

Office of Business and Operations

Department of Buildings and Grounds

Kevin Baffoe: Director

Annual Report

2019-2020

**DEPARTMENT OF BUILDINGS AND GROUNDS
ANNUAL REPORT
2019-2020**

Rich Township High School District 227

Vision Statement: We envision a culturally relevant, innovative school district that provides a foundation of opportunities for our students to thrive.

Mission Statement: The mission of Rich Township High School District 227 is to sustain a focus on students and on student success.

Department of Buildings and Grounds

Vision Statement: We envision safe, efficient, and modern facilities that support the learning process and allow for students to thrive.

Mission Statement: It is the mission of the Department of Buildings and Grounds to always provide exceptional service and constantly improve our facilities to support student success.

DEPARTMENT OF BUILDINGS AND GROUNDS
ANNUAL REPORT
2019-2020

The Department of Buildings and Grounds strives to provide quality service and make our schools environment conducive for learning. The ultimate goal is to keep District 227 buildings safe, clean, and dry as well as support innovations toward improving the quality of education offered to our students through facility improvements. The department accomplishes these goals through multiple avenues including completing the daily work needed to maintain normal operations, meeting local and state compliance standards, identifying and implementing cost reduction on facility assets and energy consumption, optimizing maintenance resources, eliminating waste, and initiating building projects and renovations.

All of the work that is completed requires planning, organizing, and coordinating. The Department of Buildings and Grounds works hard to be a predictive and preventative maintenance centric organization rather than a reactive one. This means increasing efficiency and effectiveness while also reducing expenditures without impacting progress. Optimizing these initiatives is accomplished with the aid of electronic tools, careful planning, and coordination across departments in order to create a cohesive plan.

The main focus for the Department of Buildings and Grounds is always the health and safety of our students and stakeholders. Monitoring facility structures, building materials, indoor air quality, and following green cleaning standards are some of the ways in which we keep the buildings safe. District cleaning guides outline the cleaning for health standard, have an overview of how to maximize cleaning efficiency, and provide the basic techniques needed to master the custodial craft. Annual staff safety trainings and mandatory industry certifications are also part of the department procedures for providing a safe and clean learning environment.

Ultimately, the Department of Buildings and Grounds is service oriented and dedicate to the success of students. Buildings and Grounds combines its supports with all departments in order to meet the goals of Rich Township High School District 227 and help to provide an innovative school district that provides a foundation of opportunities for students to thrive.

**DEPARTMENT OF BUILDINGS AND GROUNDS
ANNUAL REPORT
2019-2020**

Current Department Make-Up

Custodial Staff	27
Building Maintenance Staff	7
Grounds Maintenance Staff	3
District Courier	1
Forepersons	3
Night Supervisor	1
Department Secretary	1
Director	1
	<hr/>
Total:	44

- Each school has one Building Foreman to run the daily operations and oversee the facility during normal operating hours.
- Each school has two (2) maintenance personnel, one of which focuses on general needs and repairs, and the other has a specialty background in areas such as electricity, HVAC, and plumbing.
- Two custodians are staffed during the day at each school. One custodian handles the school needs and the other custodian handles the cafeteria needs and assists with school issues.
- Each campus has a night crew, which consists of 6 or 7 custodians handles the after school cleaning and events.
- Each Campus has one (1) Grounds Maintenance Person who is dedicated to maintaining all areas of the grounds including athletic field maintenance and preparations, lawn care, snow removal, and pesticide application, among other duties.
- The District Grounds person handles duties at District Office and assists at all three campuses.
- The Night Supervisor oversees custodial operations and school events outside of normal operating hours at all three campuses.
- The District Courier handles all inter-district and outgoing mail, along with moving materials between schools as directed.

