

Comprehensive Maintenance Plan For Educational Facilities—FY2022 October 6, 2020

October 6, 2020

The Board of Education of Washington County accepts the Comprehensive Maintenance Plan for Educational Facilities FY 2022 as a working document for the Washington County Public School System.



Melissa A. Williams
President of the Board



Dr. Boyd J. Michael, III
Superintendent of Schools

WCPS

Washington County
Public Schools

**Comprehensive
Maintenance Plan
for
Educational
Facilities**

FY2022



Washington County BOARD OF EDUCATION

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COMPREHENSIVE MAINTENANCE PLAN

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Introduction

The buildings and grounds of Washington County Public Schools (WCPS) are maintained by the Facilities Maintenance and Operations Department. Work performed by staff of this department, along with contractors, ensure schools are properly maintained and classroom environment is both inviting and conducive to learning. As the age of the building inventory increases, the Washington County Board of Education and WCPS' staff work in collaboration to maximize funding from state and local government sources. The Facilities Maintenance and Operations Department is guided by WCPS' vision statement.

Vision Statement

“Building a community that inspires curiosity, creativity, and achievement”

Goals

The goal of the Maintenance and Operations Department is to ensure no school closures occur due to a maintenance-related problem. This goal was accomplished in the fiscal year 2019-2020. The Maintenance and Operations staff are fully committed to resolving problems and keeping schools open and safe.

Funding for maintenance activities is provided through: 1) the Operating Budget, in the “Maintenance of Plant” category, 2) State and Local Capital Improvement Programs, 3) Qualified Zone Academy Bond (QZAB) 4) Project Open Space, 5) Aging School Programs (ASP), and 6) Supplemental Grants.

The facility maintenance needs are identified in the Facilities Assessment in Chapter 3. This comprehensive assessment was performed using the criteria presented in the “Task Force to Study Public School Facilities.” The criteria is a standardized and comparative survey performed on all schools in the system. Component scoring is weighted according to importance as it relates to overall condition of the school facility. The focus of the assessment is based on actual condition of the facility and not the ability of funding sources to supply the needed resources.

Maintenance

The Educational Facilities Master Plan, Capital Improvement Program Plan, and Comprehensive Maintenance Plan are used to identify and determine the district's maintenance needs. Each year the Facilities Maintenance and Operations Department identifies projects in various categories from parking lot overlays to roof replacements.

WCPS has replaced lighting and added roof insulation to reduce energy demands. Included in systemic heating, ventilation, air conditioning, (HVAC) projects is the upgrade from the pneumatic control to direct digital control technology. The direct digital control systems allow remote monitoring, control, and scheduling of the building HVAC equipment, which reduces the operating cost of these systems.

Every building is integrated to the energy management system and can be monitored through the school system network. Carbon dioxide demand ventilation control enhancements were installed in some large spaces to limit unnecessary outside air tempering when the space is unoccupied.

The facilities operations manager continues to be successful in obtaining lower cost fuel oil, gas, and electricity bids to further curb the budget increase required for the operation of all school system buildings.

Building Renovations

The department oversees minor building renovation projects such as flooring, locker replacement, ceiling, and lighting replacements. The department also manages various sidewalks, paving, and fencing projects. Painting projects were completed at four schools improving the learning environment.

A handicap accessibility project was completed at the Fairview Outdoor school where a sidewalk and ramp took the place of existing stairs into a dorm. Other projects are being planned to address American with Disability Act (ADA) compliance at WCPS buildings addressing ADA accessibility assessment recommendations.

Replacement of worn and damaged flooring, and painting to freshen classrooms were the core of the renovations for the year.

Initiatives

The Maintenance and Operations Department is shifting the focus of operations to a preventive maintenance centric-based process. The current work order system compares over 3,000 school systems across the country using the same work order program. The comparisons are used to create trends and analytics to determine how school systems are performing maintenance. The median percentage of corrective maintenance to preventives is 21 percent. Maintenance and operations is currently at the median percentage. The goal of this shift is to increase the percentage of preventive maintenance man hours from 21 percent median to 25 percent in the next fiscal year. The overall goal is to increase the percentage of planned versus corrective maintenance to the top tier of peer school systems to 51 percent. This will be achieved by creating additional preventive maintenance schedules in the work order system. Training will be provided to maintenance staff to increase their knowledge base of best practices and predictive maintenance.

