Central Virginia Community College 3506 Wards Road Lynchburg, Virginia 24502

> Facilities General Maintenance Plan

Office of the Vice President of Finance and

Administration January 2012 (revised 2019)

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#### FORWARD

The purpose of this General Maintenance Plan is to outline the tasks and responsibilities of the Facilities Management Department to maintain and operate the college's buildings, grounds, utilities, and equipment. Execution of the maintenance plan has a direct and positive effect on the life expectancy of the college's assets while assuring a safe and secure environment for all its occupants. The plan provides the procedures and methods which contribute to the overall accomplishment of the college's mission statement.

> The office of the Vice President of Finance and Administration has the responsibility of reviewing and revising the Maintenance Manual

## **SECTION I**

### FACILITY MANAGEMENT AND GOALS

The primary mission of the facilities management department is to effectively utilize its resources to maintain the college's buildings, utilities, equipment, and campus grounds at first-rate standards to fulfill their intended use and purpose and to maintain an organizational structure of efficiency and planning to achieve the following goals and objectives:

- Minimize operating interruptions due to equipment and/or structural failures
- Comply with all Local, State and Federal regulations.
- Maintain maximum safety and security practices for the protection of students, faculty, administration, and property.
- Maintain programs for the conservation of energy in accordance with the Virginia Department of Energy.
- Maintain an aesthetic appearance and condition of the college's buildings and campus grounds.
- Observe maintenance performance levels and schedules to extend the life cycle of building systems and equipment.
- Provide timely and efficient responses to daily work tasks and responsibilities.
- Maintain personnel training and evaluation programs to enhance individual and team knowledge, abilities, skills and productivity.
- Facilities Maintenance prioritizing and scheduling:
  - 1. Emergency Maintenance Response
  - 2. Work Order Requests
  - 3. Preventative Maintenance
  - 4. Renovations

## Organizational Chart



#### **SECTION II**

#### A. Organizational Structure

Central Virginia Community College is located in Lynchburg, Virginia on 106 acres of land consisting of 56 acres of timberland, 12 acres of lawn area and 38 acres of developed property. The facility consists of seven (7) academic buildings and one (1) Facilities Maintenance Building and office annex:

#### Academic Buildings

Appomattox Hall	Administrative Offices	5,065 sf
Amherst Hall	Instruction	68,340 sf
Bedford Hall	Instruction	22,930 sf
Campbell Hall	Instruction	28,224 sf
Merritt Hall	Instruction	30,551 sf
Framatome Technology Center	Instruction	32,708 sf
Seven Hills Hospitality & Culinary Arts Center	Instruction	3,608 sf

#### **Physical Plant Buildings**

James River Maintenance Building	Maintenance Shop and Warehouse	8,661 sf
James River Annex	Facilities Management Offices	1,152 sf
Facilities Utility Sheds	Equipment Storage	2,357 sf

#### Athletic Facilities

Tennis Courts (6)	
Multi-Use field	

The current off-site centers are as follows: Jefferson Forest HS Early College-5000 square feet, Bedford Center – 19,374 square feet, Appomattox Center – 9930 square feet, Amherst Center – 8737 square feet, and Campbell County Early College - 6,018 square feet.

These factors determine the organizational structure and staffing requirements for the college. The full-time staff consists of one Facilities Director, three supervisors, one grounds maintenance supervisor, one HVAC mechanic, two utility technicians, one security/trades tech and two custodial staff. The part time staff consists of four grounds techs, one mail and supply distribution employee, one custodial worker and one office service technician. Additional part-time staff is employed to assist with each function during peak periods and work load conditions.

1. <u>Facilities Director</u>:

Reports to the Vice President of Financial and Administrative Services Responsible for all facets of the Facility Management Program

- Supervisor of Physical Facilities, Assets, and Contracts: Reports to the Director of Facilities Administers contracts and manages physical facility assets. Supervises college custodial staff and contracted custodial service provider. Coordinates noncapital projects, renovations and other campus projects
- Superintendent of Buildings & Grounds: Reports to the Director of Facilities Supervises Mechanical and HVAC maintenance and repair, grounds maintenance, exterior and interior structural maintenance and repair and maintenance contractors.
- 4. <u>Grounds Maintenance Supervisor</u> Reports to the Superintendent of Building & Grounds Supervises the grounds maintenance staff; Responsible for the maintenance and repair of grounds equipment and tools.
- 5. Office Manager:

Reports to the Director of Facilities Supervises receptionist, mailroom, and supply personnel for the Facilities Management Department. Oversees all purchasing requests, inventory, and general daily office operations of the Facilities' Management Department. Responsible for room reservations and fleet vehicle reservations.

6. <u>HVAC Technician</u>:

Reports to Superintendent of Buildings and Grounds Certified HVAC mechanic, including CFC certification. Performs all mechanical, electrical, and plumbing tasks.

## 7. <u>Utilities Technician</u>:

Reports to Superintendent of Buildings and Grounds Performs minor carpentry, plumbing, and electrical tasks. Performs other tasks as directed by superintendent.

