



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

Facilities and Maintenance Operations
School Committee Presentation
January 21, 2015

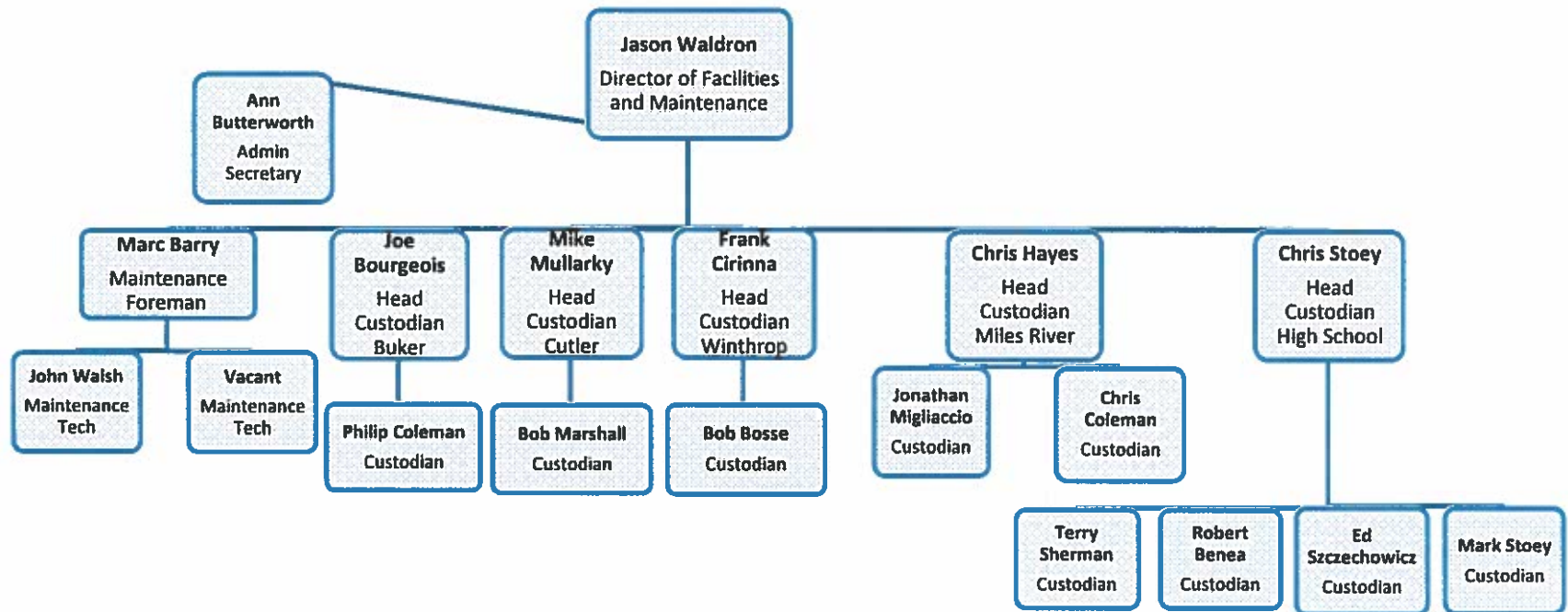
Prepared by:

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Director of Facilities and Maintenance



Who we are

Organization Chart





What we do

Oversee the maintenance and custodial operations for the 6 buildings in the district which total over 370,000 square feet and 100 acres.