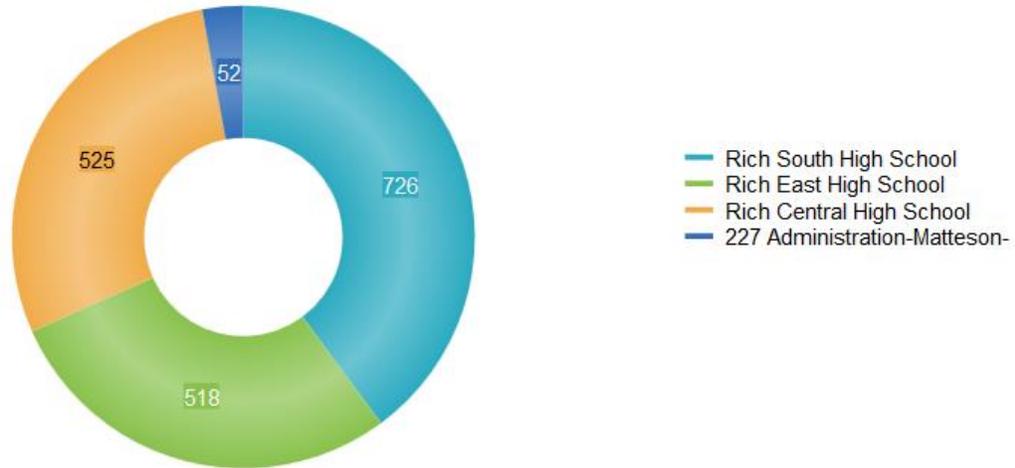
Facility Work Orders

The Department of Buildings and Grounds uses an electronic work order system which allows teachers, staff, and supervisors to input work requests ranging from simple repairs up to and including plumbing, electrical, and HVAC issues. The system also provides us a simple, one stop program to schedule and track all of our preventative maintenance (PM) for our facility's vital systems. As work requests are entered, supervisors issue them out electronically and our team members receive email notifications when work is assigned. The team member can access the program through a link on the email where they can read the work request, make notes and updates to the originator of the request, and close out the work order when it has been completed.

**DEPARTMENT OF BUILDINGS AND GROUNDS
ANNUAL REPORT
2019-2020**

As of March 2020, 1,821 work orders have been generated for the Buildings and Grounds team to complete.

Work Orders By Building



Total Work Orders Created Fiscal Year

1821

Compliance

The Department of Buildings and Grounds is responsible for adhering to multiple compliance regulations and making sure our facilities and equipment meet local, state, and federal safety standards. The following are some of the major compliance regulations we oversee.

Asbestos Management

The Buildings and Grounds Department maintains an asbestos management plan for each campus as required by law. Complete inspections take place every three years and re-inspections are every six months. The last three year asbestos inspection was conducted in August of 2018. The next six month inspection in April of 2019. The asbestos plans are kept in the Building Foreman’s Office at each school along with the District Buildings and Grounds Department Office. The plans are available for review by the public upon a 48 hour notification to the school district.

**DEPARTMENT OF BUILDINGS AND GROUNDS
ANNUAL REPORT
2019-2020**

Integrated Pest Management (IPM)

Integrated Pest Management emphasizes inspections and communication with the school administration and stakeholders. The focus of the program is to identify and eliminate conditions in and around the schools which could cause pests to be a problem. Applications of pest control materials are made only when necessary. A district IPM plan is completed by the Director of Buildings and Grounds and is updated annually.

Safety Data Sheets

Safety Data Sheets (SDS) for all chemicals used and stored by the Buildings and Grounds Department are kept on hand in the Buildings and Grounds Department office along with at each campus. These sheets are kept for the purposes of review by staff members and first responders. The SDS includes information such as the properties of each chemical, the physical, health, and environmental health hazards, protective measures, and safety precautions for handling. SDS booklets are updated annually and available to the public within 48 hours of a request.

Health Life Safety Inspections

All public school building and school-related buildings are inspected on an annual basis to ensure compliance with standards necessary to ensure the health and safety of public school students in Illinois. It is the responsibility of the Buildings and Grounds Department's to make sure District 227 facilities adhere to all standards as set by the State of Illinois for public school buildings. The compliance visits usually span over 2-3 days where members of the South Cook ISC team inspect our schools and inform us if we are in violation of any health life safety codes. The last inspection was in January of 2019 and there were no major violations found.

Fire Protection

District 227 fire protection systems are inspected annually by our contracted vendor Johnson Controls. These inspections require all panels, peripherals, and audio/visual alarm components to be tested and functioning. This is part of the service contract the district has with the vendor. All three schools and District Office are in compliance.

