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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: PHYSICAL PLANT MAINTENANCE

NUMBER: PRO 7-05

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REFERENCE: State requirements for Educational Facilities (SREF), 1997  
Florida Department of Education Maintenance and Operations (M & O) Guidelines  
Florida Department of Education Maintenance and Operations Administrative Guidelines  
Board Policy 7.04, Construction, Remodeling & Renovation Projects  
Board Policy 7.05, Maintenance of College Facilities

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ENCLOSURE: Deferred Maintenance Plan  
Preventative Maintenance Plan  
Custodial Cleaning Schedule  
Equipment Replacement Plan  
Group Re-lamping Schedule  
Integrated Pest Management Plan

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**I. PURPOSE**

To promulgate policy, establish procedures and provide information concerning the routine, day-to-day maintenance and operation of the Lake-Sumter State College main campus and its outlying facilities.

**II. OBJECTIVES**

To support the College mission/purpose by:

- a. Providing adequate, comfortable facilities, maintained and operated in accordance with the Florida Department of Education's Maintenance and Operations (M & O) Guidelines.
- b. Providing operations, maintenance, construction, renovation and/or remodeling services in support of other departmental functions, goals and/or objectives.
- c. Providing for a safe and sanitary environment.
- d. Providing for the efficient operation of facilities and equipment in order to ensure the maximum economical utilization of resources.

- e. Providing an appearance that will promote community pride and foster good public relations.

**III. RESPONSIBILITY**

- a. Responsibility for the maintenance and operations of the Leesburg campus physical plant shall be vested in the Executive Director of Facilities working under the direction of the Executive Vice President.
- b. Responsibility for overseeing operations at the South Lake Center (SLC), located in Clermont, and at the Sumter County Center (SUMCO), located in Sumterville, shall be vested in the Off-Campus Site Coordinator working under the direction of the Executive Vice President. The Executive Director of Facilities shall provide support as may be required.
- c. SLHS classroom maintenance is the responsibility of the building owner (School Board of Lake County).
- d. Custodial service and maintenance of the Sumter County Special Purpose Facility is contracted to the Sumter County School Board.

**IV. DEFINITIONS**

- a. Comprehensive Safety Inspection - An inspection of an existing facility to determine that it complies with Chapter V, Section 5.5 of the State Requirements for Educational Facilities (SREF)- 1994 (See AMI 1600 - Safety).
- b. Educational Facilities - The buildings and equipment that are built, installed or established to serve educational purposes and which may be lawfully used.
- c. Educational (Physical) Plant - The buildings, equipment and grounds necessary to accommodate students, faculty and staff, and the activities of the educational programs of each plant.
- d. Fire Safety - That portion of the comprehensive safety inspection dealing with all factors which may pose a hazard to life and property from fire or its associated product(s).
- e. Maintenance and Repair - The upkeep of equipment or property including, but not limited to, roof or roofing replacement short of complete replacement of membrane or structure, repainting of interior and exterior surfaces, resurfacing of floors, replacement of glass, repair of hardware, furniture, equipment and electrical and plumbing fixtures, and site improvement.
- f. Maintenance of Plant - Those activities that are concerned with keeping the grounds, buildings and equipment at an acceptable level of efficiency.
- g. Maintenance - Deferred - (See Enclosure (1), Deferred Maintenance Plan).

- h. Maintenance - Emergency - That maintenance requiring immediate action to correct or prevent loss or damage to property, to restore services disrupted by an interruption of breakdown of utilities, or to eliminate hazards to persons or property.
- i. Maintenance - Preventative - That maintenance which is scheduled periodically and consists of systematic examination, lubrication, and/or adjustment to keep equipment in proper working order, and/or to replace component parts of a system to prevent major interruption of services or functions (See Enclosure (2), Preventative Maintenance Plan).
- j. Maintenance - Routine - The recurring, day-to-day periodic or scheduled work required to preserve or maintain the grounds, buildings and equipment in their original condition.
- k. Operations - Those activities concerned in keeping the physical plant open and ready for use such as cleaning, disinfecting, heating, lighting, communications, power, moving furniture, grounds care, security and such other activities as are repeated somewhat regularly on a daily, weekly, monthly or seasonal basis. Operations does not encompass the repairs and replacement of facilities and equipment.
- l. Remodeling - The changing of existing facilities by rearrangement of their spaces and their uses and shall include, but not be limited to, converting a classroom(s) to a science lab, converting a closed plan arrangement into an open plan configuration, etc. (See Section 235.011(16), Florida Statutes).
- m. Renovation - The upgrading of existing facilities by installation of, or replacement of, materials and equipment such as air conditioning, heating/ventilation, emergency or normal lighting, electrical systems, furnishings, roofs, etc. (See Section 235.011(17), Florida Statutes).