The new Operations Manager positions, created last fiscal year, are providing increased oversight of the school-based custodians. Through this oversight the Maintenance and Operations department is implementing a more detailed strategy to assess the individual school maintenance needs. The managers are inspecting the buildings more frequently and detailing additional conditions that need approval. They have worked with the school-based staff to identify deficiencies in buildings for improvement. The centralized approach has led to a better overall facilities assessment and condition of the buildings.

The Maintenance and Operations Department is working with the local utility to participate in the EmPower Maryland program to reduce energy cost by upgrading lighting and other electrical systems. The program provides reimbursement of up to 70 percent of the cost of the replacement fixtures and installation. Taking advantage of this program provides new energy efficient light fixtures and energy savings in the future.



BESTER ELEMENTARY S c h o o l

PROFILE

Bester Elementary was built in 2014 with a state rated capacity of 628 serving Pre-K to Grade 5. The school is 72,951 square feet situated on 12.8 acres.

The school is served by a 2000 amp electric service and an emergency generator. Public Water and sewer is provided by a public utility.

The heating and cooling system has a gas fired boiler and chiller and has 40 water source heat pumps, 5 air handlers, and 4 energy recovery units.

CONTACT

PHONE:
301-766-8001

WEBSITE:
<https://besterelementary.weebly.com>

Address:
385 Mill Street
Hagerstown, MD.21740

OTHER

Operations Manager
Jason Guderjohn – 240-310-3058

ELECTRICITY

Hagerstown Light Department
301-790-2600
<https://www.hagerstownmd.org>

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer
301-739-8577
<https://www.hagerstownmd.org>

Gerald Taylor Company Septic
301-582-2800
<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell
Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas
1-888-460-4332
<https://www.columbiagasmd.com>



BOONSBORO ELEMENTARY S c h o o l

PROFILE

Boonsboro Elementary was built in 1950 with a state rated capacity of 499 serving Pre-K to Grade 5. The school is 62,716 square feet situated on 11.01 acres.

The school is served by an 800 amp electric service and public water and sewer is provided by a public utility.

The heating and cooling system has a 4 pipe system with oil-fired boiler and air-cooled chiller, 24 classroom unit ventilators, and 4 roof top units.

CONTACT

PHONE:
301-766-8013

WEBSITE:
www.wcpsmd.com

Address:
5 Campus Avenue
Boonsboro MD.21713

OTHER

Operations Manager
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Boonsboro – Boonsboro Municipal Utilities Commission

301-432-5141

<https://www.town.boonsboro.md.us>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simple Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

HEATING FUEL

James River Petroleum

804-358-9000 or after 5:00 p.m. – 804-393-1150

www.jamesriverpetroleum.com



CASCADE ELEMENTARY S c h o o l

PROFILE

Cascade Elementary was built in 1924 with a state rated capacity of 278 serving Pre-K to Grade 5. The school is 54,646 square feet situated on 9.72 acres.

The school is served by a 400 amp electric service. Water and sewer is provided by a public utility.

The heating and cooling system has 20 classroom heat pumps, 2 roof top units and an oil-fired boiler.

CONTACT

PHONE:
301-766-8066

WEBSITE:
www.wcpsmd.com

Address:
14519 Pennersville Road
Cascade, MD.21719

OTHER

Operations Manager
Matt Burton 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

Account Number - 110086877
1-888-544-4877

<https://www.firstenergycorp.com/outages>
External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Washington County Department of Water Quality
240-313-2600

<https://www.washco-md.net>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

HEATING FUEL

James River Petroleum

804-358-9000 or after 5:00 p.m. – 804-393-1150

www.jamesriverpetroleum.com



CLEAR SPRING ELEMENTARY S c h o o l

PROFILE

Clear Spring Elementary is an open school concept built in 1954 with a state rated capacity of 386 serving Pre-K to Grade 5. The school is 43,393 square feet situated on 9 acres.

