

## ELEMENTARY SCHOOL CUSTODIAL MAINTENANCE

### New Construction

#### I. PROGRAM PHILOSOPHY

Each school shall be adequately staffed, with properly trained personnel. Necessary equipment shall be provided to maintain the building and site in a manner that will engender pride within the school staff and members of the community. A well organized, continuing program of preventative maintenance shall be provided for the entire school environment. Pride in the campus facility shall, in turn, reflect on the entire school program.

#### II. PROGRAM GOALS

NA

#### III. PROGRAM ACTIVITIES

1. To provide facilities that are adequate in space to handle present and immediate future needs, and which are designed for maximum utilization.
2. To assure adequate equipment, staffing, scheduling and training of custodial personnel.
3. To maintain clean buildings and grounds at all times.
4. To insure safety, health and comfort of the occupants at all times.
5. To develop pride among pupils, staff and community, to maintain the school plant in an attractive, educational environment.
6. To provide satisfactory and adequate storage for all materials and equipment.
7. To develop good working relations with the total staff community.
8. To provide for minor, on-site maintenance by trained personnel or the custodial staff.

#### IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio:	NA
Student Capacity per Period:	NA
Total Number of Teachers:	NA
Total Number of Aides:	NA (If applicable)
Grade Levels or Age Levels for Which Program is intended:	NA
Hours per Day Space Will Be Used:	NA

#### V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

NA

#### VI. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST

## **Melrose Elementary School Custodial Maintenance - New Construction**

## VII. PROGRAM FACILITIES LIST

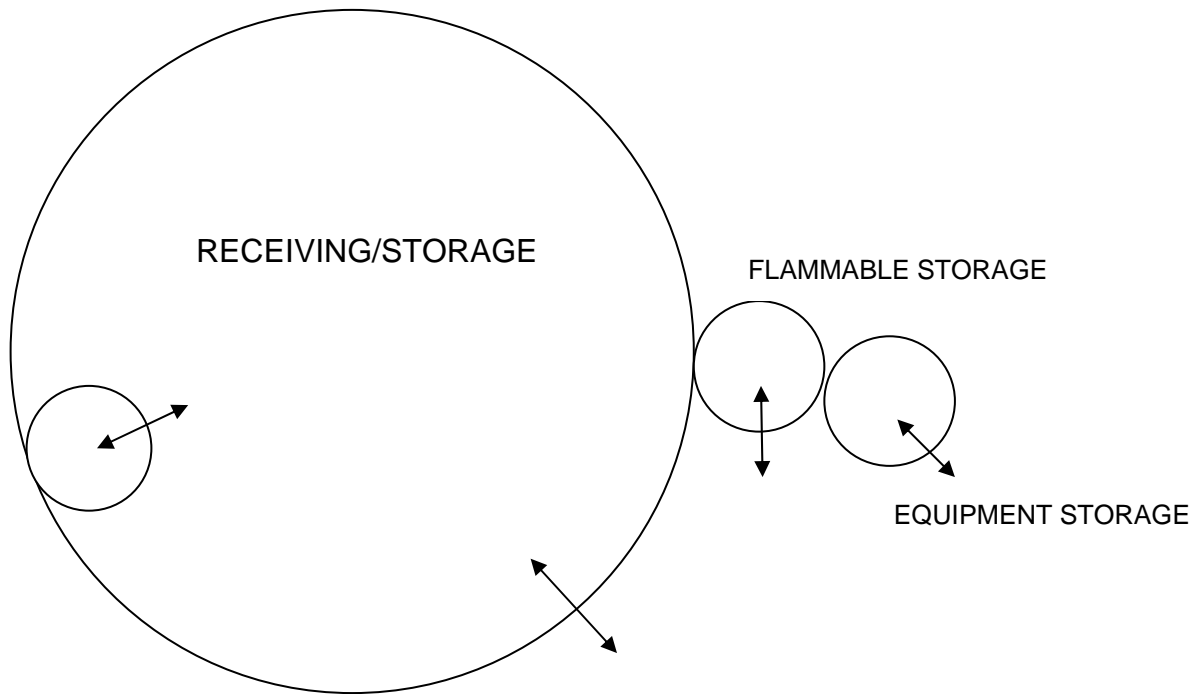
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SPACE RELATIONSHIPS

Custodial Maintenance



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#### VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

\*Shown on drawings

#purchased and installed by contractor

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
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#### **RECEIVING AND DISTRIBUTION CENTER**