Other

- Annual bleacher inspections
- Elevator inspections and certification
- Stage curtain inspections and certification
- Annual fire extinguisher inspections
- Annual RPZ testing
- Annual Fire pump and sprinkler system testing
- Biannual Kitchen fire protection system inspection
- Biennial boiler inspections and certification
- Biennial pressure vessel inspections and certification

**DEPARTMENT OF BUILDINGS AND GROUNDS
ANNUAL REPORT
2019-2020**

Projects and Purchases

In our efforts to provide the best possible facilities to our students and stakeholders it is necessary to undergo upgrade and repair projects on an annual basis. These projects range from aesthetic repairs to necessary upgrades and replacements of facility assets in order to keep our buildings functional. Through internal facility inspections and conversations with building administration we identify the needs of the schools and prioritize projects based on necessity, cost, impact, and function. Below is a list of some of the projects we have undergone over the past year pertaining to facility and health life safety improvements over \$5,000.

Rich East High School

- Basketball Backstop Replacement
- Asbestos Abatement: Boys locker-room and office mechanical room
- Asphalt roadway replacement and parking lot repairs
- Roofing Repairs/replacement (partial)
- Lift Station pump replacement
- Gymnasium Wall Construction: re-support
- Gymnasium floor refinishing
- Hot Water coil replacement (auditorium)
- Natural gas piping replacement (partial)
- Gymnasium and Stadium Bleacher repairs
- Security Camera install and replacement

Rich Central High School

- Basketball Backstop Replacement
- Asbestos abatement: girls locker room, mechanical areas
- Roofing Repairs (partial)
- Gymnasium floor refinishing
- Gymnasium bleacher repairs
- Security camera install and replacement
- Stadium Lighting repair
- Control Lighting replacement (exterior)
- Asphalt roadway replacement and parking lot repairs
- Well Pump replacement
- Flood water remediation
- Carpet replacement: Little Theater
- Kitchen plumbing repair: grease pit

**DEPARTMENT OF BUILDINGS AND GROUNDS
ANNUAL REPORT
2019-2020**

Rich South High School

- Building Automation System upgrade (partial)
- Security camera install and replacement
- Water retention system repairs (pond outlet)
- Auditorium seating: re-upholster
- House pump replacement: heating water system
- Shower tile replacement: boys/girls locker-rooms
- Roofing repairs (partial)
- Gymnasium floor re-finishing
- Compressor replacement: air conditioning

Major Purchases

- Ventrac Mower & Snow Remover (2)

Looking Forward

As we move closer to the end of fiscal year 2020 we are now looking ahead at the needs for the upcoming 2021 year. There is a lot of major work involved with the school consolidation and the Buildings and Grounds Department has been working hard to ensure a seamless transition for our students and also offer them some new and improved facility renovations. The following is a sample list of the project the Buildings and Grounds Department has been involved in with planning and implementing for the consolidation.

- Intercom Replacement (Rich South and Rich Central)
- Flooring Replacement (Rich Central)
 - The 2nd floor hallway carpet will be removed and replaced with tile
- School Rebranding
 - This will involve extensive amounts of painting, signage, and reconfigurations in order to complete our new look as one school, two campuses.
- Teacher moves
- Equipment moves
- Drinking Fountain Replacements
 - All of the drinking fountains currently at Rich South and Rich Central will be upgraded to newer water coolers with bottle fill application and ADA accessibility.
- Roof Replacement
 - Extensive roof replacement will take place at Rich South and Rich Central to target known leaks and areas of need. Eventually the entire roof system at both buildings will be replaced.

DEPARTMENT OF BUILDINGS AND GROUNDS
ANNUAL REPORT
2019-2020

- HVAC
 - Equipment that is non-functional or near end of life is being updated and replaced to insure proper temperature control and indoor air quality in our facilities. This will include new roof top units and air handlers in both buildings.
- Stadium Improvement Project
- Gymnasium Improvement Project
- Girls Locker Room (Rich Central)
 - New plumbing and lighting. This is to complete the project that was initiated in the summer of 2019.