8. <u>Grounds Utility Technician</u>: Reports to Grounds Maintenance Supervisor Performs all grounds maintenance tasks Performs minor painting and cleaning tasks. 9. <u>Custodial Personnel</u>:

Reports to Supervisor of Physical Facilities, Assets, and Contracts: Maintain assigned designated areas and restrooms, trash removal, and window cleaning. One night person performs custodial tasks in areas not maintained by contractual personnel and one lead person to provide security protection and supervision of contractual cleaning personnel.

 Mail and Supply Distribution Technician: Reports to the Office Manager. Receives, picks up, and distributes U.S. Mail, office and instructional supplies and maintains the college's Facilities Asset Inventory System of all college equipment.

#### B. <u>Position Descriptions</u>:

All position descriptions are available within the campus Human Resources Department.

#### C. <u>Work Order procedures:</u>

Work Orders are classified by five (5) major categories:

1. <u>Emergency Condition Work Orders:</u>

Priority 1 tasks that endanger or prevent the college's operational functions. Reporting of emergencies is the result of daily telephone communications and/or self inspections. Response is immediate at all times for mall emergency situations.

2. <u>Preventative Maintenance Tasks</u>:

Preventative Maintenance is the major function of the Facilities Management Department. The inspection of all college facilities and the frequency of maintenance tasks is vital to the efficiency and life cycles of the college's buildings, equipment and properties. The frequencies of tasks are scheduled to meet the college's infrastructure standards and guidelines. Frequency of preventative maintenance tasks are outlined in Section III.

3. <u>Departmental & Individual Work Order Requests</u>: Work order request are submitted electronically through <u>www.Schooldude.com</u> Maintenance Direct to the Facilities Management Department. The department's Superintendent of Buildings and Grounds prioritize each request and assigns the tasks to a department technician. All work order requests are completed within a two week period. Requests that require additional funding or major time schedules must be approved by a Facilities Director and/or The Vice President for Finance and Administration.

## 4. Facilities Usage:

The college provides the use of space for special college events, local and state government organizational events, nonprofit public service community group events and other private organizational and individual events.

All events must meet the criteria guidelines to be approved by the college. Any events that pose a risk to the safety of buildings, occupants or property are prohibited form facilities use and religious and political events must be approved by the College Board.

The college also provides vehicles for use by faculty and staff. Reservations are made through the Facilities Dept.

## 5. Non-Capital Work Order Projects:

Non-Capital work projects consist of renovations to facilities approved by the president's staff. Project plans are prepared and detailed to determine funding and time schedules. Plans are submitted to the president's staff for approval. Based upon the extent of work tasks involved, projects are performed with the use of in-house facilities staff and/or contract vendors.

## D. <u>Contractual Agreements</u>:

Specific Maintenance repair/replacement and inspection tasks are of a scope and nature and with regulatory constraints that prohibits them to be performed by in house personnel. The college solicits contracts to perform these tasks. Facilities Management has established contract agreements to perform the following services:

- 1. HVAC, electrical, plumbing and construction services
- 2. Fire Suppression equipment testing, repair and service
- 3. Fire alarm testing and service
- 4. Elevator maintenance, repair and testing
- 5. Elevator inspection
- 6. Pressure vessel (boiler) inspection
- 7. Removal and recycling of kitchen waste cooking oils
- 8. Cleaning and repair of kitchen grease traps
- 9. Waste Management & Recycling
- 10. Water Treatment
- 11. Food Service Equipment Repair
- 12. Custodial maintenance services
- 13. Snow Removal
- 14. Pest Control Services

### SECTION III FACILITY ASSET INVENTORY

The asset inventory of Central Virginia Community College is made up of eight building structures and all the equipment and developed and undeveloped land within its owned properties. This section primarily details the asset inventory of operating equipment and the maintenance required to operate at maximum efficiency in harmony with the college's stated mission.

**A.** The college utilizes two basic climate control systems in its building facilities. Room temperatures are reviewed several times daily to ensure proper conditions and detect any climate control and/or equipment problems.

BUILDING IDENIFICATION	CLIMATE CONTROL SYSTEM	EVIRONMENTAL ECONOMIZER	AUTOMATED CONTROL SYSTEM
Appomattox Hall	Variable Air	Energy Recover	Honeywell
Merritt Hall	Volume System	System	Automation System
Seven Hills			
Hospitality and			
Culinary Center			
Amherst Hall	Fan Coil System	Energy Recover	Honeywell
		System	Automation System
Bedford Hall	Water Source	Energy Recover	Honeywell
Campbell Hall	Heat Pump;	System	Automation System
Framatome Hall	Loop Control		
James River	Thermostatically	None	None
Maintenance Bldg	Controlled Gas		
	Heaters		

**B.** The frequency of inspection and preventative maintenance tasks listed requires experienced and qualified personnel, using proper tools and materials to maintain a reasonable and effective time schedule and high level of performance. The following is a detailed Preventative Maintenance schedule established for Central Virginia Community College's equipment assets:

## 1. APPOMATTOX BUILDING:

Equipment ID	Type of preventative	Frequency	Service
	Maintenance	of Service	Time
20 VAV Boxes	Check temperature & humidity	Daily	AM
	Motor drive belt	Quarterly	Jan/Apr/Jul/Sep
	Change Filters	Quarterly	"
	Lubricate fan motor	Quarterly	"
	Check motor starter	Quarterly	"
	Clean supply/return diffusers	Each 6 mos	Jan & Jun