- Provide general security of the buildings
- Repair plumbing fixtures and pipes, such as toilets, sinks, drains, valves and controls (over 400 plumbing fixtures)
- Carry out minor electrical repairs such as replacement of switches, outlets and lighting fixtures
- Regulate heat, ventilation and air conditioning systems to all HVAC equipment (150 unit ventilators, 250 exhaust fans, 40 AHU)
- Maintain cleanliness of interior and exterior of school buildings
- Manage all snow removal responsibilities
- Oversee all grounds maintenance (mowing, tree pruning, athletic fields upkeep, playground equipment, spring and fall clean up)
- Monitor utility consumption
- Manage Facilities and Maintenance operating budget

Who we service

- All 300 faculty members and over 1,700 students of the Hamilton-Wenham Regional School District



New items for FY16

- **District wide maintenance team**
 - Consisting of Maintenance Foreman and two Maintenance Technicians
 - 3 utility trucks
 - Essential maintenance equipment and tools.
- **School Dude Maintenance Direct**
 - Effectively tracks and documents maintenance work
 - Centralizes data to provide a clear view of maintenance needs.
 - Keep faculty members informed by showing immediate status updates
 - Allow users to submit and receive work order requests from their mobile device
- **School Dude Preventative Maintenance**
 - Schedules preventive maintenance daily, weekly, monthly or annually
 - Groups work orders according to location, project and inventory
 - Creates detailed graphs and reports to anticipate future preventive maintenance needs
 - Tracks inventory and maintenance equipment



Maintenance Direct Work Order System

Maintenance Request

Welcome to the Hamilton-Wenham RSD Maintenance Request Form
To submit your request complete the following form.

Step 1 Please be yourself, click [here](#) if you are not Janell Carleo

First Name

Janell

Last Name

Carleo

Email

j.carleo@hwschools.net

Phone

978.626.0902

Pager

Mobile Phone

Step 2 **Location**

-- Select Location --

Area

-- Select Area --

Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3 **Select Problem Type:**



Maintenance Help Desk: Click on the problem type below that best describes your issue.



Audio/Visual



Carpentry



Ceilings



Custodial



Doors and Hardware



Electrical



Elevators



Equipment



Flooring



Grounds



Heating/Ventilation /Air Conditioning



Miscellaneous



Moving



Painting



Pest Control



Plumbing



Roof

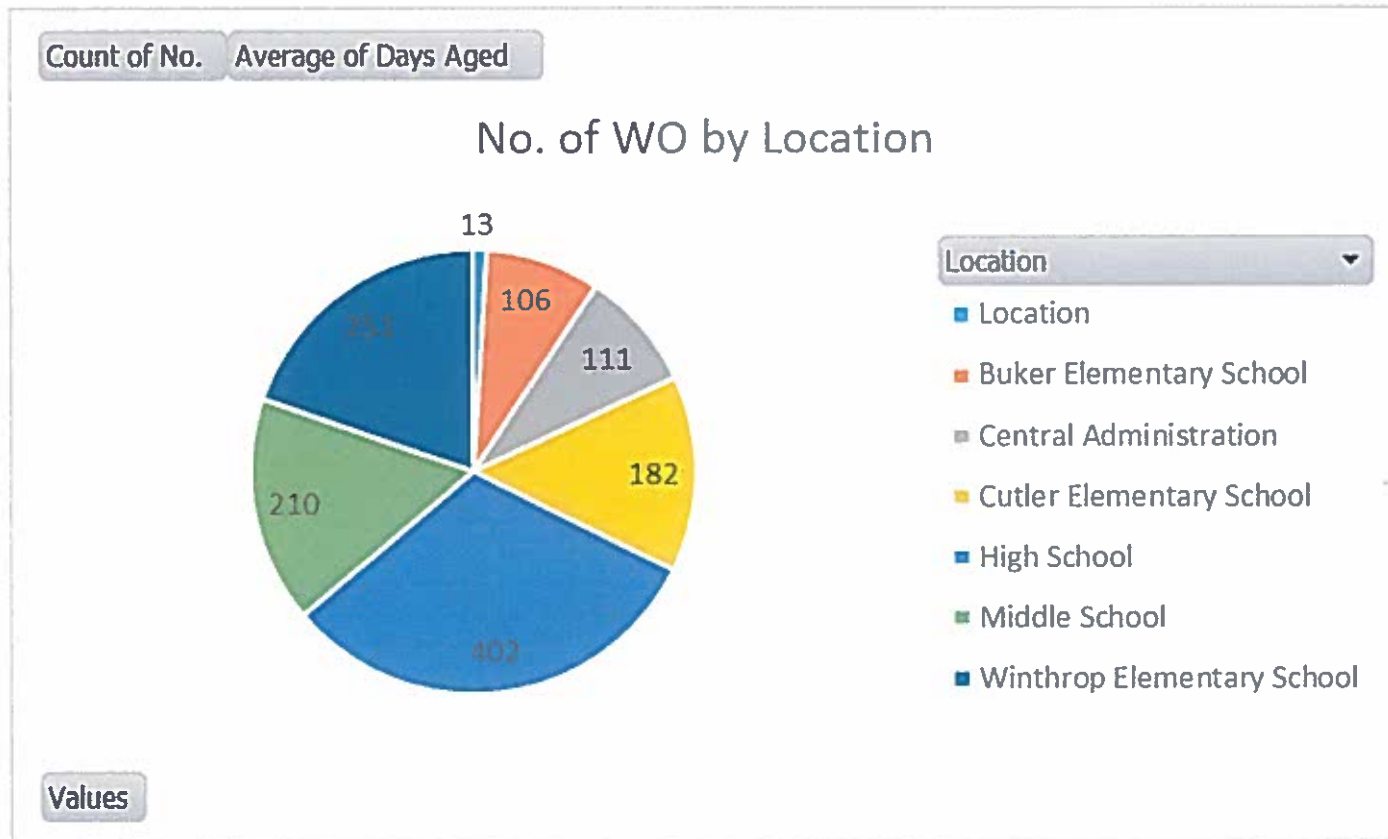
Step 4 Please describe your problem or request.

