

# Bainbridge-Guilford CSD

## Operation and Maintenance of Facilities

# Building Information Facilities Inspections

- Fire code enforcement and inspection yearly (SED)
- Visual Structural Inspection yearly (SED)
- Fire Alarms Inspected Yearly (SED)
- Building Condition Survey 5 years (SED)
- Kitchen Hood systems Inspected every six months (SED)
- Fire extinguishers inspected monthly (SED)
- Fire Hydrant tested yearly (SED)
- Elevator and ADA Lifts Inspection/maintenance quarterly (DOL)
- Back flow preventer Inspected yearly (DOH)
- Eye Wash Station inspection monthly (DOL)

# Facilities Inspections Continued

- Annual Boiler Inspection (DOL)
- Electric Folding Partition Inspection (SED)
- Stage rigging and curtain flame retardant every five years (SED)
- Annual Insurance Inspection
- Bulk Petroleum Tank Operation/ Inspection (DEC)
- Asbestos six month surveillance (DOL and EPA)
- Asbestos Triennial-Inspection (DOL and EPA)
- AED's monthly Inspection (DOL)
- Playgrounds monthly in house/ yearly certified inspector

# Bainbridge-Guilford High School

## Current Student Enrollment of 374

- Year Built 1929
- Current Gross Square footage 111,256 sq.'
- Acreage - 10
- Classrooms - 38
- Specialty rooms - 15
- Bathrooms - 18
- Offices - 13
- Additions in years
  - 1934
  - 1952
  - 1996

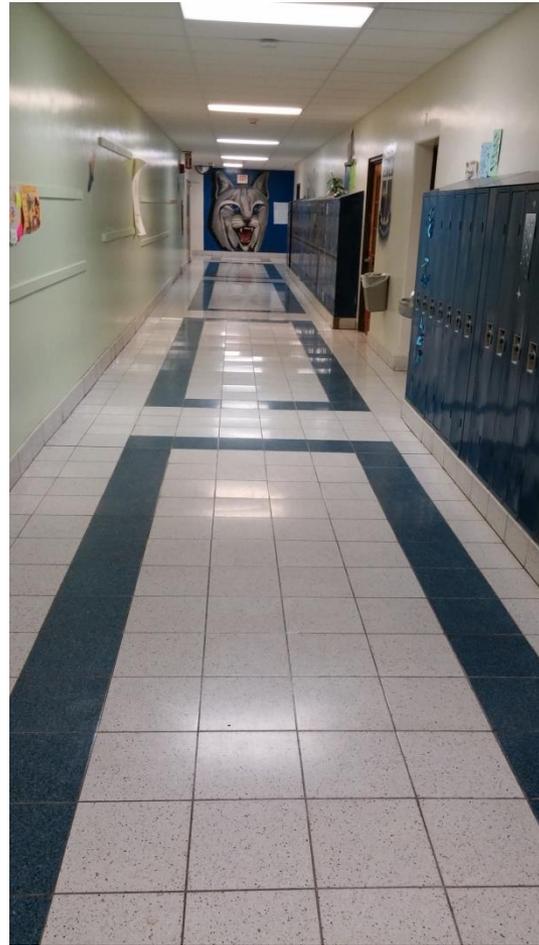
# Bainbridge-Guilford High School

- Utilities Village of Bainbridge water/sewage
- NYSEG /Electric
- Frontier /Phone
- H.V.A.C. System
  - Fuel is #2 fuel oil
  - Three Bryan Hot Water Boilers
  - Unit Ventilators and Fin tubes radiation heat individual spaces
  - Hot Water Air Handling Units heat large capacity areas
  - Heating automated controls via PC in the Director of Facilities Office

# Bainbridge-Guilford High School

- Other building Systems
  - Digital Sentry Control Cameras
  - Galaxy Control Access System
  - FCI, fire alarm system
  - Safe path folding partition system
  - Dover Elevator
  - Rescue Assistance Area

# High School Main Hall



# High School MPR



# High School MPR



# High School Auditorium



# High School Weight Room



# High School Heating Plant



# Greenlawn Elementary

## Current Student Enrollment 304

- Year Built 1959
- Current Gross Square footage 80,212 sq'
- Acreage - 11
- Classrooms - 30
- Special Rooms - 13
- Offices - 11
- Restrooms - 34
- Current teaching Stations 30
- Additions in years
  - 1968
  - 2000

