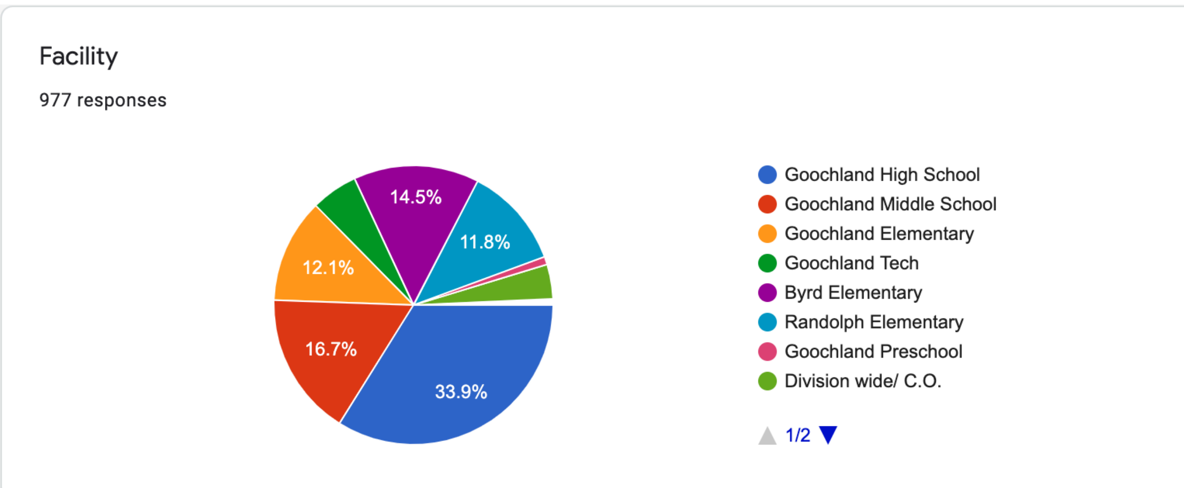
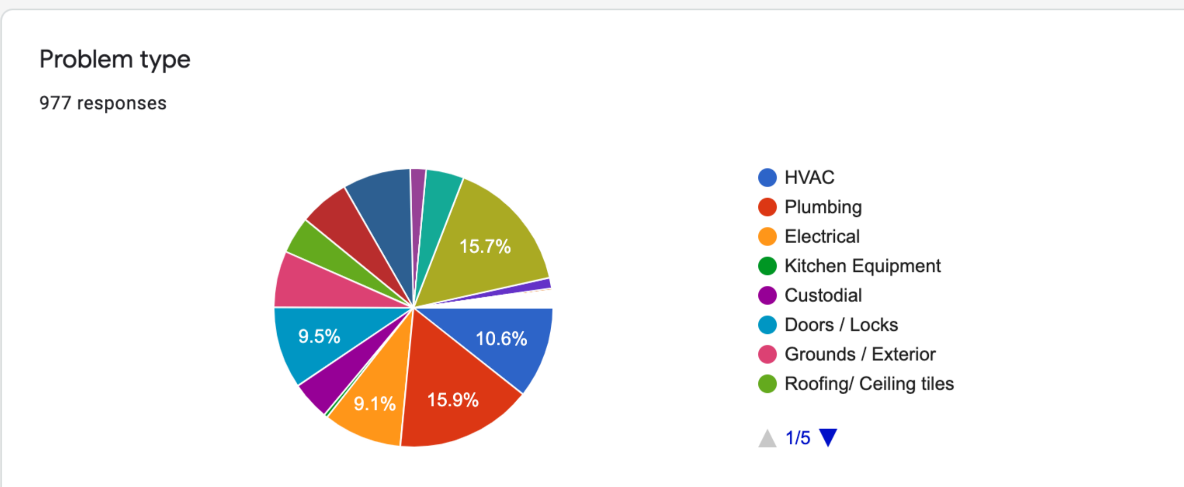
Goochland County Public Schools
Facility Maintenance Report
Oct 2019 - Jan 2020

Introduction

This report includes facility management updates from October 2019 to January 2020. I am very fortunate to work with the talented and dedicated team of facility staff and leadership that recognizes the hard work it takes to create a safe and healthy learning environment. This quarterly report will include both facility maintenance and custodial updates. Many of the custodial policy and procedures have recently rolled out and do not include as much data that is collected from the maintenance work orders. The maintenance work order system has over 1000 completed tickets and is beginning to provide useful information.
The two charts below provide breakdowns of the work orders by facility and trade:





Percentage of work orders by facility vs population size

School	Work order %	Student population %
Goochland High School-	34%	32% (826)
Goochland Middle School-	17%	22% (592)
Goochland Elementary-	12%	14% (354)
Byrd Elementary-	14%	13% (336)
Randolph Elementary-	12%	19% (486)
Gtech	5%	included in GHS
Districtwide	6%	N/A

It appears the number of work orders correspond to the school population except for RES and GMS. I am reluctant to influence decisions based on a limited data set, but the differential at RES will be examined at closer. The age of GMS may account for a lower work order count but will also be reviewed further.