Step 5 **Time Available for Maintenance**





Maintenance Direct Work Order System

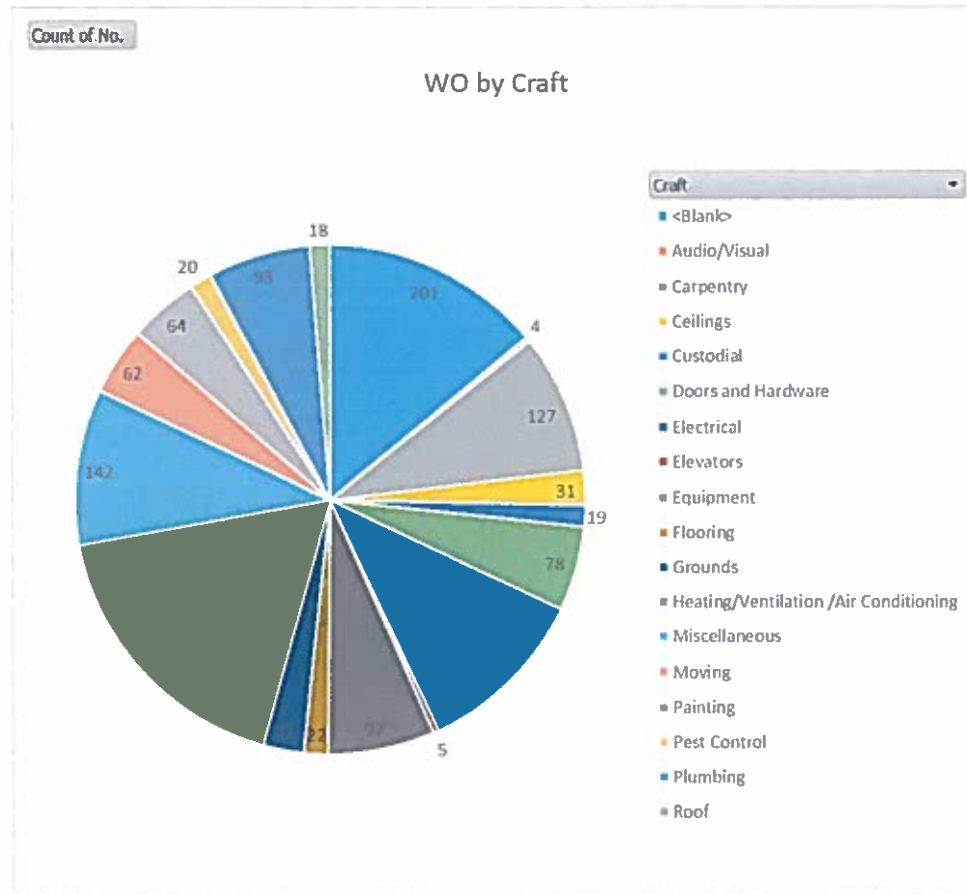


Buker Elementary School	106
Central Administration	111
Cutler Elementary School	182
High School	402
Middle School	210
Winthrop Elementary School	<u>251</u>
Grand Total	1275



Maintenance Direct Work Order System

Audio/Visual	4
Carpentry	127
Ceilings	31
Custodial	19
Doors	78
Electrical	157
Elevators	5
Equipment	97
Flooring	22
Grounds	37
HVAC	256
Miscellaneous	142
Moving	62
Painting	64
Pest Control	20
Plumbing	93
Roof	18