The school is served by an 800 amp electric service. Public water and sewer is provided by a public utility.

The heating and cooling system has a 4 pipe system, 25 classroom unit ventilators, 4 roof top units, an oil-fired boiler and an air-cooled chiller.

CONTACT

PHONE:
301-766-8074

WEBSITE:
<https://clearspringelementary.weebly.com>

Address:
12627 Broadfording Road
Clear Spring, Maryland 21722

OTHER

Operations Manager
Dale Diller – 301-730-1896

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Clear Spring

301-842-2252

<https://clearspringmd.gov>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

HEATING FUEL

James River Petroleum

804-358-9000 or after 5:00 p.m. – 804-393-1150

www.jamesriverpetroleum.com



EASTERN ELEMENTARY S c h o o l

PROFILE

Eastern Elementary was built in 1992 with a state rated capacity of 572 serving Grade 3 to Grade 5. The school is 58,280 square feet situated on 20.39 acres.

The school is served by a 1200 amp electric service and has an emergency generator. Public water and sewer is provided by a public utility.

The heating and cooling is with a gas-fired boiler and chiller serving 35 classroom unit ventilators, and 6 air handling units.

CONTACT

PHONE:
301-766-8122

WEBSITE:
<https://easterneagles.weebly.com/>

Address:
1320 Yale Drive
Hagerstown, MD.21742

OTHER

Operations Manager
Matt Burton 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



EMMA K DOUB ELEMENTARY S c h o o l

PROFILE

Emma K. Doub Elementary was built in 1967 with a state rated capacity of 297 serving Pre-K to Grade 5. The school is 35,476 square feet situated on 10 acres.

The school is served by a 800 amp electric service. Water and sewer is provided by a public utility.

The heating and cooling system is gas-fired boiler serving 2 classroom unit ventilators, 6 air handler units, and 2 roof top units.

CONTACT

PHONE:
301-766-8130

WEBSITE:
<https://ekdschool.weebly.com/>

Address:
1221 South Potomac Street
Hagerstown, MD 21740

OTHER

Operations Manager
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



FOUNTAIN ROCK ELEMENTARY

S c h o o l

PROFILE

Fountain Rock Elementary was built in 1970 with a state rated capacity of 271 serving Pre-K to Grade 5. The school is 35,318 square feet situated on 16.6 acres.

The school is served by a 1600 amp electric service with an generator. Water and sewer is supplied by a 28 gallon per minute well pump with a 4000 gallon holding tank and septic field.

The school's heating system is electric and a DX cooling system.

CONTACT

PHONE:
301-766-8146

WEBSITE:
<https://fountainrock.weebly.com/>

Address:
17145 Lappans Road
Hagerstown, MD.21740

OTHER

Operations Manager
Matt Burton 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Well and Septic

325 foot well

28 Gallon Per Minute Pump at 147 feet deep 2 inch supply.

Gould's Submersible pump 230 volt 3 phase

4000 gallon holding tank

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166



FOUNTAINDALE ELEMENTARY

S c h o o l

PROFILE

Fountaindale Elementary was built in 1949 with a state rated capacity of 365 serving Pre-K to Grade 5. The school is 53,406 square feet situated on 13.1 acres.

The school is served by a 1200 amp electric service. Water and sewer are provided by a public utility.

The school heating and cooling system has a gas-fired condensing gas boiler and chiller serving 16 classroom unit ventilators, 4 roof top units and 5 dedicated outside air units.

CONTACT

PHONE:
301-766-8156

WEBSITE:
<https://fountaindalees.weebly.com/>

Address:
901 Northern Avenue
Hagerstown, MD.21742

OTHER

Operations Manager
Matt Burton 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



FUNKSTOWN ELEMENTARY

S c h o o l

PROFILE

Funkstown Elementary was built in 1967 with a state rated capacity of 180 serving Pre-K only. The school is 24,197 square feet situated on 11.96 acres.

The school is served by a 600 amp electric service. Water and sewer is provided by a public utility.

The school's heating and cooling has 20 variable refrigerant flow units, 4 air handler units, and 3 dedicated outdoor air supply units.