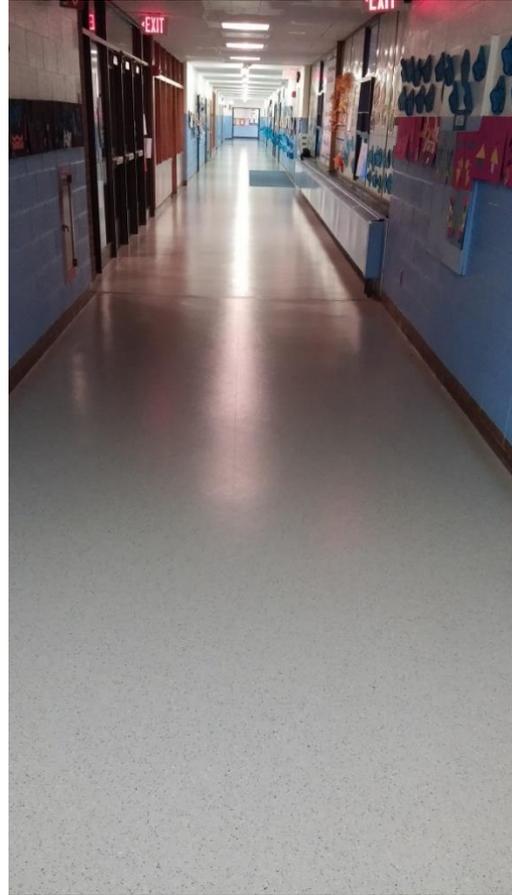
# Greenlawn Elementary

- Utilities Village of Bainbridge water/sewage
- NYSEG/Electric
- Frontier/Phone
- H.V.A.C. System
  - Fuel is #2 fuel oil
  - Three Bryan Hot Water Boilers
  - Unit Ventilators and Fin tube radiation heat individual spaces
  - Hot Water Air Handling Units heat large capacity areas
  - Heating automated and manual pneumatic controls regulate individual space temperatures

# Greenlawn Elementary

- Other building Systems
  - Digital Sentry Control Cameras
  - Galaxy Control Access System
  - FCI, fire alarm system
  - Safe path folding partition system
  - Schindler Elevator
  - Kohler 180 back-up 175 kw generator