Recent Projects

Before



After



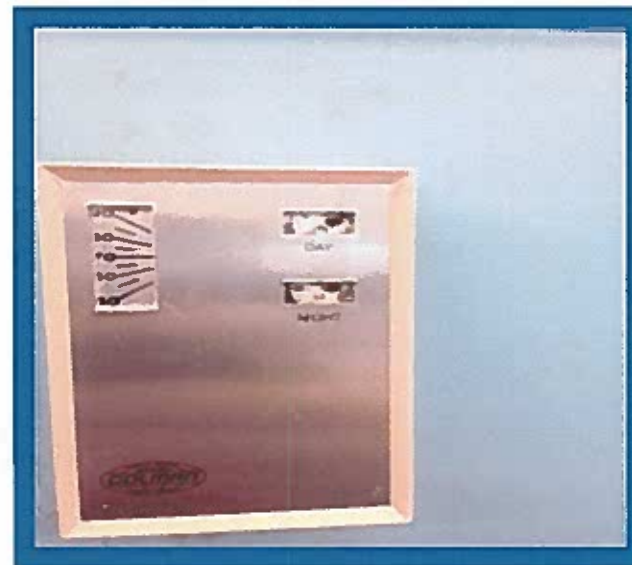


Recent Projects

Before



After

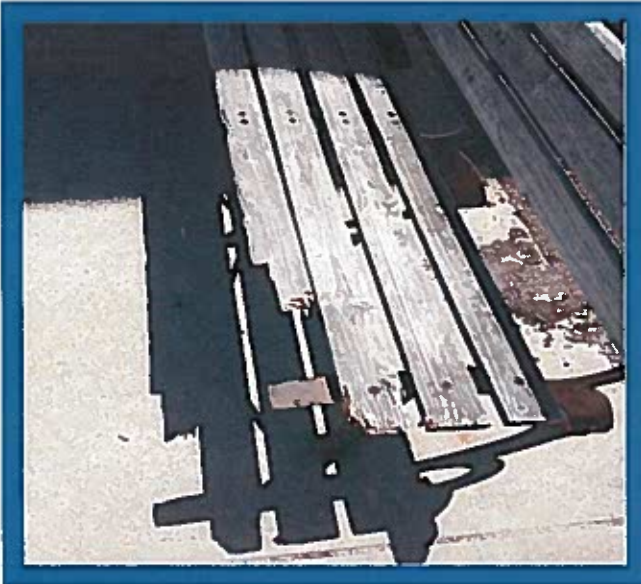




Recent Projects

Before

After





Recent Projects

Before



After

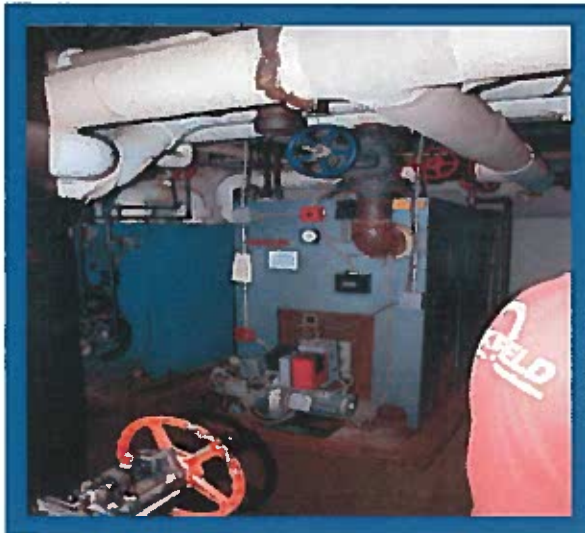
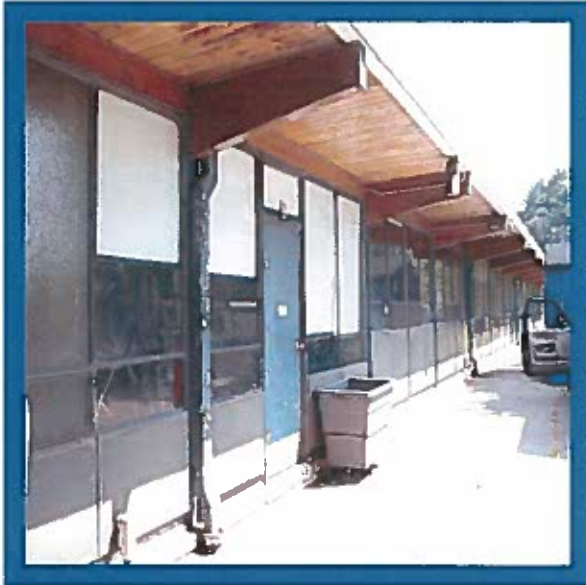




MSBA Projects

Before

After





Preventative Maintenance

What does Preventative Maintenance mean?

- The care and service of equipment to prevent mechanic failures either before they occur or before they develop into major defects.

• Pest Control Inspection	Quarterly
• Roof Inspections	Monthly
• Boiler Maintenance	Annual
• AC Unit Maintenance	Annual
• Belt and Filter Changes	Bi-annual
• HVAC Inspections	Quarterly
• Booster and Ejector pump Maintenance	Bi-annual
• Air Compressor Maintenance	Bi-annual
• Sprinkler Inspections	Annual
• Kitchen Hood and Duct Cleaning	Annual
• Pump Flow Test	Annual
• Fire Extinguisher Testing	Annual
• Emergency Generator Testing	Quarterly