AHU	Change Filters	Quarterly	"
	Check Drive Belts	Monthly	12 months
	Check damper lineage Check	Quarterly	Jan/Apr/Jul/Sep
	Magnetic motor starter	Monthly	12 months
2 Exhaust fans	Check motor drives	Quarterly	Jan/Apr/Jul/Sep

# 1.Appomattox Building



## 2. AMHERST HALL

Equipment ID	Type of preventative	Frequency	Service
	Maintenance	of Service	Time
117 Fan Coil	Check temperature & humidity	Daily	AM
Units			
(Fan Coil units <b>)</b>	Motor drive belt	Quarterly	Jan/Apr/Jul/Sep
	Change Filters	Quarterly	"
	Lubricate fan motor	Quarterly	"
	Check motor starter	Quarterly	"
	Clean supply/return diffusers	Each 6 mos	Jan & Jun
McQuay 330	Check temperature settings	Daily	AM - PM
Ton 4\screw	Check refrigerant sight glass	Daily	AM – PM
compressor/	Check condenser fans	Weekly	***
Chiller	Condenser fan bearings Change	Quarterly	Jan/Apr/Jul/Sep
	Filter dryers\	Each 2	***
	Clean condenser colls	years	April/May
		Annually	
Boiler	Boiler operation	Daily	***
	Inspect boiler sections Bacharach	Annual	Aug
	combustion test	Annual	Aug
	Lubricate not water pump Check	Quarterly	Jan/Apr/Jul/Sep
	Chock magnetic motor starter	Weekly	***
		Monthly	***
10 Roof top	Inspect belt drive	Quarterly	"
Exhaust fans	Lubricate motor drive	Quarterly	"
6 Roof top	Change Filters	Quarterly	Jan/Apr/Jul/Sep
RAH units	Inspect belt drive	Quarterly	"
	Lubricate bearings	Quarterly	"
	Check outside dampers	Quarterly	"

# Amherst Hall - 2100 Section



# Amherst Hall – 2100 Upper level





# Amherst 2300 Block



## Amherst Hall - 2400



## Amherst Hall – 2500 Section



# 3. Bedford Hall

Equipment ID	Type of preventative Maintenance	Frequency of Service	Service Time
Water Source Heat Pumps 37 Heat pumps	Check all units temperatures & operation – Automated control view	Daily	AM (as required)
Water Source Heat Pumps 37 Heat pumps	Change Filters Check for proper operation in heating and cooling cycle	Quarterly Quarterly	Jan/Apr/Jul/Sep "
Cooling Tower	Check unit for normal operation Check damper linkages Lubricate bearings Check pump motors Check sump heater for operation Check water treatment supply	Daily Quarterly Quarterly Quarterly Quarterly Weekly Weekly	*** Jan/Apr/Jul/Sep " Apr/Jul/Sep Oct thru Mar ****
Water circulating pumps	Check for correct operation Check seals & drive couplings Lubricate bearings Check magnetic motor starter	Daily Quarterly Quarterly Quarterly	**** Jan/Apr/Jul/Sep "
Roof-top Energy Recovery units	Check for normal operation Lubricate bearings Check belts & belt drives Check Energy recover wheel	Daily Quarterly Quarterly Quarterly	**** Feb/May/Aug/Oct "
Diffusers	Clean supply/return diffusers	Semi Annually	Jan & Jun
2- Non – condensing Pulse Hot water Boilers	Boiler stack combustion analysis Check temperature controls	Annual Monthly	Nov ****

# Bedford Hall – First Floor (Library)



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#### **Bedford Hall – Second Floor (Library)**



# <u>Campbell Hall</u>

Equipment ID	Type of preventative	Frequency of Service	Service
Water Source Heat Pumps 32 Heat Pumps	Check all units temperatures & operation – Automated control view	Daily	AM (as required)
Water Source Heat Pumps 32 Heat Pumps	Change Filters Check for proper operation in heating and cooling cycle	Quarterly Quarterly	Jan/Apr/Jul/Sep "
Cooling Tower	Check unit for normal operation Check damper linkages Lubricate bearings Check pump motors Check sump heater for operation Check water treatment supply	Daily Quarterly Quarterly Quarterly Quarterly Weekly Weekly	*** Jan/Apr/Jul/Sep " Apr/Jul/Sep Oct thru Mar ****
Water circulating pumps	Check for correct operation Check seals & drive couplings Lubricate bearings Check magnetic motor starter	Daily Quarterly Quarterly Quarterly	**** Jan/Apr/Jul/Sep "
Roof-top Energy Recovery units	Check for normal operation Lubricate bearings Check belts & belt drives Check Energy recover wheel	Daily Quarterly Quarterly Quarterly	**** Feb/May/Aug/Oct "
Diffusers	Clean supply/return diffusers	Semi Annually	Jan & Jun
Hot water Boilers 2-pass stage	Check boiler operation Inspect& clean boiler tubes Check temperature controls	Daily Annual Monthly	**** Aug ****