Work orders by trade

Plumbing	16%
HVAC	11%
Electrical	9%
Custodial	5%
Door/ Locks	10%
Grounds/ Ext.	6%
Roofing/Ceiling tiles	4%
Carpentry/Paint	6%
Moves/ Surplus/ Furniture	9%
Pest control	2%
Fire/ Safety	4%
Other	18%

Some of the information above was useful, while other parts misleading relative to cost and time for completion. Items that stand out are that there were more plumbing tickets than HVAC and that Doors/ Locks account for 10% of the work orders. Urgency, cost, and complexity of HVAC likely account for more resources being needed for the percentage of work orders processed. Roofing accounting for 4% of the work orders will not equal 4% of the budget.

Seeing the Moves/Surplus/ Furniture line at 9% is not a surprise after helping with much of that work this summer. I can see the benefits of adding a member to the maintenance team at a lower pay rate to avoid a licensed tradesman completing these tasks, optimizing ticket closure times and scheduling more time for preventive maintenance.

Unscheduled Work Order Summary

Four hundred thirty-three (433) work orders have been completed since Oct.1 2019. There are currently 81 open work orders. The number of open tickets is misleading because many of the tickets are large projects, summer projects, or unfunded request. As the work order system continues to develop, an "on hold" tab will be added in the system. For tickets that are "on hold", individuals submitting the work order will be given an update of why the ticket is delayed and an estimated time for completion.

We have begun the policy of completing work orders within 48 hours of submission during the course of the traditional work week. If a work order will not be completed by then, a member of the maintenance team will update the individual that submitted the work order. No completion notifications are given for work orders completed within 48 hours, but facility managers and principals have access to the work order history.

Scheduled Work Order Summary -Preventative Maintenance

Winter is the time of year when there tends to be less unscheduled maintenance and our team has more time to perform critical Preventive Maintenance (PM). We are continuing to develop the Preventive Maintenance Schedule and document completion according to the assigned schedule. In complement to the Preventive Maintenance Schedule, we are also in the process of developing a replacement schedule for CIP equipment and building systems. This will help ensure equipment's repair cost over the useful life do not exceed the replacement cost.

Budget Items

The FY21 budget request have been submitted for the Maintenance and Custodial departments. I have been working with the finance dept. to include school principal recommended projects and prioritize CIP items for next summer. The information from the replacement schedule mentioned earlier should improve scheduling the purchases of capital expense equipment.

Completed Projects
Powerwashing Secondary complex
HVAC Byrd
HVAC Randolph
Promethean Boards
Amazon donation pickup
Bore underground data line for hoop house
RES and BES front entry access control
GHS Dec water fountain failure/ water remediation
RES Dec septic failure/ waste remediation in elec. Room
New refrigeration installed at GES
Elevator inspections
Winterize Sunshine food bus
GMS weather station install
GHS mirror replacement
GHS/ GMS signage replacement
Kitchen hood inspection/ repairs countywide
GES Kiln-
Here is a video shared by Ms. Ware's art class. It's a great reminder that the small things we do can have a big impact on so many students.

https://drive.google.com/file/d/142J6OJLL9p02mP-Ax2wNkixAH0QWi0kp/view?usp=sharing

Summary
The last three months have been very productive creating processes that;
Define each department's standards and protocols
Create accountability
Document safety inspections and PM
Ensure work orders are processed efficiently

Through these processes, the data created appears helpful while not overburdening staff with too many online forms or paperwork. I expect they will be modified, but I now plan to transition to creating efficiencies within the facility department. I am planning to reduce costs by improving our automation systems, reviewing our utility charges and improving facility oversight. Ensuring energy usage is reduced in unoccupied spaces and lowering our demand charges are the first two opportunities I have begun work on. I look forward to contributing to the fiscal and environmental sustainability of the Facility Management department.