• Fire Suppression System Inspection	Bi-Annual
• Playground Inspection	Annual
• Fire Alarm Testing	Annual
• Project Adventure Inspections	Bi-Annual
• Backflow Testing	Bi-Annual
• Elevator Maintenance	Quarterly
• Water Treatment Service	Quarterly



Preventative Maintenance Charts

PM Scheduling Calendar for February 2016

[View Legend](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ⤴ (M) Roof Inspection	2	3 ⤴ (M) STEWARTS SEPTIC-tanks-all schools <hr/> ⤴ (M) MRMS/Booster-Ejector Pumps/2x yr	4	5	6
7 ⤴ (M) STEWARTS SEPTIC-grease traps-quarterly	8	9 ⤴ (M) STEWARTS SEPTIC-pumps lab tanks-HS/MS	10	11	12	13
14	15	16 ⤴ (M) Buker-boiler room drains-monthly <hr/> ⤴ (M) Cutler-boiler room drains-monthly <hr/> ⤴ (M) MRMS-boiler room drains-monthly <hr/> ⤴ (M) High School-boiler room drains-monthly	17 ⤴ (M) BACKFLOW TESTNG-all buildings-Aug, Feb	18	19	20
21	22 ⤴ (M) SCALES/air compressors/2x yr	23	24 ⤴ (M) Winthrop-boiler room drains-monthly	25	26	27
28	29					



Preventative Maintenance