#### Campbell Hall – Upper Floor



# **Campbell Lower Floor**



# Merritt Hall

Equipment ID	Type of preventative	Frequency	Service
	Maintenance	of Service	Time
50 VAV Boxes	Check temperature & humidity	Daily	AM
(Fan Coil units)	Check Motor Drive	Quarterly	Jan/Apr/Jul/Sep
	Change Filters	Quarterly	"
	Lubricate fan motor	Quarterly	"
	Check motor starter	Quarterly	"
	Clean supply/return diffusers	Semi Annually	Jan & Jun
AHU	Change Filters	Quarterly	"
	Check Drive Belts	Monthly	12 months
	Check damper lineage Check	Quarterly	Jan/Apr/Jul/Sep
	Magnetic motor starter	Monthly	12 months
Exhaust fans	Check motor drives	Quarterly	Jan/Apr/Jul/Sep
AHU 1	Change filter	Quarterly	Jan/Apr/Jul/Sep
HVAC for Multi-	Lubricate Bearings	Quarterly	"
Purpose Space	Check belts/bearings	Quarterly	"
	Check linkage/dampers	Quarterly	"
Circulatinghot	Lubricate	Quarterly	Mar/Jun/Sep/Dec
water pumps	Check seals & bearings	Quarterly	"
	Check magnetic motor starter	Quarterly	"
	Electrical connects & motor amps	Quarterly	"
2 Carrier Single	Check temperature settings	Daily	AM - PM
Package-heat	Check refrigerant sight glass	Daily	AM – PM
& cooling units	Check condenser fans	Weekly	***
1- first Floor	Condenser fan bearings Change	Quarterly	Jan/Apr/Jul/Sep
1-upper Floor	Filter dryers\	Each 2 years	***
	Clean condenser coils	Annually	April/May
	Boiler operation	Daily	***
Hot water Boiler	Inspect boiler sections Bacharach	Annual	Aug
	combustion test	Annual	Aug
	Lubricate hot water pump	Quarterly	Jan/Apr/Jul/Sep
	Hartford Boiler Certification	Annual	Sep.
		1	





## Merritt Hall – First Floor Level



# Framatome Technology Center

Equipment ID	Type of preventative	Frequency of Service	Service
Water Source Heat Pumps 30 Heat Pumps	Check all units temperatures & operation – Automated control view	Daily	AM (as required)
Water Source Heat pumps 30 Heat Pumps	Change Filters Check for proper operation in heating and cooling cycle	Quarterly Quarterly Quarterly	Jan/Apr/Jul/Sep "
Cooling Tower	Check unit for normal operation Check damper linkages Lubricate bearings Check pump motors Check sump heater for operation Check water treatment supply	Daily Quarterly Quarterly Quarterly Quarterly Weekly Weekly	*** Jan/Apr/Jul/Sep " Apr/Jul/Sep Oct thruMar ****
Water circulating pumps	Check for correct operation Check seals & drive couplings Lubricate bearings Check magnetic motor starter	Daily Quarterly Quarterly Quarterly	**** Jan/Apr/Jul/Sep "
Roof-top Energy Recovery units	Check for normal operation Lubricate bearings Check belts & belt drives Check Energy recover wheel	Daily Quarterly Quarterly Quarterly	**** Feb/May/Aug/Oct "
Diffusers	Clean supply/return diffusers	Ea 6 mos	Jan & Jun
NonCondensing Hot Water Boilers	Boiler Stack Combustion Analysis Check temperature controls	Annual Monthly	Nov ****

## Framatome Technology Center First Floor







Seven Hills Hospitality and Culinary Center

Equipment ID	Type of preventative	Frequency	Service		
	Maintenance	of Service	Time		
RTU (Roof Top Unit) Single	Check belts grease bearings Check Condensing Motors and fan	Quarterly	Jan, Apr. July, Sept.		
Package Unit	belts Change filters Check operation Clean condensing coils Check for proper operation in heating and cooling cycle	Quarterly Quarterly Daily Quarterly Quarterly	Jan, Apr. July, Sept Jan, Apr. July, Sept Each weekday A.M. Jan. Apr. July, Sept.		
FPU (Fan powered Terminal Units) w/ back up electric strip heat [6 units]	Check operation Change filters Check for proper operation in heating and cooling cycle	Daily Quarterly Quarterly	Jan/Apr/Jul/Sep a.m.		
ATU ( Air Terminal Unit w/ back up Electric Strip Heat [1 unit]	Change Filters Check Operation Change filters Check for proper operation in heating and cooling cycle	Quarterly Daily	Jan/Apr/Jul/Sep a.m.		

## Seven Hills Hospitality and Culinary Center



**Off Site Centers:** The majority of maintenance is performed by the landlords of the respective off-site centers. Work orders are received by the Facilities Department and depending on the nature of the request, is handled with CVCC in-house personnel or routed to the landlord.

**Temporary Building Units:** Facilities Management Office Annex and two storage trailers. Units are identical in size, equipment and utilities listed below.

