

HIGH 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

NA

HIGH SCHOOL CUSTODIAL MAINTENANCE

New Construction

VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

*Shown on Drawings

purchased and Installed by Contractor

Do not include any built-in casework or built-in instructional aides in this section.

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
----------------------	------------------------	--

CUSTODIAL RECEIVING AND STORAGE

2	Hand Trucks - 500 lb. capacity
*2	Roll Cradles for 55 gallon drums
*1	Floor drain
*#1	Fire Extinguisher for ABC Fires, standard
*#4	Wall Lockers with locks (one for each custodial and maintenance staff member)
*1	Four-Drawer Filing Cabinet
*1	Stool
*#1	Work bench, 4' x 6' with vises
*#1	Flammable storage cabinet
*1	Foot operated rag can
2	Safety goggles

Note: The following are types of items that may be stored in the Custodial Receiving and Storage Area.

Ladders, 6' aluminum	Sidewalk Sweeper
Ladders, 8' wood	Rakes
Handsaws	Shovels
Hammers	Hoes
Pair of Pliers	Outside Vacuum
Crescent Wrenches, 4", 8", 12"	Porto Back Pac Vacs
Wire Cutter	Electric Scrubber Vac
Pipe Wrenches, 4", 8", 12"	Ladder, 12'
Screwdrivers (various kinds)	Ladder, 24'
Set End Wrenches	Volt/Amp Meter
Extension Cords, 10 – 50' and 4 – 25'	Cordless Drill (industrial)
Complete set, Sockets	Hammer Drill
3/8" Drill with Carbon Bit Set	Aluminum Scaffold
Wire Stripper	Grease Gun
Set Allen Wrenches	200' Garden Hose
Hacksaw with Diamond Blades	Belt Sander
100' Tape	Cold Chisel
Flashlights	Wheelbarrow, 5 cubic feet
Hard Steel Bolt Cutter	Battery Operated Personnel Carrier

HIGH SCHOOL CUSTODIAL MAINTENANCE

New Construction

VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

*Shown on Drawings

purchased and Installed by Contractor

Do not include any built-in casework or built-in instructional aides in this section.

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
----------------------	------------------------	--

CUSTODIAL SERVICE CLOSETS

*#4	Heavy Duty Metal Adjustable Shelving: Shelving is free of any sharp corners, or any construction feature that would be hazardous to the occupants and is constructed to carry the loads imposed. (1) Shelving 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 and non-combustible material.
*#1	Custodial Slop Sink
#1	Wall-mounted mop holder for drying, located over slop sink
4	Matched Mop Bucket/Wringer Combinations
1	Pressure Sprayer
1	Commercial Vacuum
	1 per building 20" Floor Scrubber
	2 per building High Speed Buffer
2	Wet-Dry Vacuum with 1½ HP motor
1	Power Lift
4	Two-Wheel Hand Trucks
2	Carpet Shampoo Machines
4	Commercial Pile Groomers (28")
4	Four-Wheel Carts (pull type)
1	Pile Lifter Vacuum
2	Carpet Extractor

CUSTODIAL AREA (OFFICE)

1	Waste Receptacle
*1	Desk with chair
*4	Wall Lockers with locks (one for each custodial and maintenance staff member)
*1	Four-Drawer Filing Cabinet
*1	Stool
*1	Work Bench, 4' x 6' with vises
2	Ladders, 6' aluminum
2	Ladders, 8' wood
2	Handsaws
2	Hammers
4	Pair of Pliers
3	Crescent Wrenches, 4", 8", 12"
1	Wire Cutter
3	Pipe Wrenches, 4", 8", 12"
8	Screwdrivers (various kinds)

HIGH SCHOOL CUSTODIAL MAINTENANCE

New Construction

VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

*Shown on Drawings

purchased and Installed by Contractor

Do not include any built-in casework or built-in instructional aides in this section.

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
----------------------	------------------------	--

CUSTODIAL AREA (OFFICE) - continued

1	Set End Wrenches
6	Extension Cords, 10 – 50' and 4 – 25'
1	Complete set, sockets
2	3/8" Drill with Carbon Bit Set
1	Wire Stripper
1	Set Allen Wrenches
*#1	Fire Extinguisher for ABC Fires
1	Hacksaw with Diamond Blades
1	Grease Gun
1	200' Garden Hose
1	100' Tape
1	Belt Sander
8	Flashlights
1	Cold Chisel
1	Hard Steel Bolt Cutters
1	Wheelbarrow, 5 cubic feet
1	Sidewalk Sweeper
2	Rakes
2	Shovels
2	Hoes
1	Outside Vacuum
2	Porto Back Pac Vacs
1	Electric Scrubber Vac
1	Ladder, 12'
1	Ladder, 24'
1	Volt/Amp Meter
1	Cordless Drill (industrial)
1	Hammer Drill
1	First Aid Kit
1	Aluminum Scaffold
1	Computer Workstation and Furniture

FLAMMABLE STORAGE (ISOLATED)

1	Foot Operated Rag Can
*1	Flammable Storage Cabinet
2	Safety Goggles

PERSONNEL

1	Battery Operated Personnel Carrier
---	------------------------------------

HIGH SCHOOL CUSTODIAL MAINTENANCE

New Construction

VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

*Shown on Drawings

purchased and Installed by Contractor

Do not include any built-in casework or built-in instructional aides in this section.

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
----------------------	------------------------	--

GROUND CARE

1	Rotary (Hand) Mower
1	Gravely Mower
1	Tractor with Finish Cut Deck
1	Edger
2	Weed Eaters
2	Blowers
1	Fly-Mo
1	Gang-Mower

EQUIPMENT STORAGE

9	Commercial Vacuums
2	Wet-Dry Vacuum with 1½ HP motor
1	Power Lift
4	Two-Wheel Hand Trucks
2	Carpet Shampoo Machines
4	Commercial Pile Groomers (28")
4	Four-Wheel Carts (pull type)
1	Pile Lifter Vacuum
2	Carpet Extractors

IX. SPECIAL CONSIDERATIONS

- Heating/Cooling/Ventilation

Exhaust fan in each custodial closet

- Walls

Wall in custodial closets - seal concrete block.

- Plumbing

Hose bib in each group restroom, key type.

Exterior hose bib to meet 6A-2 standards (lockable covers) at intervals of 75 feet, key type.

Floor slop sinks in each custodial closet with hot and cold water.

HIGH SCHOOL CUSTODIAL MAINTENANCE

New Construction

IX. SPECIAL CONSIDERATIONS (continued)

- **Electrical**

Workroom 120V duplex outlets every 8 feet on center (located above counter tops where appropriate)

Custodial Receiving and Storage - 120V duplex outlets on 8 feet centers

220V convenience outlet in workroom

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

- **Built-in Cabinetry**

Shelving:

Custodial service closets – Metal shelving, floor to ceiling, 18" deep, adjustable

Built-in Instructional Aids

4 ft. x 4 ft. tackboards

4 ft. x 4 ft. markerboard