CONTACT

PHONE:
301-766-8162

WEBSITE:
www.wcpsmd.com

Address:
23 Funkstown Road
Hagerstown, MD.21740

OTHER

Operations Manager
Matt Burton 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Funkstown

301-791-0948

<https://funkstown.com>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



GREENBRIER ELEMENTARY S c h o o l

PROFILE

Greenbrier Elementary was built in 1971 with a state rated capacity of 252 serving Pre-K to Grade 5. The school is 38,835 square feet situated on 9.05 acres.

The school is served by a 1200 amp electric service with a generator docking station for life safety systems. Water and sewer is supplied by a 25 gallon per minute well pump with a 1500 gallon hydropneumatic tank and septic field.

The school had a roof replacement and HVAC in 2008. The school's HVAC system is supplied by five Multi-zone air handling units with direct expansion cooling and electric reheat. Additional heating is provided by baseboard electric heat on the perimeter of the building.

CONTACT

PHONE:
301-766-8170

WEBSITE:
<https://greenbrierelem.weebly.com>

Address:
21222 San Mar Road
Boonsboro, MD.21713

OTHER

Operations Manager:
Matt Burton – 301- 730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

Emergency Power

400 amp three phase

Connection via 125 kW portable generator

WATER SUPPLY AND SEWER

Well and Septic

85 foot well

25 Gallon Per Minute Pump at 70 Feet Deep 2 inch Supply

Gould's Submersible pump 460 volt 3 phase

1500 gallon hydropneumatic tank

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166



HANCOCK ELEMENTARY S c h o o l

PROFILE

Hancock Elementary was built in 1977 with a state rated capacity of 295 serving Pre-K to Grade 5. The school is 37,441 square feet situated on 16.95 acres.

The school is served by a 2000 amp electric service and has an emergency generator. Public water and sewer are provided by a public utility.

The school's heating and cooling is electric heat, 2 chillers, and 6 air handler units.

CONTACT

PHONE:
301-766-8178

WEBSITE:
<https://hancockelementarymd.weebly.com>

Address:
290 West Main Street
Hancock, MD.21750

OTHER

Operations Manager
Dale Diller – 301-730-1896

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Hancock

301-678-5622

<https://www.townofhancock.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas

301-432-6611

<https://thompsongas.com>



HICKORY ELEMENTARY S c h o o l

PROFILE

Hickory Elementary was built in 1975 with a state rated capacity of 268 serving Pre-K to Grade 5. The school is 39,571 square feet situated on 10.23 acres.

The school is served by a 1600 amp electric service with an emergency generator docking station for life safety systems. Public water and sewer are provided by a public utility.

The school's heating and cooling system is electric heat and chiller serving 7 air handler units.

CONTACT

PHONE:
301-766-8198

WEBSITE:
<https://hickoryelementary.weebly.com>

Address:
11101 Hickory School Road
Williamsport, MD.21795

OTHER

Operations Manager
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Washington County Department of Water Quality - Sewer

240-313-2600

<https://www.washco-md.net>

City of Hagerstown Water & Sewer - Water

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166



JONATHAN HAGER ELEMENTARY

S c h o o l

PROFILE

Jonathan Hager Elementary was built in 2016 with a state rated capacity of 471 serving Pre-K to Grade 5. The school is 65,433 square feet situated on 16.52 acres.

The school is served by a 2000 amp electric service and has an emergency generator. Public water and sewer are provided by a public utility.

The school's heating and cooling system has 44 variable refrigerant flow systems, 2 roof top units, and 2 dedicated outdoor air supply units.

CONTACT

PHONE:
301-766-8440

WEBSITE:
www.wcpsmd.com

Address:
12615 Sedgwick Way
Hagerstown, MD.21740

OTHER

Operations Manager
Dale Diller – 301-730-1896

ELECTRICITY

Allegheny Energy Potomac Edison
1-888-544-4877

<https://www.firstenergycorp.com/outages>
External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer - Water
301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic
301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas
1-888-460-4332

<https://www.columbiagasmd.com>



LINCOLNSHIRE ELEMENTARY

S c h o o l

PROFILE

Lincolnshire Elementary was built in 1954 with a state rated capacity of 545 serving Pre-K to Grade 5. The school is 64,791 square feet situated on 13.65 acres.