Equipment ID	Type of preventative Maintenance	Frequency of Service	Service Time	
3.5 ton Air cooled A/C with electric heat	Check temperature & humidity	Daily		
	Check Motor Drive	Quarterly	Jan/Apr/Jul/Sep	
	Change Filters	Quarterly	"	
	Lubricate fan motor	Quarterly	"	
	Check electric heat coils for operation	Each 6 mos.	Oct & Apr.	
	Check motor starter	Quarterly	"	
	Clean supply/return diffusers	Each 6 mos	Jan & Jun	
AHU	Change Filters	Quarterly	Jan/Apr/Jul/Sep	

## D. <u>HVAC Equipment Summary</u>

Inventory of a facility and its equipment is the foundation upon which a successful preventative maintenance program is built. As such, it is the repository for the cost and maintenance information concerning the college's assets.

The Facilities Management Center is the focal point for the maintenance program. The recording, costing, scheduling and monitoring of all work requests, including preventive maintenance is accomplished here. To effectively provide maximum environmental and climactic conditions to enhance the college's primary mission the preventative maintenance program encompasses the following facility units:

- 1. <u>Appomattox Building (Administrative Facility):</u> Facility is a single story facility with 5,383 square feet with a variable Air volume ventilating system. Equipment consists of 20 fan coil units, 1 air handling unit, 2 exhaust fans and a roof top energy recovery unit.
- 2. <u>Amherst Hall:</u> Single story facility with 73,119 square feet with a variable air volume ventilating system. Equipment consists of 117 fan coil units, 400 ton chiller unit, 1 hot water boiler, 10 roof top exhaust fans, 6 energy recovery units, 2 air handling units and all their components.
- 3. **<u>Bedford Hall:</u>** two story facility with 23,369 square feet with a water source heat pump system. System consists of 35 heat pump units, 1

cooling tower, circulating pumps, 1 two-pass hot water boiler and 1 energy recovery unit.

- 4. **Campbell Hall:** Two story facility with 28,132 square feet with a water source heat pump system consisting of 32 heat pump units, a cooling tower, a two-pass hot water boiler, roof top exhaust fans and a roof top energy recover unit.
- 5. <u>Merritt Hall:</u> Two story facility with 36,934 square feet. Facility is ventilated with a variable air volume system consisting of 50 fan coil units, two roof top heating & cooling package unit, one air handling unit an condensing unit, circulating pumps, exhaust fans and a hot water section boiler.
- 6. **Seven Hill Hospitality and Culinary Center:** One story facility with 4,036 square feet. The facility is ventilated with single package roof top unit with six fan powered terminal units with electric heat for backup.
- 7. Framatome Technology Center: Two story facility with 35,175 square feet is ventilated with a water source heat pumps consisting of thirty total; fourteen on the first floor and sixteen on the second floor. A cooling tower, water circulating pumps with two non-condensing hot water boilers and roof top recovery units.
- 8. **James River Maintenance Building:** One story workshop and warehouse facility with 8,661 square feet. The entire building is ventilated with thermostatically controlled gas infrared heaters and sidewall propeller exhaust fans. The office is ventilated with an 18 MBH split unit heat pump.

#### **SECTION IV**

### **CUSTODIAL MAINTENANCE**

The college provides custodial services using both in-house service and contractual services. The college employs four in-house custodial staff who perform the following custodial task:

#### A. In-House Service:

- 1. Performs cleaning tasks for the Appomattox building and for the Student Services complex.
- 2. Performs specific daily tasks such as trash removal in parking lots and campus facilities and provides room facility changes for facilities use functions.
- 3. Performs daily cleaning of the student lounge center and restroom care.
- 4. Performs supervision and security tasks from 10:00 p.m. to 7:30 a.m. hours. Supervising custodial personnel and securing of building facilities.

#### B. Contractual Service:

Overall cleaning of the college facilities is provided by a contract custodial service. Services are provided from 10:30 PM until 7:30 AM Monday through Friday.

The custodial standards establish herein are defined as a level of cleaning that provides the college with acceptable cleaning practices that meet the specifications listed in this section.

#### C. Level of Service:

Level of custodial services is defined as a medium standard to provide the college with good cleaning conditions. The specifications and frequencies of each task determine the level of acceptable service. The frequencies and quality of each task is required by the contractual service contractor and the college's in-house personnel.

 Level of cleaning applies to specific tasks: Trash removal, window cleaning, floor care, ceiling care, wall care, doors and partitions, restrooms, furniture & equipment, student center, library stacks, public telephones, drinking fountains, carpet cleaning, windows, and special assigned tasks. 2. Dust is to be removed and not distributed throughout any room or area. Feather dusters or similar devices are not to be used at any time and all surfaces must be free from dust after cleaning is complete.

