



Center for Instruction,  
Technology & Innovation

## **Operations & Maintenance Plan**

Revised 11/13/2020

James O. Cerio, Director of Facilities

## **PLAN OBJECTIVE /PURPOSE**

CITIBOCES will ensure that the facilities, grounds and vehicles are safe, clean, well-maintained, in good working order, suitable for occupancy/use by and with students and staff allowing for the maximization of student learning. To this end, CITIBOCES maintains a Department of Operations and Maintenance (O&M) which is charged with the care and maintenance of CITIBOCES facilities, grounds and vehicles.

## **ACTIVITIES TO ACHIEVE THE OBJECTIVE**

All staff members perform daily duties in cleaning, repairing and maintaining facilities, grounds and vehicles as outlined in the position duty descriptions that follow. Frameworks of prescribed duties and expectations for tasks are overseen and provided to each employee by the Superintendent of Buildings and Grounds, specifying activities to be performed on daily, weekly, and monthly schedules. Work performance is then monitored by their supervisor to ensure completion of assigned activities.

## **SUPERVISORY STRUCTURE**

The O&M department is generally overseen by the Assistant Superintendent for the office of Administrative Services and directly supervised by the Director of Facilities.

### **Duties of the Director of Facilities:**

- Plans, schedules, and assigns employees to various cleaning, maintenance, and renovation tasks;
- Oversees, supervises, and performs repairs to plumbing, heating, ventilation, air conditioning, and electrical equipment and building structural components;
- Inspects and supervises the maintenance of boilers and related heating system equipment;
- Makes inspections of property to ascertain repair needs;
- Inspects buildings, equipment, and premises for hazards and violations of safety codes and regulations;
- Oversees and trains subordinates in the skills and techniques associated with building repairs, including basic carpentry, electrical, plumbing, and mechanical repairs that comply with NYSED Facilities Planning standards and New York State Building Code;
- Orders and accounts for parts and supplies for custodial and maintenance activities;
- Inspects painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by maintenance employees or private contractors to be sure they comply with New York State Building Code;
- Evaluates space needs within buildings and prepares plans/estimates of materials required for repairs or alterations that comply with NYSED Facilities Planning standards & New York State Building Code;
- Participates in the interpretation, development, implementation, and review of plans for compliance for all departments regarding Safety and Risk.
- Acts as liaison between CITIBOCES and contractors or municipalities engaged in providing services to CITIBOCES properties;
- Prepares, submits, and manages departmental budget;
- Prepares specifications and cost estimates for equipment and repair projects;

- Maintains records and prepares reports on custodial and maintenance activities;
- Prepares in-depth annual charge back reports accounting for all labor and materials expenditures.
- Other related duties as assigned.

## **PHYSICAL LOCATIONS**

The nature of the delivery of CITIBOCES services is such that it may be necessary to lease Instructional space on an annual basis, dependent on requests for services from component school districts. As such, actual locations in which programs reside will vary. Currently, the physical locations of CITIBOCES programs consist of the following:

### **CiTiBOCES owned spaces**

- Main Campus located at 179 County Route 64, Mexico, NV
- 4 Instructional Buildings (C110, E220, E230, S330, NSIO)
- 7 Non-instructional Buildings (E210, S310, W410, W450, W460, N510, NS40}

### **Spaces rented from Component School Districts**

- Fourth Street School, Fulton NY
- Miscellaneous individual classrooms located Inside school buildings within the component districts throughout the county.

### **Spaces rented from Other Entities**

- SUNY Oswego, Oswego NY
- Dutch Ridge Rd. Oswego, NY
- Cayuga Community College, Fulton NY
- St. Joseph's Church, Oswego NY
- Oswego Police Department, Oswego, NY
- CiTiLanes, Mexico, NY

The O&M department is responsible for the operations and maintenance for all buildings located on the main campus, custodial only for the rented location at the Fourth Street, Dutch Ridge Rd, St. Joseph's, Oswego Police Department and CiTi Lanes. School districts are responsible for maintaining the classrooms rented by CITIBOCES within their own buildings.

