

MIDDLE 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

Restrooms taken from Custodial Storage.

Minimum square footages used in core spaces.

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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>
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CUSTODIAL WORKROOM AND OFFICE

1	Waste Receptacle
*1	Desk with Chair
*#4	Wall Lockers with Locks for each custodial and maintenance staff member
*1	Four-Drawer Filing Cabinet
*1	Stool
*#1	Workbench, 4 ft. x 6 ft. with Vises
2	Ladders, 6 ft. Aluminum
2	Ladders, 8 ft. 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)
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 Ft. Garden Hose
1	100 Ft. 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 Ft.
1	Ladder, 24 Ft.
1	Volt/Amp Meter
1	Cordless Drill (Industrial)
1	Hammer Drill

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CUSTODIAL WORKROOM AND OFFICE (continued)

1	First Aid Kit
1	Aluminum Scaffold
1	Computer Workstation and Furniture

CUSTODIAL SERVICE CLOSETS

1	Power Lift
1	Pressure Sprayer
10	Commercial Vacuums
2	Wet-Dry Vacuums with 1 1/2 HP Motor
2	20" Floor Scrubbers
4	Two-Wheel Hand Trucks
4	Commercial Pile Groomers (28")
2	Carpet Shampoo Machines
4	Four-Wheel Carts (pull type)
1	Pile Lifter Vacuum
2	Carpet Extractors
1	High Speed Buffer

CENTRAL RECEIVING AND STORAGE

2	Hand Trucks - 500 lb. capacity
*2	Roll Cradles for 55 gallon Drums

ISOLATED STORAGE (FLAMMABLE)

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

PERSONNEL

1	Battery Operated Personnel Carrier
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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

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IX. SPECIAL CONSIDERATIONS

- Heating/Cooling/Ventilation

Exhaust fan in each custodial closet.

Heating and cooling in custodial office.

- Lighting

Explosion proof lights in flammable and equipment storage.

Adequate lighting for all office, work and storage areas (fluorescent).

Exterior lighting for entire school plant to have one master control with timer located in the custodial office.

- Doors

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

- Plumbing

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

Floor slop sink in each custodial closet.

Floor drain in each group restroom and under eyewash.

Provide eyewash floor drains at custodial work room and equipment storage.

- Electrical

220V convenience outlet in workroom.

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

- Service Drives

Access to Central Receiving to accommodate large delivery trucks.

Loading dock and covered platform area at Central Receiving.

Access to remote flammable storage area.

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IX. SPECIAL CONSIDERATIONS (continued)

- **Built-in Cabinetry**

- A. Built-in cabinets/shelving

- Cabinets:**

- One cabinet, base, closed, fixed, heavy duty shelves with lock, 36" high x 36" deep (50 linear feet); one cabinet for tool storage, closed, fixed, heavy duty shelves with lock (10 linear feet); 4 rows of shelving (approximately 100 linear feet) 6' high x 3' wide cabinet with lock.

- Metal Shelving:**

- Custodial office and workroom - shelves, base, open, fixed, adjustable, 24" wide x 24" deep (15 linear feet).
 - Custodial service closets - shelving, floor to ceiling, 18" deep, adjustable, minimum of 4 shelves total length of 9' wall.
 - Central receiving and storage - shelving, 30" deep, ceiling to floor, adjustable, in 12' sections (50 linear feet); shelving 24" deep, ceiling to floor, adjustable in 10' sections (50 linear feet); rack for storing two 55 gallon drums.
 - Isolated storage - 1' x 12' shelving on 18" centers over one wall.

- B. Built-in Instructional Aids

- 4 ft. x 4 ft. Markerboards

- **Other Considerations**

- Custodial Receiving:**

- Small office space of 105 sq. ft. can be separately heated and air conditioned.
 - Custodial Receiving must be either air conditioned or vented.
 - Locate garage door at one end with a passage door.
 - Provide access for big trucks to get to garage door.