## D. Custodial Specifications:

- <u>Trash removal and disposal:</u> All trash shall be removed from all areas; classrooms, offices, laboratories, workrooms shops, lounge areas, administrative and private offices. Waste containers shall be kept clean for the beginning of each day. Waste container shall be washed clean every six months and trash container liners are to be replaced weekly or as needed. All removed trash shall be bagged and placed in central waste container located outside each building complex.
  - 1. <u>Window cleaning and care:</u> window shall be washed internally every six month period. Windows shall be cleaned externally every 3 months.
  - 2. <u>Floor Care:</u> All floors (resilient tile, carpeted, ceramic, terrazzo and concrete) shall be spot cleaned daily. Where dry-mopping is used, mops must be treated to minimize air- borne dust particles.
  - 4. Cleaning Standards:
    - (a) <u>Resilient/composition tile floors</u> shall be maintained to be without soil spots and a high level of shine.
    - (b) <u>Ceramic Floors</u> shall be clean of stains and accumulated soil build-up. Wet mopped daily and maintained with a seal covering.
    - (c) <u>Carpeted floors:</u> carpets are to be vacuumed daily and spot removal is to be performed daily and/or as spots occur.
    - (d) <u>Walls</u> are to be kept clean of all spots and stains.
    - (e) <u>Doors are to be wiped clean as soil build-up occurs.</u>
    - (f) <u>Ceilings are to be kept clean of dirt and cobwebs.</u>
    - (g) <u>Elevator doors, walls and floors</u> are to be kept clean of soil at all times.
    - (h) <u>Restrooms</u> are too maintained in a highly sanitary level with the use of acceptable cleaning materials.
    - (i) <u>Dining room and student lounge areas</u>: tables are to be wiped clean at all times, chairs to be kept clean of all food debris.
    - (j) <u>Drinking fountains</u>: are to be wiped clean with an acceptable sanitizing cleaner.
    - (k) <u>Lighting in all rooms and areas are to be turned off when</u> tasks are complete.
    - (I) <u>All graffiti makings</u> are to be removed as they appear.
    - (m) <u>All gum is to be removed from all areas as it appears.</u>

## 5. <u>Precaution:</u>

All cleaning materials and equipment must be used and maintained in a manner that meets the National Safety Council and NFPA regulations and standards.

#### E. Tasks and Frequencies:

Description	Task to be Performed	Frequency of cleaning
Trash receptacles	Empty all	Daily
	Replace plastic liner	Weekly (as needed)
	Wipe and wash clean	6-months
Carpeted floors	Vacuum all	Daily
	Spot removal	As it occurs
	Carpet cleaning (all)	Every 6 months (as needed)
Resilient tile floors	Dry-mop clean	Daily
	Wet mop clean	Daily (as needed)
	Spray-buff	Weekly
	Strip, seal and wax	Every 6 months
Concrete floors	Dust mop clean Wet	Daily
	mop clean	Weekly
	seal	Every 12 months
Windows/glass	Vestibule doors & sidelights Interior	Daily
	windows (all)	Every 6 months
Window blinds	Dust clean Wash	Weekly
		Every 12 months
Classroom desks &	Wash and clean	Every 3 months
counter tops		
Restrooms	Clean /disinfect all porcelain &	Daily
	Mirrors	
	Replenish paper/sanitary supplies	Daily
	Wash floor	Daily
	Seal& coat	6 months
	Remove graffiti	Daily
Library cleaning	Dust & wipe clean counter & study	Weekly
	tables.	
	Vacuum & damp wash book shelves	Every 6 months

**NOTE:** No product, material, or equipment is to be used that is injurious or damaging to any surface. **Material Safety Data Sheets** must be accessible at all times for supplies and materials that are considered hazardous and must meet established <u>OSHA</u>, <u>VOSH</u> and <u>EPA standards</u>. It is the responsibility of the college to insure that college custodial personnel are trained and understand the right to know regulations.

## F. Keys and Security Procedures:

- 1. The college's designated supervisor shall distribute security keys to the contractual custodial staff prior to cleaning periods and retrieve same upon completion of each cleaning period.
- 2. Violation of the security key control policy shall be full and sufficient grounds Initiating action of negligence and/or misuse.

### VEHICLE MAINTENANCE

The college operates and maintains vehicles from two sources: College owned vehicles and state pool vehicles that are leased to the college for specific use:

A. <u>State Pool Vehicles</u> are assigned to (1) one for the college president, (2) one for the college's institutional police department and one for the college's work force department. These vehicles are used basically for transportation to and from the college, state and industry events and meetings.

1. Maintenance of these vehicles is performed by the Virginia Department of Transportation.

2. Maintenance tasks and frequencies are provided by an automated control system from the Department of Transportation.

3. The agency receives notification for the Department of Transportation and delivers each vehicle to designated service area for maintenance.

- B. <u>College owned vehicles:</u> The College owns and maintains vehicles to perform Tasks assigned to the Facilities Management Department. The college owns the following vehicles:
  - 1. Four pick-up trucks assigned to the following areas:
    - a. Mechanical Maintenance tasks
    - b. Grounds maintenance
    - a. Mail & Supply Room
    - b. Custodial maintenance
  - 2. Seven (13) 4 cycle carts assigned to:
    - a. Institutional Police Department
    - b. Mail and supply delivery
    - c. Mechanical and grounds maintenance tasks
- 3. Grounds maintenance equipment:
  - a. Tractor Kubota 2250 4wd
  - b. Tractor Ford 2000 2wd.
  - c. Mower (2) Kubota ZD 336S zero turn diesel powered
  - d. Mower (1) Kubota ZD21 zero turn diesel
  - e. Mower- (1) John Deere 1550 all-terrain mower diesel
  - C. <u>Maintenance tasks and Frequencies:</u>

The following schedule pertains to the maintenance of college owned vehicles only.