## **STAFFING**

As needed to support the necessary functions, department staffing consists of Custodial Workers, Building Maintenance Mechanics 1 & 2, Building Maintenance Workers, Auto Mechanics, Head Custodian, Senior Typist and Receptionist. The staff is split into shifts to provide daytime coverage as well as evening cleaning when buildings are generally vacant. Staff schedules currently span 23 hours per day on three separate shifts:

- 1st Shift: 7:00 a.m. - 3:30 p.m.
- 2nd Shift: 3:00p.m. - 11:30 p.m.
- 3rd Shift: 9:30p.m. – 6:00am

The number of Custodial staff employed by the department is determined by using the ISSA Standards, which consider factors such as: square footage, type of floor coverings, type of areas (i.e.: bathrooms, offices, shops, classrooms, kitchen, etc.). Based on these standards CiTiBOCES currently employs:

- The Head Custodian cleans and is responsible for direct oversight of the custodial staff and distribution of Coved-19 related Personal Protective Equipment.
- 14 Custodial Workers who cover cleaning duties.
- 2 Custodial Workers who handles shipping, receiving, inventory control and asset management.

The number of Maintenance staff is determined based on physical plant & grounds needs and vehicle needs. Currently CiTiBOCES employs:

- The Maintenance Mechanic 2 is responsible for direct oversight of maintenance staff
- 3 Maintenance Mechanics primarily assigned duties to maintain building infrastructure.
- 1 Maintenance Worker primarily assigned grounds maintenance duties.
- Head Automotive Mechanic, responsible for all vehicle maintenance and repair

The O&M department is supported by a Senior Typist who is responsible for all clerical duties, including ordering, filing, personnel liaison, billing, budget tracking, keys/access control and a Receptionist who greets/screens visitors, books events using the QueWare events system.

## **OPERATION OF PHYSICAL PLANT**

Operations mainly consist of routine cleaning and light maintenance. Staff members are assigned sections of the building for which they are responsible to accomplish specific recurring lists of tasks in order to maintain the cleanliness, appearance, and general upkeep.

### **Duties of the Custodial Workers:**

- Sweep and mop floors and stairs;
- Dust desks, woodwork, furniture, and other equipment;
- Clean/disinfect windows, walls, blackboards, sinks, toilets and other fixtures;
- Polish furniture and metal furnishings;
- Empty waste baskets, collect and dispose of rubbish;
- Clear snow and Ice from walks;
- Mow lawns, trim shrubs, rake leaves, and perform a variety of other grounds keeping tasks as assigned;
- Assist in the operation of heating systems;
- Deliver packages and messages as assigned;

- Place and remove traffic safety signs as assigned;
- Arrange chairs, tables, and other equipment for special use of the building;
- Repair window shades, replace light bulbs, soap, and towels;
- Paint rooms and equipment and assist in making minor plumbing, carpentry, and electrical repairs;
- May involve part time operation of a truck or automobile;
- Load and unload trucks and stack materials, supplies etc., in appropriate storage areas.
- Other related duties as assigned.

### **Custodial Equipment**

CiTIBOCES maintains and provides equipment used by the custodial staff in performance of their duties, including but not limited to:

- Auto Scrubbers
- Vacuum Cleaners
- Carpet Extractors
- Carpet Fans

All equipment items are inventoried and included in an equipment replacement schedule in order to ensure timely replacements and upgrades. Replacement schedules vary for each equipment item, but generally span 5 to 10 years. Equipment items are cleaned and maintained daily by custodial staff. Also, each item is inspected and serviced as needed on a yearly basis. Spare equipment items are also maintained in the event that emergency replacements are required.

### **Custodial Supplies**

CiTIBOCES maintains and provides supplies used by the custodial staff in performance of their duties, including:

- Brooms, mops, buckets, dusters, etc.
- Cleaning/Disinfecting Solutions.
- Mops, Dusters, Wipers and Rags.
- Soaps/Anti-bacterial hand sanitizers for refilling dispensers, etc.
- Paper products (toilet paper, hand towels), etc.

All supply items are inventoried on a regular basis and restocked as needed. Where possible and applicable, CiTIBOCES practices the use of "Green" products in order to comply with New York State standards in schools.