The school is served by a 1200 amp electric service. Water and sewer are provided by a public utility.

The school's heating and cooling has condensing gas boilers and a chiller serving 32 classroom unit ventilators, 3 air handler units, and 13 fan coils.

CONTACT

PHONE:
301-766-8206

WEBSITE:
<https://lincolnshireelementary.com>

Address:
17545 Lincolnshire Road
Hagerstown, MD 21740

OTHER

Operations Manager
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Washington County Department of Water Quality - Sewer

240-313-2600

<https://www.washco-md.net>

City of Hagerstown Water & Sewer - Water

301-739-8577

<https://www.hagerstownmd.org>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



MAUGANSVILLE ELEMENTARY S c h o o l

PROFILE

Maugansville Elementary was built in 2008 with a state rated capacity of 755 serving Pre-K to Grade 5. The school is 91,586 square feet situated on 28.51 acres.

The school is served by a 2500 amp electric service and has an emergency generator. Water and sewer is supplied by a public utility.

The school's heating and cooling is provided by gas-fired boilers and a chiller serving 8 air handler units.

CONTACT

PHONE:
301-766-8230

WEBSITE:
www.wcpsmd.com

Address:
18023 Maugans Avenue
Maugansville, MD 21767

OTHER

Operations Manager
Dale Diller – 301-730-1896

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



OLD FORGE ELEMENTARY S c h o o l

PROFILE

Old Forge Elementary is an open school concept built in 1970 with a state rated capacity of 366 serving Pre-K to Grade 5. The school is 40,777 square feet situated on 15 acres.

The school is served by a 2000 amp electric service with a generator docking station for life safety systems. Water and sewer is supplied by an 8.6 gallon per minute well pump with a 4,000 gallon holding tank and septic field.

The school's heating and cooling has 24 variable refrigerant flow units, 7 dedicated outdoor air supply units, and 2 air handler units.

CONTACT

PHONE:
301-766-8273

WEBSITE:
<https://ofe.weebly.com>

Address:
21615 Old Forge Road
Hagerstown, MD 21742

OTHER

Operations Manager:
Matt Burton 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

Emergency Power

400 amp three phase

Connection via 125 kW portable generator

WATER SUPPLY AND SEWER

Well and Septic

164 foot well

8.3 Gallon Per Minute Pump at 142 Feet Deep 2 inch Supply

Myers Submersible pump 230 volt single phase

4000 gallon holding tank

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166



PANGBORN ELEMENTARY School

PROFILE

Pangborn Elementary was built in 2008 with a state rated capacity of 745 serving Pre-K to Grade 5. The school is 88,116 square feet situated on 18.43 acres.

The school is served by a 1200 amp electric service and has an emergency generator. Public water and sewer are provided by a public utility.

The school's heating and cooling has gas-fired boilers and a chiller serving 6 roof top units and 2 energy recovery ventilators.

CONTACT

PHONE:
301-766-8282

WEBSITE:
<https://pbschool.weebly.com>

Address:
195 Pangborn Elementary
Hagerstown, MD.21740

OTHER

Operations Manager:
Matt Burton 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

IP Address 10.118.3.225

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



PARAMOUNT ELEMENTARY School

PROFILE

Paramount Elementary was built in 1994 with a state rated capacity of 408 serving Pre-K to Grade 5. The school is 47,923 square feet situated on 10.25 acres.

The school is served by a 1200 amp electric service. Public water and sewer is provided by a public utility.

The school's heating and cooling system has gas-fired boilers and DX cooling serving 7 air handler units.

CONTACT

PHONE:
301-766-8289

WEBSITE:
<https://paramountelementary.weebly.com>

Address:
19410 Longmeadow Road
Hagerstown, MD.21742

OTHER

Operations Manager:
Matt Burton 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



PLEASANT VALLEY ELEMENTARY

S c h o o l

PROFILE

Pleasant Valley Elementary was built in 1960 with a state rated capacity of 225 serving Pre-K to Grade 5. The school is 28,550 square feet situated on 11.7 acres.