Vehicle type	Frequency	Maintenance Task
Pick-up Truck #1	Weekly	Wash Exterior
Pick-up Truck #2		Clean interior of debris
Pick-up Truck #3		Tire Pressure
Pick-up Truck #4		Windshield washer fluid
	Monthly	Check crankcase oil
"		Check transmission fluid
		Check brake fluid Check
		radiator fluid
	Quarterly	Check battery cells & terminal connections
"		Check pulley belts
		Check spare tire
		Replace crankcase oil
	Annually	State inspection
"		Annual inspection by in-house staff
		Replace transmission fluid
2 cycle vehicle	Weekly	Wash down exterior
4 cycle vehicle		Check Gas and oil fuel
	Monthly	Check tire wear
"		Battery fluid & terminals
		Check belts
Komatsu Fork lift	weekly	Check all fluids
		Check mechanical operation
	Annually	Inspect all mechanical functions
Ford Tractor	weekly	Check all fluids
		Check battery cells
		Wash & clean down
"	Monthly	Check tire pressure Check
		PTO drive
"	Annually	Replace crankcase oil
Kubota Tractor/UTV	weekly	Check all fluids
		Check battery cells & terminal posts
	Monthly	Check hydraulic fluid
	annually	Replace oil fluid

## **SECTION VI**

### FIRE PROTECTION AND UTILITIES

#### FIRE PROTECTION

- A. <u>Fire Extinguishers</u>: Must operate effectively and safely. This includes a thorough examination and any necessary repair or replacement.
  - 1. Extinguishers are inspected when initially placed in service and thereafter at approximately 30-day intervals by the college's in-house staff. They are inspected more frequent when circumstances require.
  - 2. Inspection procedures include the check of at least the following items:
    - (a) Located in a designated place.
    - (b) No obstruction to access or visibility
    - (c) Operating instructions on the name plate.
    - (d) Seals and tamper indicators not broken or missing.
    - (e) Determine fullness by weighing or "hefting"
    - (f) Examine for obvious physical damage, corrosion or leakage.
      - (g) Pressure gauge reading or indicator in operable range.
  - 3. When inspection of any rechargeable extinguisher reveals a deficiency immediate corrective action is taken.
  - 4. Extinguishers are subject to a full maintenance inspection by a certified Contractor each year (August). All maintenance procedures are performed in accordance with all state and National codes/regulations.
  - 5. Extinguishers out of service for maintenance are replaced by spare extinguishers of the same type.
  - 6. Each extinguisher has a tag or label securely attached that indicates the month and year the maintenance is performed.
  - 7. Any rechargeable-type extinguisher is recharged or replaced after any use or as indicated by inspection or when performing inspection.
  - 8. Each six years, stored pressure extinguishers that require a 12 year hydrostatic test is emptied and subject to the applicable maintenance procedures.
  - 9. Monthly inspections are recorded as shown in attachment B

## Attachment B

# Central VA Community College

	SAMPLE Monthly Fire Extinguisher Inspection Report Sheet Year:																
BLD G	Location	Unit No.	Туре	Size (Ibs)	Instl Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
APP	1100	P1	BC	10													
	1104	P2	ABC	10													
	Hallway	P3	ABC	10													
	Hallway	P4	ABC	10													
	Lobby	P5	ABC	10													
	Lobby	P6	ABC	10													
AMH	2100	A1	BC	10													
	2100	A2	BC	10													
	2100-Up	A3	BC	10													
	2123	A4	BC	10													
	2123Hall	A5	BC	10													
	2132Hall	A6	BC	10													
	2203Hall	A7	BC	10													
	2210Hall	A8	BC	10													
	2211	A9	BC	10													
	2212	A10	BC	10													
	2305	A11	BC	10													
	2306	A12	BC	10													
	2307	A13	BC	10													
Inspec	tion Date:																
Inspec	tor (Initials):																

## B. Sprinkler Systems:

- 1. Wet and Dry Sprinkler systems are tested every 3 months by a certified Contractor per NFPA 13A, 1976.
- 2. A log of all inspections, repairs and/or replacement of parts is recorded and logged.

## C. <u>Kitchen Suppression Systems</u>:

- 1. Kitchen Range systems are tested and inspected every 6 month period by a certified Contractor per NFPA regulations.
- 2. Fusible links are replaced annually.
- When required Hydrostatic testing form Co2 Extinguishers is performed every 5 years.
- Full maintenance or replacement of dry chemical extinguisher is performed each six years.
- Hydro-Static or replacement of dry chemical extinguishers is performed every 12 years.

## D. Fire Hydrants:

Are tested **annually** for proper operational flow and pressure.

- E. <u>**HVAC fire and Detection System**</u>: the five main facilities are equipped with a fire detection system that shuts all HVAC equipment down when a fire and/or smoke is detected.
  - 1. System is maintained and tested every 6 months by a qualified, certified fire protection company under a contract agreement with the college.
  - 2. When alarm/alarms become active a central alert station is notified immediately. The central alert service immediately notifies the college and the local fire department of the condition.

## F. EMERGENCY LIGHTING – BATTERY POWERED INSPECTIONS:

<u>Monthly:</u> Each emergency light is tested for efficient operation. Any deficiency is corrected and/or repaired.