*#1	Heavy Duty Workbench with Built-in Drawers
4	17" Chairs
1	Single Pedestal Heavy Duty Desk
1	Two-Drawer File Cabinet
*#8	72" x 12" x 12" Lockers
1	Extractor: Commercial Heavy Duty Carpet Shampooing Machine
6	Upright Vacuums with Beaters or Back Pack Vacuums
1	Fully-Equipped Adequate Set of Hand Tools with Box
2	25 Ft. Heavy Duty Grounded Extension Cords
6	50 Ft. Heavy Duty Grounded Extension Cords
5	Stepladders: Two 8 ft. wood, two 6 ft. wood, and one 12 ft. wood
1	Scaffold or lift to reach high ceilings
1	50 Ft. Grounded Drop Light
1	Heavy Duty Commercial Wet/Dry Vacuum
2	Four-Wheel Heavy Duty Dolly
1	Scrub Machine - Stripper
1	Two-Wheel Heavy Duty Hand Truck
1	Variable Speed Reversible Electric Hand Drill
1	Fully-Equipped Set of Miscellaneous Tools
1	High Speed Buffer - Propane
1	Pressure Cleaner
1	Computer Workstation and Furniture
#1	Wall-mounted mop holder for drying, located over slop sink
1	Kaivac – Restroom cleaner
1	Auto floor scrubber, battery powered, Tennant T3 or T5

#### **RECEIVING AND DISTRIBUTION AND CUSTODIAL SERVICE CLOSETS**

*#4	Heavy Duty Metal or Wood Adjustable Shelving: 84" x 24" x 36" Shelving is free of any sharp corners, splinters, or any construction feature that would be hazardous to the occupants, and is constructed to carry the loads imposed. (1) Shelving in shop storage rooms, and other places which may contain hazardous materials has a one-half (1/2) inch lip on the front edge of each shelf and is constructed of non-corrosive material. (2) Custodial, maintenance, and paint storage areas have shelves constructed of non-corrosive and non-combustible materials.
*#1	Custodial Slop Sink
#1	Wall-mounted mop holder for drying, located over slop sink

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##### **CUSTODIAL SERVICE CLOSETS**

4	Matched Mop Bucket/Wringer Combinations
4	Custodial Carts

##### **FLAMMABLE STORAGE BUILDING TO STORE AND REPAIR LAWN EQUIPMENT**

1	Tractor Riding Grass Mower
1	Push Grass Mower
1	Gasoline Operated Trimmer/Edger
1	Heavy Duty Commercial Outdoor Vacuum
6	UL, 5 Gallon Safety Cans
1	Heavy Duty Wheelbarrow
1	Fully Equipped Set of Garden Tools
4	50 Ft. of Heavy Duty Garden Hoses
1	Blower
1	Weed Eater
1	Back Pack Blower

#### IX. SPECIAL CONSIDERATIONS

- Heating/Cooling/Ventilation

Exhaust fan in each custodial closet

- Floor

Finished, hardened and dust-sealed concrete

Porcelain tile in restroom with floor drain

- Walls

Wall in custodial closets – painted concrete block

- Doors

Roll-up type doors, a minimum of 8 ft. wide, provided for central receiving. Separate exit door adjacent to roll-up.

Flammable/Equipment Storage: Overhead garage door sized for medium-sized tractor with attached equipment. Also, one walk through (side swing) door.

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#### IX. SPECIAL CONSIDERATIONS

- Water

Hot and cold water in all sinks in staff and public areas.

Hot and cold water in showers.

Hose bibb in each group restroom, key type.

Exterior hose bibbs at intervals of 75 feet, key type.

Floor slop sink in each custodial closet.

Single restroom with a shower head and floor drain from custodial receiving space.

- Electrical

Central Receiving and Storage: 120V duplex outlets on 8 feet centers where possible

110-120V weatherproof outlets at 150 ft. intervals along exterior walls.

120V duplex receptacles 3 feet on center above work bench.

- Safety

Emergency shower and eye wash with a floor drain where hazardous chemicals are stored.

- Service Drives

Access to Central Receiving to accommodate large delivery trucks.

Loading dock and covered platform area at Central Receiving.

- Built-in Cabinetry

- A. Built-in cabinets/shelving

- Cabinets

- Central Receiving and Storage: One cabinet, base, closed, fixed, heavy duty shelves with lock, 8'L x 36"T x 24"W

- Shelving

- Custodial Service Closets: Shelving, floor to ceiling, 18"D, adjustable, minimum of four shelves total length of 9 ft. wall.

- Central Receiving and Storage: Heavy duty shelving 30" x 7'T x 16'L

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### IX. SPECIAL CONSIDERATIONS

- Other Considerations

Custodial Receiving

1. Small office of 105 sq. ft. can be separately heated and air conditioned
2. Custodial Receiving must be vented.