### **MAINTENANCE OF PHYSICAL PLANT, GROUNDS AND VEHICLES**

Maintenance mainly consists of more intensive maintenance and repairs to building systems and infrastructure, light to moderate renovations, upkeep of grounds including mowing and snow removal, and routine repairs and servicing of CiTIBOCES vehicles. These activities occur on a regular basis as needs and maintenance schedules dictate. Personnel

from other departments in CiTiBOCES can request or report items in need of attention via the O&M QueWare online work-order system housed on CiTiBOCES intranet. Work- lists for the maintenance staff are generated based on these submitted requests.

**Duties of the Maintenance Mechanics:**

- Supervise or perform repairs to plumbing, steam lines, electric wiring and equipment, furniture and walls, floors, doors and windows, roofs, screens, sprinklers, hardware, and varied mechanical equipment and machinery;
- Supervise and participate in various miscellaneous skilled maintenance, repairs, renovations, and construction work in masonry, carpentry, electrical, plumbing, painting, drywall (sheet rock), taping, staining, etc.;
- Supervise and participate in cleaning and repair of boilers, pumps, generators, heaters, pipelines, valves, and other associated air conditioning equipment;
- Build and/or install shelving, storage cabinets, doors, paneling, flooring, windows, and new hardware;
- Maintain and repair all security and locking systems and door hardware;
- Painting as assigned;
- Oversee and take part in ordinary building cleaning operations;
- Perform preventive maintenance on agency vehicles, equipment, and fixed property;
- Is familiar with the operation of a central heating system and make repairs on an as needed basis as requested;
- Make inspections of property to ascertain repair needs and may prepare cost estimates;
- May operate trucks, automobiles, and other motorized or mechanical equipment;
- Estimate materials required for repairs of general building construction and maintenance projects;
- Keep daily time and material records;
- Supervise and participate in a general grounds maintenance program including winter snow removal.
- Other related duties as assigned.

**Duties of the Maintenance Workers:**

- Perform semi-skilled work, repairs, renovations, and construction in masonry, carpentry, electrical, heating and cooling systems, plumbing, drywall (sheet rock), taping, painting, and roofing operations;
- Help to install and repair wiring systems and electric fixtures and equipment;
- Repair windows, doors, floors, walls, and other parts of buildings;
- May conduct inspections of certain parts of buildings and properties and make note of any deficiencies;
- Does interior and exterior painting and staining where quantity rather than fine quality of work performed is the principal object;
- Help to install and repair general plumbing equipment such as sinks, toilets, and baths;
- Assist in cleaning and repairing boilers, pumps, heaters, pipelines, valves, traps, and other associated air conditioning equipment;

- Mix concrete and assist in laying bricks, sheet rocking walls, finishing concrete work, etc.;
- May assist in the maintenance and repair of security and locking systems and door hardware;
- Operate trucks, automobiles, air compressors, and other motorized or mechanical equipment;
- Take part in general grounds maintenance activities including winter snow removal;
- Serve as general handyman performing a variety of semi-skilled duties;
- May keep daily records of work performed and materials received and used;
- May, on occasion, perform housekeeping and cleaning tasks.
- Other related duties as assigned.

#### **Duties of the Head Automotive Mechanic:**

- Maintain preventive maintenance on all fleet vehicles and DOT inspected vehicles for student transportation;
- Perform skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including cars, vans, trucks, tractors, and buses;
- Repair or replaces motors, pumps, fuel pumps, generators, carburetors, and shock absorbers;
- Repair ignitions systems, transmissions, brake systems, clutches, and front and rear axles;
- Adjust connecting rods, bearings, steering mechanisms, and aligns wheels;
- Make minor welding repairs to automotive equipment.;
- Tune engine and set the timing;
- Maintain trip records and prepares transportation reports Including accident reports;
- Prepare vehicles for requested/assigned use by employees;
- Manage and process use of NYS Thruway passes and fuel credit cards for use with assigned vehicles;
- Maintain time records for payroll purposes;
- Assist in preparing vehicle maintenance budget estimates and recommendations;

#### **Maintenance Equipment**

CiTiBOCES maintains and provides equipment used by the maintenance staff in performance of their duties, including:

- 1 small dump truck;
- 1 stake-rack truck;
- 1 road sander
- 1 cube van with liftgate
- 1 standard van
- 3 gator/yard trucks;
- 1 Kubota/yard truck
- 1 turf tractor with mower attachment;
- 2 60 inch zero turn mowers
- 1 Loader (John Deere 624) with attachments; 1 skid-steer (Bobcat SL-250) with attachments
- 1 scissors 11ft (man-lift)
- 3 vehicle lifts and all associated equipment Items and tools needed to maintain vehicles

- Multiple misc. power hand tools & other tools needed to perform repairs & renovations

All equipment items are inventoried and Included In an equipment replacement schedule in order to ensure timely replacements and upgrades. Replacement schedules vary for each equipment item, but generally span 6 to 12 years. Equipment items are cleaned and maintained daily as needed by maintenance staff. Also, all items are inspected and serviced on a regular basis and replaced as needed.

### **Maintenance Supplies**

CiTIBOCES maintains and provides supplies used by the maintenance staff in performance of their duties, including:

- Parts needed for repairs (electrical, plumbing, carpentry, HVAC), etc.
- Supplies needed for grounds maintenance (grass seed, weed-eaters), etc.
- Fuel for off-road vehicles & equipment
- Parts & supplies needed for vehicle maintenance, etc.

All supply items are inventoried on a regular basis and restocked as needed. When needed CiTiBOCES also maintains open purchase orders with area supply houses in order to help facilitate easy acquisition of parts or supplies that may not be held in stock.

### **Computerized Maintenance Management System**

CiTIBOCES utilizes a Computerized Maintenance Management System (CMMS) to report, assign, track and record maintenance activities for the O&M Department. The system has a request portal, accessible by all CiTiBOCES employees to request services. The system tracks all major mechanical assets by location and automatically generates preventive maintenance work orders. The system was put into full operation on 7/24/2020 and there are sample maintenance schedules, procedures, work orders and screen shots attached.

### **Contract Maintenance Services**

Services that require skills, equipment and/or certifications beyond the capabilities of in-house staff, require independent 3<sup>rd</sup> party review or are too time consuming/labor intensive to be handled efficiently OR require more man-hours than staff can provide are dealt with by service contracts. Samples are attached to this plan.

### **FEDERAL/ NEW YORK STATE LAWS & REGULATIONS**

The functions of the O&M department are governed by NYS Education Law, Rules and Regulations of the Commissioner of Education (CRR), and other applicable departments and codes required by State or Federal Government (i.e.: NYSDEC, NYSDOH, PESH, EPA, CDC). Largely, the oversight responsibility for compliance resides with the New York State Education Department Office of Facilities Planning. This office provides communications, forms, checklists, and guidance documents that are used by school districts and CITIBOCES across the state.

As prescribed by the authorities indicated above, a list of Inspections and plans required of CITIBOCES are as follows:

### **Required Inspections:**



- Annual Fire Inspection (every 11 months)
- Annual Visual Inspection and 5-year Building Condition Survey (physical plant review)
- Annual Fire Alarm Inspection
- Monthly Fire Extinguisher Inspection
- Dally & Monthly AED Inspection
- Annual Backflow Prevention Inspection
- Semi-Annual Ansul System Inspection
- Tri-Annual Asbestos Inspection (and 6-month Asbestos Surveillance)
- Annual Boiler Inspection
- Eyewash & Shower Inspection
- Above Ground Storage Tank Inspection

**Required Plans:**

- Comprehensive Emergency Management Plan
- Asbestos Management Plan
- 5-year capital Facilities Plan
- Comprehensive Preventative Maintenance Plan
- Bloodborne Pathogen / Exposure Control Plan
- Right to Know Hazard Communication Plan
- Personal Protective Equipment Plan
- Chemical Hygiene Plan (Including Chemical Inventory)
- Lockout/ Tagout Plan
- Confined Space Plan
- Spill Prevention Control & Countermeasures Plan (for chemical/fuel bulk storage)
- PAD Program Plan for AEO's
- Integrated Pest Management Plan
- Respirator Protection Program Plan

The latest revisions of these reports are maintained and kept on file with the Safety and Risk Department

**Required Reports:**

- AHERA (Asbestos Hazard Emergency Response Act) Report
- NVSDEC Pesticide Application Report
- Building Condition Survey & Annual Visual Inspection Reports
- Water Sampling and Lead Testing

The work of the personnel in the O&M Department is directed towards compliance with these regulations.