Yearly:

- a. Batteries are checked for corrosion
- b. Clean light and battery terminals
- c. Emergency lights requiring major repairs are replaced with new and damaged unit are returned to shop.

## Locations

Appomattox [3 units]; Amherst [12 units]; Bedford [Built into Overhead lights]; Campbell [Upper Level – 7 units, Lower Level – 3 units]; Merritt [1<sup>st</sup> Floor – 22 units, 2<sup>nd</sup> – 13 units]; Seven Hills [Built into Overhead lights]; Framatome [Built into Overhead lights]

## **EMERGENCY LIGHTS TEST**

## (Sample Test Control Form)

Attachment	А	,	•	,	
Building	Location	Light	Test Date	Tested by	Comments
facility		No.		Initial	Action Taken
Amherst	2506	1			
	2500	2			
	2503	3			
	2600	4			
	2100	5			
	2201	6			
	2204	7			
	2212	8			
	2214	9			
	2302	10			
	2400	11			

## **SECTION VII**

#### **BUILDING AND GROUNDS MAINTENANCE**

### A. Landscaping and Grounds Maintenance:

Requirements and schedules established by the college apply to all external functions on the campus grounds. Inclement weather, emergency conditions and or other college priorities may affect the schedule.

Task Description	Frequency	Equipment Used		
Lawn Mowing	Weekly Spring & Summer	Riding and hand mowers		
Sidewalk trimming	Every two Weeks	Trimmers		
Parking cleaning	Daily for debris Weekly for curbs	Vehicle Brushes		
Landscaped areas Weeding/Mulching	Daily Continuous	Hand trimmers vehicle		
Road banks	Bi-monthly	Trimmers Vehicle Edgers		
Mulching of trees	Monthly	Tractor Hand tools		
Mulch landscaped areas Replace old	Semi-annually	Tractor Hand tools		
Watering of landscaped areas	As required	Sprinklers/hose		
Apply fertilizers Lawn areas & landscaped areas	Semi-annually	Spreaders		
Insecticides: by certified staff	As required	Sprayers		
Tree & shrub pruning	Once each year As specified	Shears and saws		
Mowing & trimming of athletic field	Every 2 weeks or as required.	Riding mowers Tractors		
Cleaning Tennis Courts & removal of trash	Weekly	Vacuum & brushes		

## B. <u>Parking Lot Maintenance:</u>

- 1. Parking lots are inspected daily. .Trash containers are emptied and cleaned of debris.
- 2. Electric power lights are check daily.
- 3. Sign posts and college owned light poles are painted each year or as needed.
- 4. Asphalt cracks and holes are repair as required.
- 5. Line stripping is performed every 3 years or after repaving or coating
- 6. Recoating is required approximately every 3 years.
- 7. Repaving is performed as needed (approximately every 10 years).

## C. <u>Building facility roof maintenance</u>:

Roof tops are inspected weekly and checked for damages and/or wear

- 1. Parapet wall seals
- 2. Water drains
- 3. Parapet wall covering
- 4. seals
- 5. proper water drainage
- 6. wall scuppers cleaned

The college's seven building facilities have the following roof conditions:

- 1. Appomattox building roof is a fully adhered Membrane EPDM roof.
- 2. Amherst Hall has a 2100, 2200, 2300 are adhered membrane EPDM roof.
- 3. Bedford Hall has a ballasted membrane EPDM roof
- 4. Campbell Hall has a ballasted membrane EPDM roof
- 5. Merritt Hall has a fully adhered membrane EPDM roof.
- 6. Areva Technology Center has a fully adhered membrane EPDM roof.
- 7. Culinary Arts Hall has a fully adhered membrane EPDM roof.

When major damage occurs the college will notify a certified roof contractor under state contract with the state of Virginia.

## D. <u>Masonry and Structural Maintenance:</u>

Exterior masonry is inspected monthly by the Director and Superintendent of the Facilities Department. Any damaged and worn masonry areas are noted and responded to by:

- 1. Minor damages are corrected by in-house personnel.
- 2. Major damage conditions are noted and reported to the Virginia Community College System's Facilities Department for inspection and review.

## E. <u>Snow Removal Procedures</u>:

During the winter season the College prepares for snow removal tasks in the following manner:

- 1. College roadways and parking lots are cleaned of snow by a snow removal contractor.
- 2. Sidewalks and walkways to the college are cleaned by college personnel.

## **APPENDIX A**

### **CVCC BUILDING INSPECTION SUMMARY**

Inspection is performed yearly to determine building conditions and requests for funding

Building Name:\_\_\_\_\_

Date of Inspection:\_\_\_\_\_

Year Constructed:\_\_\_\_\_Building FACCS No.\_\_

Building	Good	Fair	Poor	Cost	Comments
Component					
Foundations					
Exterior Walls					
Structural System					
Masonry					
Concrete					
Floor System					
Roofing					
Interior walls and					
partitions					
Doors and windows					
HVAC System					
Boilers					
Chillers					
Plumbing					
Plumbing Fixtures					
Electrical & Lighting					
Fire Protection System					
Fire Alarm System And Detection					
Emergency Lighting					