# Greenlawn Main Hall



# Greenlawn Gym



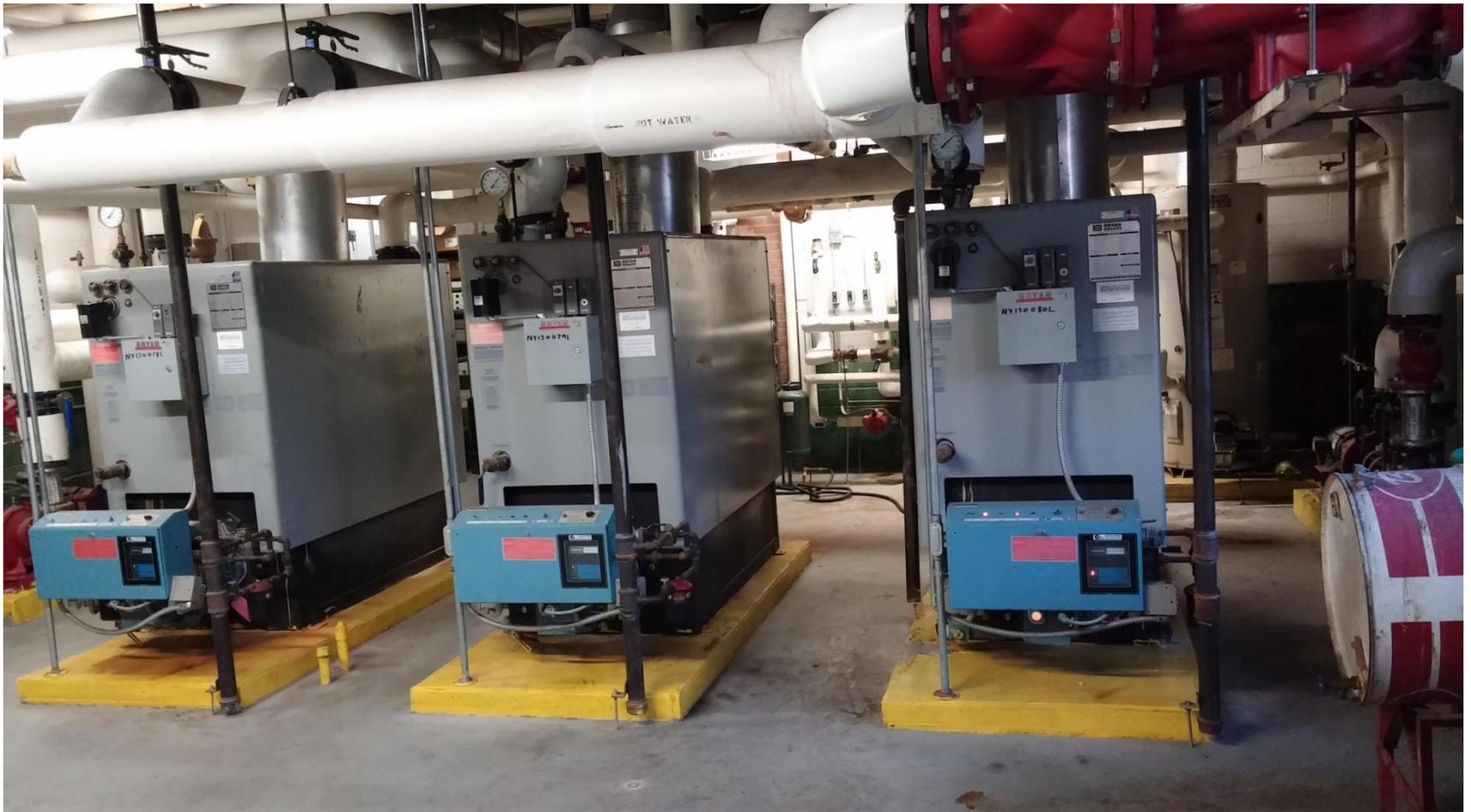
# Greenlawn Classroom



# Greenlawn Classroom



# Greenlawn Heating Plant



# Guilford Elementary

Current Student Enrollment of 140

- Year Built 1932
- Current Gross Square footage 38,466
- Acreage - 13
- Current teaching stations -14
- Classrooms - 14
- Special Rooms - 8
- Offices - 5
- Restrooms - 13
- Additions in years
  - 1955

# Guilford Elementary

- Utilities Town of Guilford, water
- School District Septic System
- NYSEG/Electric
- Frontier/Phone
- H.V.A.C. System
  - Fuel is #2 fuel oil
  - Two Weil McClain Hot Water Boilers
  - Unit Ventilators and Fin tube radiation heat individual spaces
  - Hot water Air Handling Units heat gym
  - Heating automated controls via PC in the Director of Facilities Office

# Guilford Elementary

- Other building Systems
  - Digital Sentry Control Cameras
  - Galaxy Control Access System
  - FCI, fire alarm system
  - Schindler Elevator

# Guilford Elementary



# Guilford Elementary



# Guilford Elementary Gym



# Guilford Elementary Heating Plant



# Technology Building

Student Capacity 300

- Year Built 1934
- Current Gross Square footage 13,050
- Teaching Stations -10
- Classrooms - 10
- Special Rooms – 3
- Restrooms - 5
- Addition in years
  - 1967
  - 2000

# Technology Building

- Utilities Village of Bainbridge water/sewage
- NYSEG/Electric
- Frontier/Phone
- H.V.A.C. System
  - Connected to High School via Hot Water Loop
  - Unit Ventilators and Fin tube radiation heat individual spaces
  - Hot Water Air Handling Units heat large capacity shops
  - Heating automated controls via PC in the Director of Facilities Office

# Technology Building

- Other building systems
  - Digital Sentry Control Cameras
  - Galaxy Control Access System
  - Schindler Elevator
  - Rescue assistance area

# Fleet Maintenance Facility

- Year Built 1993
- Current Gross Square footage 3,500
- Acreage - 17
- Office - 1
- Special Rooms - 3
- Rest Rooms - 2

# Fleet Maintenance Facility

- Utilities Village of Bainbridge water
- School District Sewage
- NYSEG / Electric
- Frontier / Phone
- H.V.A.C. System
  - Overhead propane fired unit heaters in work bays
  - Domestic propane furnace heating the office and drivers lounge.
  - Window AC unit for transportation directors office

# Fleet Maintenance Facility

- Other building systems
  - Fire alarm systems and devices
  - Vehicle lifts (2)
  - Bus wash bay system

# Additional Storage and Athletic Buildings

- Team Room 1,456 Sq'
- Concession Bldg 817 Sq'
- Press Box 139 Sq'
- Guilford Bus Storage 2,800 Sq.'
- Guilford Storage #4 77 Sq.'
- HS Storage #2 84 Sq.'
- Additional Storage Building Rest Rooms - 5
- Additional Special Rooms - 5

# Building Summary

- Total Square Feet 251,857 Sq.'
- Total Classrooms 92
- Total Special Rooms 47
- Total Offices 30
- Total Restrooms 77