## **V. CONSTRUCTION. REMODELING AND RENOVATION PROJECTS**

- a. Day labor, (in-house) construction, remodeling and/or renovation projects, and those contracted projects whose total cost is less than \$200,000, shall be implemented in accordance with local purchasing procedures and in full compliance with the current edition of the State Requirements for Educational Facilities (SREF), Chapter V, Uniform Building Code (UBC).
- b. Construction, remodeling and renovation projects whose total cost is \$200,000 or higher shall be implemented in accordance with Agency Rule 7.04 (Reference (d)).

## **VI. CUSTODIAL SERVICES**

- a. Day Crew - Custodial services are provided from 7:30 a.m. through 4:00 p.m. Monday through Friday by a day crew consisting of one full-time and one part-time custodian, and from 8:00 a.m. through 5:00 p.m. Saturday by one custodian, working under the direct supervision of the Supervisor, Building and Grounds. They are responsible for:
  - 1. Custodial care of the Fine Arts Center Auditorium;
  - 2. Custodial care of the Food Services area during the lunch "hour";
  - 3. Set-up/tear-down for special events;

4. Relocating furniture and/or equipment as required;
  5. Picking up and delivering the mail;
  6. Delivering incoming packages;
  7. Assigned grounds keeping duties;
  8. Emptying trash containers. Replacing light bulbs;
  9. Such other custodial support as may be required.
- b. Night Crew - Custodial services are provided from 3:00 p.m. through 11:00 p.m. (one custodian) and from 9:00 p.m. through 5:00 a.m. (Head Custodian plus three additional custodians) Monday through Thursday, and from 3:00 p.m. through 11:00 p.m. Friday by the night custodial crew. They are responsible for custodial care of all buildings, except the FAC auditorium, to consist of:
1. Cleaning and sanitizing restrooms;
  2. Cleaning and sanitizing drinking fountains;
  3. Replenishing restroom supplies;
  4. Cleaning classroom chalkboards and rails;
  5. Cleaning erasers;
  6. Dust mopping, sweeping and/or vacuuming floors and carpets;
  7. Dusting office and classroom furniture. NOTE: Office occupants shall be responsible for dusting their desk tops, book shelves and other personal property;
  8. Emptying trash containers;
  9. Cleaning out classroom desk drawers;
  10. Floor maintenance. NOTE: In order to ensure the proper custodial care of assigned buildings, the night custodial crew shall not be used to set- up for special events unless absolutely necessary, and then only with the consent of the Director of College Facilities;
  11. Building Security to Include ensuring all doors, both interior and exterior, are locked and secure upon final departure;
  12. Turning off all lights when not in use;
  13. Ensuring all heating, ventilation and air conditioning (HVAC) equipment has been turned off (computer controlled);
  14. Reporting all building/equipment malfunctions and discrepancies, and all unusual activities.

## **VII. GROUNDSKEEPING**

Grounds care is provided from 7:30 a.m. through 4:00 p.m. Monday through Friday by one Groundskeeper assisted by the day custodial crew; one trades worker (operates tractor/mower); one full-time, temporary employee; such Student Assistants and/or Work Study students as may be provided and, on rare occasions, by a crew from the Lake Correctional Institute that provides some assistance on an "as needed/as available" basis.

## **VIII. MAINTENANCE**

Routine maintenance of College equipment and facilities is provided from 7:30 a.m. through 4:00 p.m. Monday through Friday by a maintenance crew consisting of: One Heating, Ventilation and Air Conditioning (HVAC) Technician; one Automotive/Plant Equipment Mechanic and one Carpenter/Painter/Plumber. The following services are provided (see definitions):

- a. Emergency maintenance.
- b. Preventative maintenance.
- c. Routine maintenance and repair.
- d. Minor remodeling (not with Maintenance Account 170100 funds that are reserved for building maintenance only).
- e. Minor renovation (note with Maintenance Account 170100 funds that are reserved for building maintenance only). NOTE: The Maintenance Department does not build furniture (it will assemble furniture purchased by other departments), repair or "jump-start" personal cars (tools and jumper cables may be borrowed (see PRO 7- 01, Use of College Equipment/Facilities), provide transportation for personal or other unofficial business, or perform any other service of a personal or otherwise prohibited nature.

