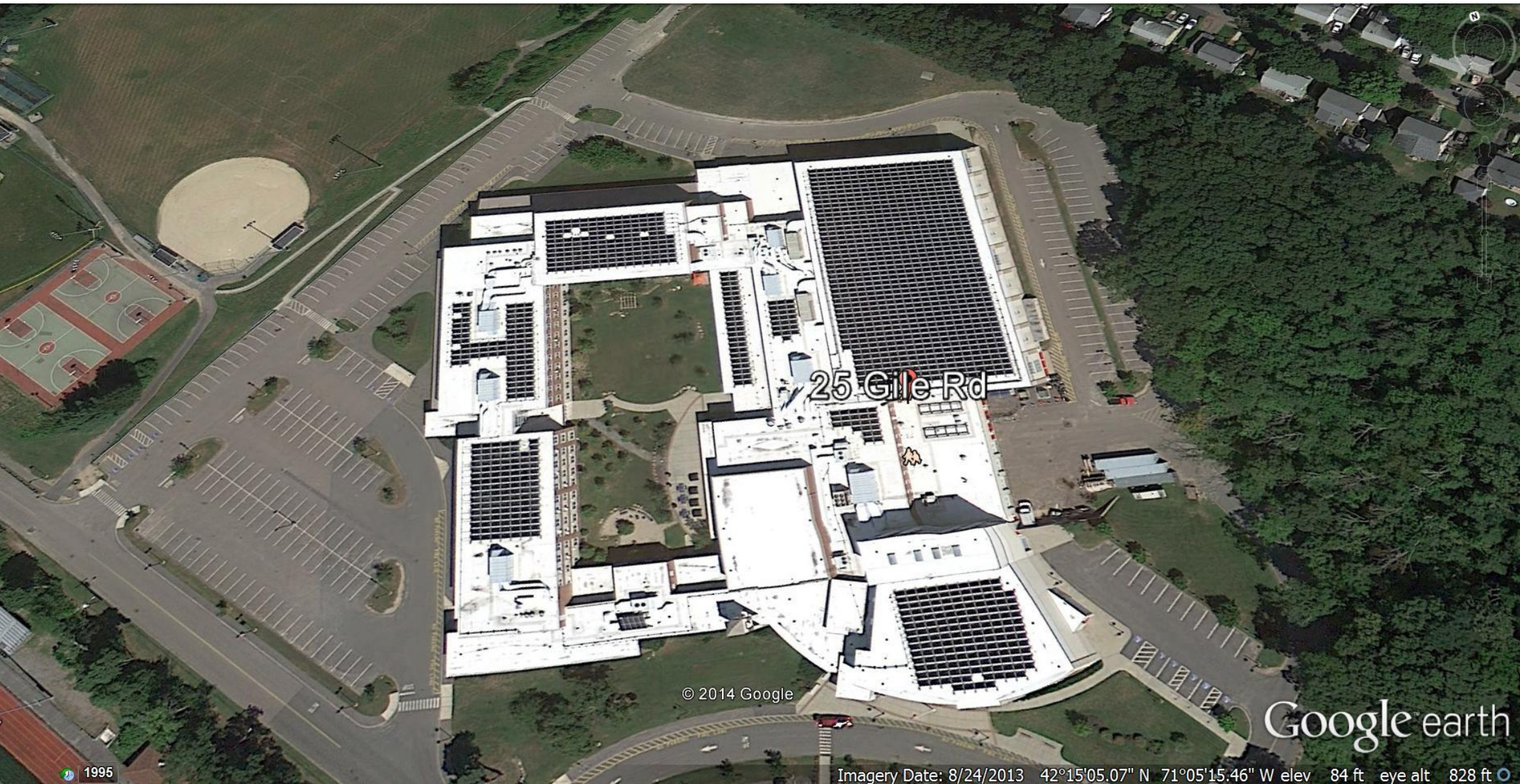


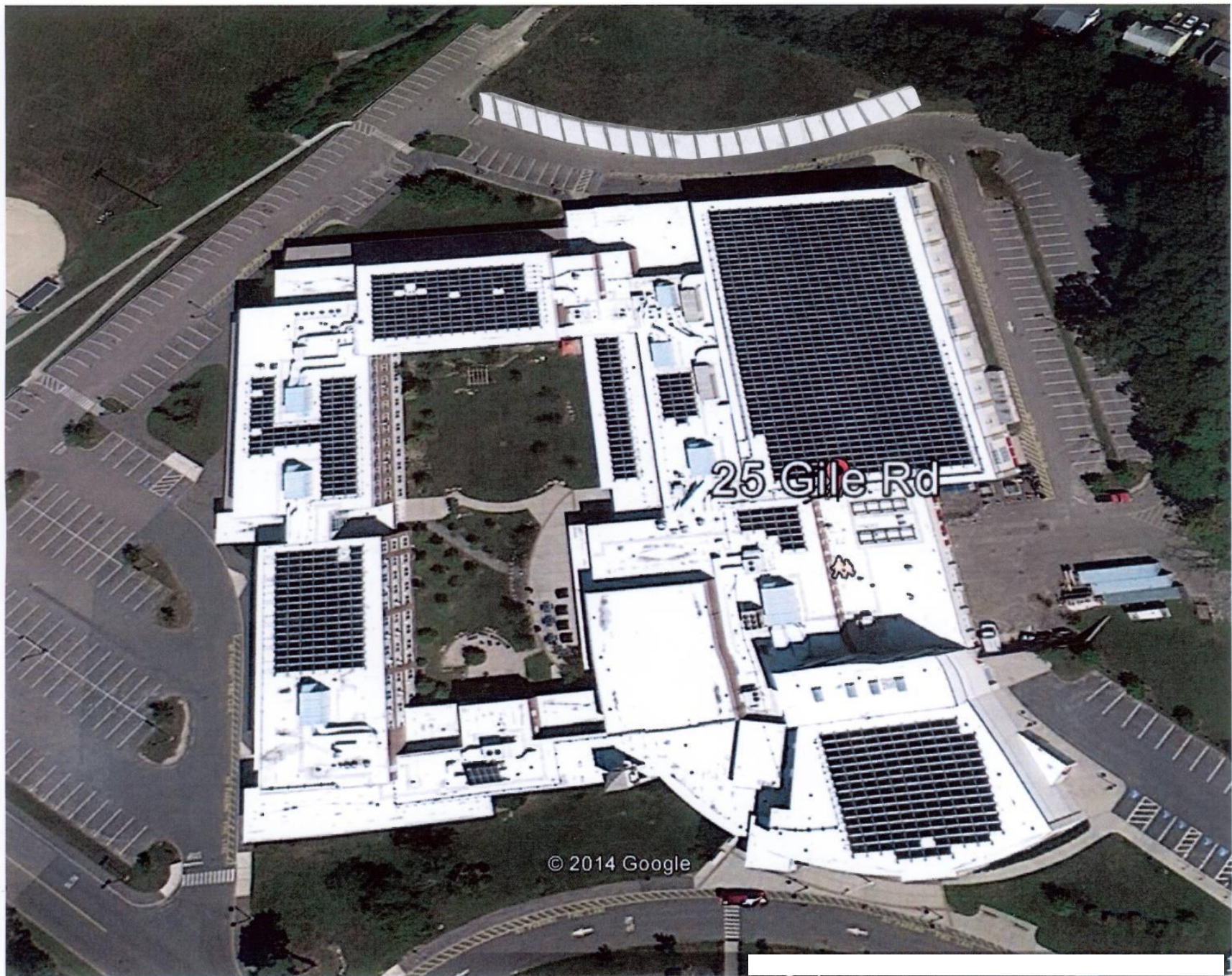




Major Projects Proposed 2016

- **Continue to install and upgrade security equipment.**
- **Pierce, HVAC energy management system upgrades.**
- **High School, repairs to Brooks Field track.**
- **High School, gym floor transition panels.**
- **High School, field house parking expansion plan.**





FUTURE NEEDS OF CONSOLIDATED FACILITIES

Continue to investigate options for a facilities and operation building.

Licensed Craftsman (FY 17)

Maintenance Assistant (to support licensed staff) (FY 18)

A SPECIAL ACKNOWLEDGEMENT TO :

A special acknowledgment to the Granite Signage Team who installed the beautiful granite entrance signs at each school. We would like to thank Milton Public School parents David Taugher, Tony Musto, (owner of Musto Construction) and his crew and Terry Driscoll, all of whom were integral to the planning and installation of the granite stones. We are also grateful to Tony Will of Will Custom Soils, and Mike Cedrone, Stone Engraver.

**We would like to convey a very sincere thank you to all of our
Landscape Vendors:**

- **Coulter Landscaping**
- **Eagle Farms**
- **John E. Driscoll Landscaping**
- **Armature Gardeners**
- **Molloy Landscaping**

We would also like to thank all Department Heads, Town and School Employees, Boards and Committees for their support and assistance over this past year.

Hope you enjoyed the presentation

We welcome any questions at this time