

Beaufort County Community College

Maintenance and House Keeping Plan

Summary:

The College's facility management is handled by the Maintenance Department. The Director of Plant and Maintenance Operations has 14 employees under his direct supervision. The Director of Plant and Maintenance Operations on a daily basis designates the duties of each of these employees. Some duties are handled routinely (every day, every week, etc.), but a majority of the work is by daily assignment.

Housekeeping: The College has a total of 270,733 square feet of buildings to maintain. The housekeeping staff responsible for these areas operates with 10 full-time employees and is responsible for the general cleaning of all buildings. Each of the 12 main buildings has one custodian assigned routinely. They report to work at 5:30 a.m. and work eight hours per day in their respective building. All buildings are to be open by 7:15 a.m. each morning.

HVAC: Our maintenance staff routinely services Heating and Cooling equipment, fans, motors, etc. This includes oiling, greasing, changing filters, fuses and checking belts. This is all part of our preventive maintenance efforts. The dates and services performed are recorded in a logbook. The College contracts with an outside agency for all major repairs and replacement of parts including compressors, motors, etc. The College contract with an outside agency for testing and balancing of computerized HVAC controls.

Plumbing: Plumbing problems are addressed as the need arises. Minor repairs (toilets, leaking sinks, etc.) are made by the Maintenance staff. Major repairs (leaks or breaks in main lines) are repaired by licensed outside plumbers.

Electrical: Minor electrical work is performed by the Maintenance staff including replacement or repair of receptacles, light switches, etc. Bulbs and ballasts are changed as needed. The Maintenance staff walks through all buildings at least every six weeks checking lights that need attention. They respond at other times as needed. Major wiring jobs (such as providing electricity for new machinery or major renovations to a building) are bid out to local licensed electrical contractors.

Roofs: Roof drains are cleaned out and roofs swept routinely by the Maintenance staff. This work is performed as needed, but more often when leaves are falling. Leaks and other major repairs required on the roofs are completed by the contractor who installed the roof for those under warranty and by other outside contractors for the ones not under warranty. Roofs are replaced as needed.

Grounds: The College has approximately 45 acres to mow and maintain. We currently have two full-time grounds technician that maintain the College campus. The Director of Plant and Maintenance Operations directs the repair and maintenance of the tractors, mowers, and other ground's equipment.

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Vehicles: The College owns approximately 25 vehicles. They are serviced and maintained by the Maintenance Department. Logs are kept on each vehicle as to dates of service, repairs, etc. Major repairs are done by a garage off-campus.

Deferred Maintenance: Annually the Director of Campus Operations and the VP of Administrative Services inspect and assess the facilities and grounds. Input from each Department and Division is requested. Jointly and in keeping with the College's long-range plans and facilities master plan, the President and the VP of Administrative Services make recommendations to the Property Committee and the Finance Committee of the Board of Trustees for needed repairs, painting, carpet, renovations, etc. to be requested in the next fiscal year's budget to the County Commissioners.

Recycling Program: The Maintenance Staff is responsible for the collection and proper disposal of recyclable items from the many areas of the campus.

Funding: All funding for the operation and maintenance of the campus comes from Beaufort County. The County portion of the College's total budget amounts to approximately 18% each year. The County Budget portion supports the total operation of the Maintenance Department, all utilities, insurance, supplies, vehicle operation, repairs, etc.

Evaluation of Plan: This plan is evaluated as needed by the VP of Administrative Services and the Director of Campus Operations. Survey results from faculty, staff and students also help in evaluating our plan.