#### **IX. ROUTINE WORK REQUESTS**

Maintenance and operations services shall be initiated as follows (one request per form):

- a. Temporary relocation of non-tangible personal property (furniture/equipment costing less than \$750) or set-up for special event. Submit LSCC Maintenance Request/Work Order (IS-001) to the Director of Facilities (not necessary if Request for Use of Building Facilities previously submitted with all required information). Use Priority 3 or 4, as appropriate.
- b. Relocation, either permanent or temporary, of furniture or equipment costing \$750 or more (Tangible Personal Property). Submit completed LSCC Property Relocation/Storage/Disposal Request Form (FAC-002) to the Director of Facilities. NOTE: If unsure as to the status/value of the property to be moved, submit a LSSC Property Relocation/Storage/Disposal Request Form.

#### **X. EMERGENCY WORK REQUESTS**

Notify the Director of Facilities or the Executive Vice President of the problem via telephone. Follow-up with an LSCC Maintenance Request/Work Order (IS-001). Use Priority 1.

#### **XI. ALL OTHER REQUESTS**

Submit LSCC Maintenance Request/Work Order (IS-001) to the Director of Facilities. Use Priority 3 or 4, as appropriate. Include accounting data if requesting repair or installation of departmental equipment. NOTE: Priority 2 (Preventative Maintenance) requests are reserved for Maintenance Department use only.

#### **XII. PEST CONTROL**

See Enclosure (6), Integrated Pest Management Plan.

**XIII. CUSTODIAL/MAINTENANCE PERSONNEL TRAINING PROGRAM**

## Objectives

- a. To qualify all custodians for certification as a Florida Department of Education Master Custodian.
- b. To promote job safety through Right-to-Know, OSHA, asbestos hazard, accident prevention and other pertinent on-the-job and classroom training.
- c. To promote job competence and increased skills through job related technical training.
- d. To promote good supervisory skills through appropriate leadership training.

## Custodians will be scheduled to:

- a. Attend an appropriate course(s) of the Florida Department of Education Professional Custodian Training Program on a yearly basis.
- b. Subject to work schedules and personnel availability, attend a monthly training/refresher training session conducted by qualified, local instructors. As a minimum, the following subjects shall be covered:
  - 1. Florida Right-to-Know Law(s);
  - 2. AHERA (asbestos) Compliance Training;
  - 3. Classroom cleaning;
  - 4. Institutional restroom cleaning;
  - 5. Shower/locker room cleaning;
  - 6. Window washing;
  - 7. Carpet care and maintenance;
  - 8. Floor care and maintenance;
  - 9. Custodial equipment care and maintenance;
  - 10. Chemical handling;
  - 11. Job safety;
  - 12. Energy conservation
  - 13. Agency rules and regulations.
- c. Maintenance personnel will be scheduled to:
  - 1. Attend such technical training sessions/courses as may be available and appropriate (subject to personnel and funding availability). Maximum use will be made of Staff and Program Development (SPD) funds for this purpose;
  - 2. Attend annual training/refresher training in Right-to-Know, AHERA Compliance and such other subjects as may be appropriate/required.

- d. Supervisory personnel will be scheduled to:
  - 1. Attend such courses as may be available to improve leadership skills (subject to personnel and funding availability);
  - 2. Attend annual training/refresher training in Right-to-Know, AHERA compliance and such other subjects as may be appropriate/required.

**XIV. INSPECTIONS**

- a. Annual Comprehensive Safety Inspection in accordance with the State Requirements for Educational Facilities (SREF), Chapter V, Uniform Building Code (see PRO 7-02, Campus Safety).
- b. Periodic LSCC Health and Safety Inspections in accordance with the policy and procedures established by the College President, the College Safety Committee and/or the Vice President of Business Affairs using the LSSC Health and Safety Inspection Form (IS-009) (refer to PRO 7-02, Campus Safety, and the LSCC Safety Manual).
- c. Monthly Custodial Effectiveness Inspections conducted by the Supervisor, Buildings and Grounds and/or the Head Custodian. Submit to the Director of Facilities by means of the Quality Control Inspection Form (FAC-001).
- d. Quarterly Custodial Effectiveness Inspections conducted by Department Heads/ Supervisors within their physical area(s) of responsibility. Upon request, submit to the Director of College Facilities by means of the Custodial Inspection Form (IS-010).

New: 12/04/1997