# Maintained Acreage

• Football Field / Track	25.7
• Cemetery (Not District Owned)	13
• Fleet Maintenance Facility	17
• High School	10
• Greenlawn Elementary	11
• Guilford Elementary	13
• Town Field (Not District Owned)	10
• Wood lot on Searle's Hill Road	39

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Total Maintained Acreage	99.7
Other, Forest Management	39

# Guilford Elementary



# Sand Based Football/Track



# Team/Concession Buildings



# Sand Based Soccer Field



# Town Baseball Field



# Custodial Worker Staffing & Responsibilities

- Classroom Daily
  - Remove Trash
  - Empty Pencil Sharpeners
  - Sweep Floor
  - Vacuum Carpets
  - Clean, Disinfect Stainless Steel Sinks
  - Clean Whiteboards and Trays
  - Clean Scuff marks off Floors
  - Check Windows to be locked
  - Spot mop spills on floors

# Custodial Worker Staffing & Responsibilities

- As needed in Classrooms
  - Desk Tops Cleaned and Disinfected
  - All Door Glass Cleaned
  - Dusting & Window Ledges
  - Change Light Bulbs

# Custodial Worker Staffing & Responsibilities

- **Hallways & Stairways Daily**
  - Sweep & Wet Mop
  - Vacuum Carpets
  - Dusting & Window Ledges
  - Clean Exit Door Glass
- **As Needed Hallways & Stairways**
  - Keep Walls Free of Pencil marks, Dirt & Graffiti
  - Clean Locker Tops and Fronts
  - Clean – Disinfect Hand Rails
  - Change Light Bulbs

# Custodial Worker Staffing & Responsibilities

- Restroom Daily Cleaning
  - Remove Trash
  - Sweep Floors
  - Clean – Disinfect Sinks
  - Clean – Disinfect Toilet
  - Clean Mirrors
  - Check Toilet Paper, Paper Towels and Hand Soap
  - Disinfect Door Knobs, Light Switch
  - Wet Mop Floor
- As Needed In Restrooms
  - Clean & Disinfect All Partitions
  - Clean Walls Keep Free of Dirt and Graffiti
  - Keep Air Vents Free of Dust

# Custodial Worker Staffing & Responsibilities

- Gymnasium & Locker Room Daily
  - Remove Trash
  - Sweep Floors
  - Clean, Disinfect Sinks
  - Clean, Disinfect Toilets
  - Wet Mop or Machine Scrub Floors
  - Clean Mirrors
  - Check & Fill Toilet Paper, Paper Towels and Soap
  - Disinfect Door Knobs and Light Switches
  - Clean under, on and around Bleachers

# Custodial Worker Staffing & Responsibilities

- **Gymnasium & Locker Room As Needed**
  - Clean Walls & Padding of Scuff Marks and Dirt
  - Dust Lockers & Wash, Disinfect Partitions
  - Change Light Bulbs as Needed
  - Wash walls keeping Free of Dirt and Graffiti
  - Keep Air Vents Free of Dust
  - Wash Backboards as Needed esp. before Games

# Custodial Worker Staffing & Responsibilities

- Cleaning Kitchens Daily
  - Empty Trash and Recycled Material Daily
  - Roll Up Mats, Sweep Floors, making sure to move items and reaching under appliances daily.
  - Mop Floor, making sure to move items and mop under appliances daily.
  - Check soap, paper towel and toilet paper dispensers daily.
  - Return mats to proper locations after the floor is dry.
  - Clean kitchen restroom and office as outlined under daily restroom/office responsibilities

# Facilities Staffing

	High School	Greenlawn	Guilford	District Wide	Total Personnel
Director of Facilities II, CDF				1	1
Asst. Supt. of Buildings & grounds				1	1
Grounds				1	1
Custodial Workers and others	4.25	3	1.75	1	9
Total Personnel	4.25	3	1.75	4	13 district wide

# Fascinating Facts

- Fuel Oil used District Wide in the Month of January during the 2013-2014 School Year = 16,630 gallons
- On average a BG Custodial Worker cleans the equivalent of 13 average size houses in one eight hour shift.
- On average 90,000 Facial Tissues are used during one school year in BG
- On average 141,250 Plastic Liners are used during one school year in BG
- On average 600,000 paper towels are used during the school year in BG
- On average 7,680 rolls of toilet paper are used during the school year in BG

