

# CONSOLIDATED FACILITIES DEPARTMENT

PRESENTATION TO MILTON SCHOOL  
COMMITTEE  
MARCH 22, 2023

# Consolidated Facilities Department Mission Statement

The mission of the Consolidated Facilities Department is to provide professional Facilities Management and services to all Town buildings in the planning, construction, renovation, maintenance and cleaning operations in the most cost-effective manner possible in order to promote a safe, clean and well maintained environment for all building occupants.

# Consolidated Facilities Department

FACILITIES PORTFOLIO CONSIST OF 25 BUILDINGS (945,000sf)

- 6 School Buildings
- Town Hall
- Milton Public Library
- Milton Police Headquarters
- 3 Fire Houses
- Fire Chemical Building
- Kidder Library
- Milton Art Center
- Milton Council on Aging
- Milton Animal Shelter
- Milton Yacht Club
- 7 Buildings at DPW Facility
- Storage Buildings
- Governor Stoughton Structures

# Consolidated Facilities Department

- AREAS OF RESPONSIBILITY

- Facilities Management
- Engineering
- Capital Projects
- Long Range Planning
- Project Management
- Preventive Maintenance
- Energy Consumption
- Life Safety Inspections
- DEP/DLS/BOH Regulations
- Custodial Care
- Building Security
- Procurement
- Landscaping
- Snow/Ice removal

# Consolidated Facilities Department

## SCHOOL STAFFING

- 5 Senior Building Custodians.
- 22 Junior Building Custodians.
- During the summer months, we hire and oversee an additional 15 seasonal staff to assist the Department.

## TOWN STAFFING

- 2 Administrators
- 1 Administrative Assistant
- 4 Licensed Craftsman
- 2 Maintenance Craftsmen
- 1 Maintenance Painter
- 1 General Maintenance

# Consolidated Facilities Department

- Implemented a Web Based Work Order system in 2012 and since then have completed over 18,268 work orders and 3,266 preventive maintenance inspections.
- There are currently 140 open work orders and 1,500 anticipated additional work orders per year.



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### Quick Launch

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### Related Articles

Case Study #1: "Customer Service on Steroids" - Charlie McGinnis

## 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

- #### Request Totals
- 1 New Request
  - 0 UNASSIGNED
  - 1 In Approval Process
  - 139 Work In Progress
    - 3 PMs
    - 3 Complete
  - 18268 Closed Work Orders
    - 3266 PMs
    - 14 Declined
    - 1 Parts on Order
    - 57 Duplicate Request
      - 2 PMs
    - 22 Void
      - 2 PMs
    - 2 On Hold
    - 1 Waiting More Information
    - 0 Open Extended
    - 0 Pending
    - 0 Waiting Funding

Work In Process



- Deferred
- Waiting More Information
- On Hold
- Void
- Duplicate Request
- Parts on Order

## WORK CENTER

CALENDAR	
2/23/2023 WORK (Thursday)	
OPEN PM WORK	3
OTHER OPEN WORK	145
TOTAL OPEN WORK	148

## Information Analysis

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

# Yearly Safety Inspections

- Fire Alarms, Fire Sprinkler and Fire Extinguisher Systems.
- Boilers/Roof Top Units and Hot Water Systems.
- Emergency Generators, Elevators and Wheelchair Lifts.
- Building, Fire and MIIA Insurance Inspections .
- Science Labs Eye Wash/Shower Stations/Chemical Treatment.
- Drinking Water Testing and Sampling.
- Auditorium Rigging and Fire Curtain Systems.
- Playground Equipment and Safety Surfacing.
- Gymnasium and Field House Equipment.



# Capital Projects In Progress FY23

**Milton High School** Auditorium Theatrical Lighting  
\$230,000

**Collicot/Cunningham** BDA-Bi-Directional Antenna  
\$32,000

NOTE : FY23 we submitted 13 capital projects but due to limited funding only two capital projects were funded.

# Capital Projects Proposed FY 24

SCHOOLS CAPITAL		<u>FY24</u>
		\$
High School/Pierce	Bi-Directional Antenna (BDA) upgrades	105,000
Copeland Field House	Basketball court upgrades	\$ 40,000
District Wide	Window reglazing, perimeter caulking and waterproofing	\$ 35,000
District Wide	Window/door repairs and hardware replacement program	\$ 80,000
District Wide	DW- Carpet tile upgrades	\$ 35,000
District Wide	DW-New Maintenance work van	\$ 40,000
District Wide	DW- HVAC improvements	\$ 50,000
District Wide	DW- Flooring and tile repairs or replacement	\$ 75,000
District Wide	DW-Paving	\$ 175,000
District Wide	DW-Exterior door and hardware replacement	\$ 40,000

# School Capital Projects Since 2012-2022

Since 2012 over 46 major capital projects were completed

Total funding of capital projects since 2012 to present  
\$5,189,00

## Project Description

Roofing and Ductwork Projects	\$1,700,000
Paving Improvements	\$880,000
Building Security Improvements/Enhancements	\$806,000
Auditorium Lighting projects (Pierce-High School)	\$575,000
Misc. Projects (Flooring, Tile, Windows, Painting)	\$520,000
Track and Field Improvements	\$225,000
Roof Top Units Upgrades	\$193,000
Renovation of Classroom Space/Furniture/Fixtures	\$160,000

# Green Communities Update

As a Green Community since 2010, the Town of Milton has achieved a 20% energy reduction. The Town is required to submit an Annual Report each year so we can apply for energy conservation grants to continue to reduce our overall energy consumption.

## **59 energy projects were completed Since 2006**

Since 2010 Total Green Communities Grant Funding	<b>\$1,160,000</b>
Since 2010 Total Utility Funding for Green Communities	<b>\$333,000</b>
Illuminate Mass. Received utility incentive funding to replace lighting, fixtures & LED controls	<b>\$358,000</b>
Other project funding & utility incentives since 2006	<b>\$250,000</b>
Since 2006 Total grants and incentive funding received	<b>\$2,100,000</b>

# Future Goals for Consolidated Facilities

Continue departments charge to seek additional grant and utility funding for ongoing energy conservation improvements (Solar, EV Charging, Boiler upgrades, Lighting).

Investigate opportunities to continue to consolidate for further collaboration.

Additional facilities staff will be needed in the future as our departmental needs are increasing. A **License Plumber** and **Landscaping Support** will be needed.

Acquire adequate maintenance space to accommodate staff for added efficiency.

# CLOSING REMARKS

Lastly, I want to thank my staff, departments heads and the committees who I work so closely with, who support the CF department and its mission so that we can properly maintain all the facilities around Town. It is huge responsibility and without the support and teamwork of others it would be impossible.