Maintenance and Preventive Maintenance Schedule

Daily – (12 months)

Daily equipment maintenance on housekeeping equipment

Check general HVAC operation; adjust temperature set points and scheduling, boilers chillers in-season

Police grounds and walkways

Daily – In Season

Clean and repair lawn equipment after each use (Sharpen blades, tighten bolts, check oil, clean air filter)

Weekly

Drain compressors

Collect Recyclable Materials

Clean and Organize Maintenance Shop

Monthly

Check and replace as needed bulbs and ballast, inside and outside, including emergency and exit lights

Police all electrical equipment

Check all outdoor lighting

Test HVAC alarm signal

Check and repair as needed Auditorium seating and curtains

Check all water heaters and circulation pumps

Test smoke detectors

Service housekeeping equipment

Supervise HVAC maintenance contract

Supervise Elevator maintenance contracts

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Hold Department safety/training meetings

Check and drain air compressors

Check and clean all storm drains

Police grounds, parking lots, driveways for trash

Check and replace damaged ceiling tile

Check and clean all roof drains and gutters, check roofs

Clean outside trashcans, police dumpsters

Conduct complete fluids, air, and safety checks for vehicles

Clean and service vehicles

Check all restroom fixtures, appliances, and partitions

Test all emergency lights for operation

Bi-Annual

Change HVAC filters and grease and inspect belts

Set and replace batteries in all clocks

As Needed

Pulling phone and computer cables as needed

Spraying pesticide as necessary

Maintains campus maps and drawings

Housekeeping Schedule

	Daily	Weekly	Quarterly	Semi-Annual	As Needed
General Cleaning:					
Entrances					
All entrances will be cleaned/swept	X				
All entrance door glass to be cleaned	X				
Ceilings					
Ventilators dusted			X		
Air diffusers dusted			X		
Ventilators washed				X	
Air diffusers washed				X	
Trash					
All trash collected and disposed of to outside dumpsters	X				
All trash can liners replaced as necessary	X				
All trash cans washed					X
Cardboard boxes are broken down and sent to recycling	X				
Aluminum cans collected for recycling	X				
Water Fountains					
Cleaned/Sanitized	X				
Administrative Offices / Library:					
Furnishings					
Horizontal dusting (exposed desk, tables, chair arms, etc)	X				
Horizontal spot cleaning	X				
Upholstery spot cleaned as required	X				
Misc. Fixtures Feather dusted (including planters)	X				
Vertical dusting (chair legs, desk legs)		X			
Upholstery vacuumed			X		
Library shelving dusted			X		
Vertical spot cleaning					X
Wall Surfaces (Hand – High)					
Spot cleaned	X				
Door glass spot cleaned	X				
Entrance door glass cleaned	X				

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Doors and trim spot cleaned	X				
Window sills dusted		X			
Doors and trim dusted		X			
Glass partitions spot cleaned		X			
Picture frames / hangings dusted		X			
Partitions dusted		X			
Partition surfaces washed		X			
Window sills washed		X			
Wall surfaces dusted			X		
Floors					
Carpet vacuumed	X				
Carpet spot cleaned	X				
Carpet shampooed					X
Tile floors dust mopped	X				
Tile floors spot mopped		X			
Tile floors spray buffed		X			
Tile floors wet mopped			X		
Tile floors machine scrubbed / refinished				X	
Tile floors stripped and refinished					X
Blinds and Shutters					
Blinds dusted		X			
Shutters dusted		X			
Blinds washed					X
Lobbies / Lounges:					
Furnishings					
Horizontal dusting (exposed desk, tables, chair arms, etc)	X				
Horizontal spot cleaning	X				
Upholstery spot cleaned as required	X				
Misc. Fixtures Feather dusted (including planters)	X				
Vertical dusting (chair legs, desk legs)		X			
Upholstery vacuumed			X		
Wall Surfaces (Hand – High)					
Spot cleaned	X				
Door glass spot cleaned	X				
Entrance door glass cleaned	X				
Doors and trim spot cleaned	X				
Window sills dusted		X			
Doors and trim dusted		X			