# Record Low: February 2015



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# Grounds Daily Tasks

- Grounds Activities
  - Mowing of District used property once a week
  - String trim fence lines
  - String trim around all buildings
  - Fertilize athletic playing surfaces
  - Maintain irrigation systems on two sand based fields
  - Leaf removal
  - Trimming of Hedges & Trees
  - Snow removal
  - Salt/Ice Melt on sidewalks and parking lots
  - Trash Pick Up at all sports fields
  - Maintenance of all Grounds equipment
  - Top Dress sand based fields

# Snow plowing: 2015



# Sports Support

- **Spring Sports**

- Line and Groom fields

- Town baseball

- 2 Girls Softball

- Track and Field

- Assist with youth league field maintenance

- **Fall Sports**

- Line and Groom fields

- 2 Soccer Fields

- Football Field

- Practice Football Field

- Assist with youth league field maintenance

# Fascinating Facts

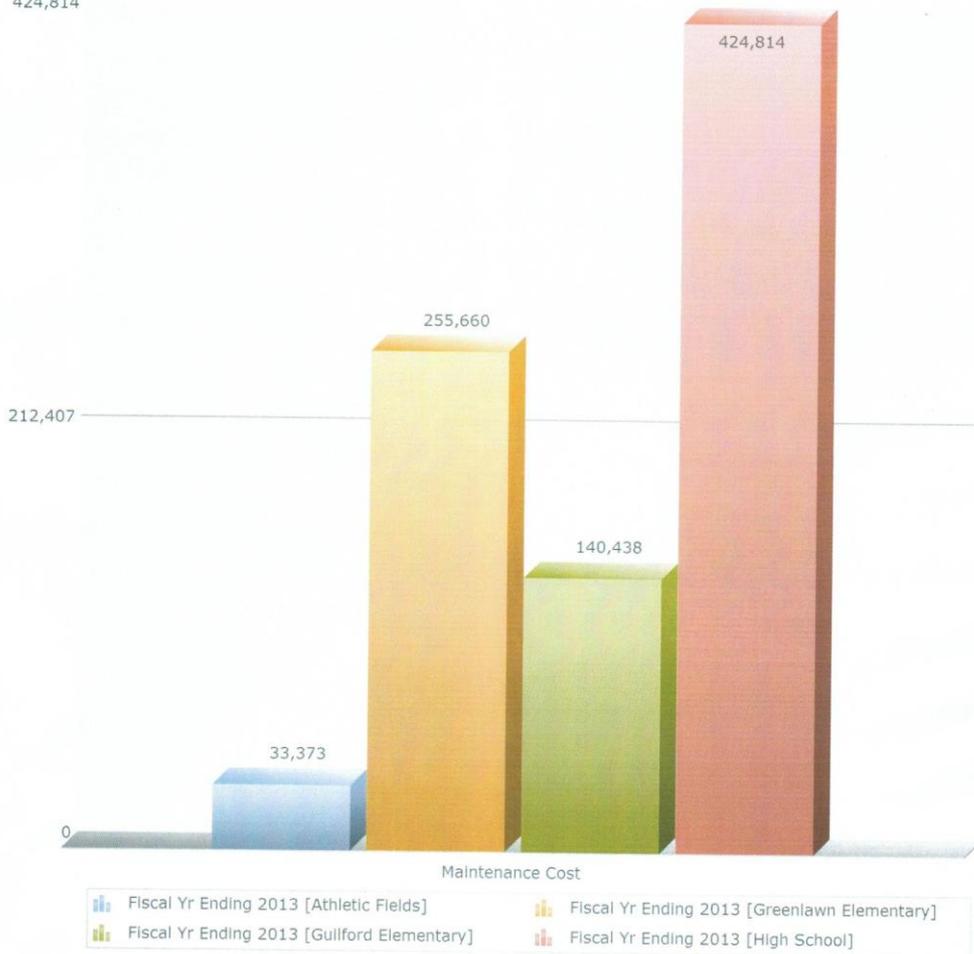
- In the fiscal year ending in 2013, facilities staff completed 2,443 maintenance requests
- In the fiscal year ending in 2013, facilities staff performed 586 preventive maintenance tasks

# Cooperative snow removal from Village of Bainbridge, Town of Bainbridge, and the Town of Guilford



### Location Analysis

424,814



## Expenditures Summary Include

Maintenance Work Orders (Labor and Materials)

Custodial Staff Payroll

Building Weekend Check

Summer Staff Payroll

Gym Refinish

UV Filters

Elevator Contract

Time, Alarm and Phones

Heating and Controls

Telephone Utilities

Electric Utilities

Water, Sewer Utilities

Refuse Utilities

LP Gas Utilities

Fuel Oil

Custodial General Supplies