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Glass partitions spot cleaned			X			
Picture frames / hangings dusted			X			
Partitions dusted			X			
Partition surfaces washed				X		
Window sills washed				X		
Wall surfaces dusted					X	
Floors						
Carpet vacuumed		X				
Carpet spot cleaned		X				
Carpet shampooed						X
Tile floors dust mopped		X				
Tile floors spot mopped			X			
Tile Floors spray buffed			X			
Tile floors wet mopped				X		
Tile floors machine scrubbed / refinished					X	
Tile floors stripped and refinished						X
Corridors:						
Furnishings						
Hand railings dusted			X			
Hand railings washed				X		
Wall Surfaces (Hand – High)						
Spot cleaned		X				
Door glass spot cleaned		X				
Entrance door glass cleaned		X				
Doors and trim spot cleaned			X			
Window sills dusted			X			
Doors and trim dusted			X			
Glass partitions spot cleaned			X			
Picture frames / hangings dusted			X			
Floors						
Terrazzo floors dust mopped (w/treated mop)		X				
Terrazzo floors damp mopped			X			
Terrazzo floors machine scrubbed					X	
Terrazzo floors stripped / sealed / waxed						X

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Stairwells:						
Wall Surfaces (Hand – High)						
Spot cleaned			X			
Doors and trim dusted			X			
Doors and trim dusted – over 6 feet			X			
Surfaces dusted				X		
Floors						
Dust mopped		X				
Spot mopped		X				
Damp mopped			X			
Elevators:						
Wall Surfaces (Hand – High)						
Spot cleaned		X				
Doors and trim dusted and spot cleaned		X				
Elevator glass and / or stainless doors cleaned		X				
Floors						
Carpet vacuumed		X				
Door tracts cleaned		X				
Carpet spot cleaned						X
Conference Rooms:						
Furnishings						
Furniture dusted		X				
Furniture spot cleaned		X				
Furniture – vertical dusting (table legs, chair arms, etc.)			X			
Upholstery vacuumed				X		
Floors						
Carpet vacuumed		X				
Door tracts cleaned		X				
Carpet spot cleaned						X
Window Blinds and Shutters						
Dusted			X			

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Classrooms:						
Furnishings						
Furniture (desks, lab tables) horizontal dusting / damp wipe	X					
Furniture spot cleaned	X					
Furniture – vertical dusting (table legs, chair arms, etc.)		X				
Wall Surfaces (Hand – High)						
Spot cleaned	X					
Doors and trim dusted and spot cleaned		X				
Doors and trim (over 6 feet) spot cleaned						X
Window sills dusted		X				
Picture frames / hangings dusted		X				
Window sills washed		X				
Surfaces (over 6 feet) dusted		X				
Floors						
Resilient tile dust mopped	X					
Resilient tile spot mopped	X					
Resilient tile damp mopped or wet mopped						X
Terrazzo floors dust mopped (w/treated mop)	X					
Terrazzo floors damp mopped		X				
Terrazzo floors machine scrubbed			X			
Terrazzo floors stripped / sealed / waxed						X
Blackboards and Whiteboards						
Washed (only boards with no writing / notations)	X					
Chalk trays damp wiped	X					
Multiple chalk tract vacuumed		X				
Blinds						
Dusted		X				
Restrooms:						
Wall Surfaces (Hand – High)						
Spot cleaned	X					
Washed		X				
Total wall area washed			X			

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Fixtures						
Mirrors cleaned		X				
Urinals / commodes cleaned / sanitized		X				
Showers cleaned / sanitized		X				
Sinks cleaned		X				
Plumbing pipes cleaned			X			
Partitions spot cleaned		X				
Partitions washed			X			
Floors						
Ceramic floors wet mopped / disinfected		X				
Ceramic floors machine scrubbed				X		
Supplies						
All paper products restocked		X				
Hand soap restocked		X				
Auditorium:						
Furnishings						
Horizontal dusting		X				
Upholstery dusted		X				
Vertical dusting			X			
Upholstery vacuumed				X		
Wall Surfaces (Hand – High)						
Spot cleaned		X				
Doors and trim dusted and spot cleaned		X				
Surfaces dusted				X		
Floors						
Carpet vacuumed		X				
Concrete floor dust mopped		X				
Concrete floor wet mopped			X			