The school is served by a 1200 amp electric service. A 200 amp emergency generator is connected to the entire school. Water is provided by a public utility and a sewer system has septic tank.

The school's heating and cooling has oil-fired boilers and a chiller serving 25 classroom unit ventilators, and one (1) air handler unit.

CONTACT

PHONE:
301-766-8297

WEBSITE:
<https://greenbrierelem.weebly.com>

Address:
1707 Rohrsville Road
Knoxville, MD 21758

OTHER

Operations Manager:
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison
1-888-544-4877

<https://www.firstenergycorp.com/outages>
External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Brunswick
301-834-7500

<https://brunswickmd.gov>

Gerald Taylor Company Septic
301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
301-791-1166

HEATING FUEL

James River Petroleum

804-358-9000 or after 5:00 p.m. – 804-393-1150
www.jamesriverpetroleum.com



POTOMAC HEIGHTS ELEMENTARY S c h o o l

PROFILE

Potomac Heights Elementary was built in 1970 with a state rated capacity of 294 serving Pre-K to Grade 5. The school is 37,347 square feet situated on 9.69 acres.

The school is served by a 2000 amp electric service. Public water and sewer is provided by a public utility.

The school's heating and cooling has electric heat and DX cooling serving 4 roof top units, 2 air handler units, and 1 heating ventilator unit.

CONTACT

PHONE:
301-766-8305

WEBSITE:
www.wcpsmd.com

Address:
301 E. Magnolia Avenue
Hagerstown, MD.21740

OTHER

Operations Manager:
Matt Burton 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166



ROCKLAND WOODS ELEM. School

PROFILE

Rockland Woods Elementary was built in 2008 with a state rated capacity of 751 serving Pre-K to Grade 5. The school is 85,277 square feet situated on 13.6 acres.

The school is served by a 1200 amp electric service and has an emergency generator. Water and sewer is provided by a public utility.

The school's heating and cooling is provided by gas-fired boilers and chillers serving 6 air handler units and 2 energy recovery ventilators.

CONTACT

PHONE:
301-766-8485

WEBSITE:
www.rocklandwoodselementary.com

Address:
18201 Rockland Drive
Hagerstown, MD.21740

OTHER

Operations Manager:
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Washington County Department of Water Quality - Sewer

240-313-2600

<https://www.washco-md.net>

City of Hagerstown Water & Sewer - Water

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas

301-432-6611

<https://thompsongas.com>



PROFILE

Ruth Ann Monroe Elementary is an open school concept built in 2011 with a state rated capacity of 692 serving Pre-K to Grade 2. The school is 80,816 square feet situated on 52.14 acres.

The school is served by a 2000 amp electric service and has an emergency generator. Public water and sewer is provided by the city.

The school's heating and cooling has 100 geothermal heat pumps, 2 air handler units, and 4 dedicated outdoor air supply units.

CONTACT

PHONE:
301-766-8668

WEBSITE:
<https://ruthannmonroeprimary.weebly.com>

Address:
1311 Yale Drive
Hagerstown, MD.21742

OTHER

Operations Manager:
Matt Burton 301-730-1772

RUTH ANN MONROE ELEMENTARY S c h o o l

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



SALEM AVENUE ELEMENTARY S c h o o l

PROFILE

Salem Avenue Elementary was built in 1951 with a state rated capacity of 722 serving Pre-K to Grade 5. The school is 79,084 square feet situated on 13.24 acres.

The school is served by a 1200 amp electric service. Public water and sewer is provided by a public utility.

The school's heating and cooling has gas-fired boilers and a chiller serving 20 classroom unit ventilators, and 6 air handler units.

CONTACT

PHONE:
301-766-8313

WEBSITE:
<https://saalemavenue.weebly.com>

Address:
1323 Salem Avenue Extended
Hagerstown, MD 21740

OTHER

Operations Manager:
Dale Diller – 301-730-1896

ELECTRICITY

Hagerstown City Light Department
301-790-2600
<https://www.hagerstownmd.org>

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer
301-739-8577
<https://www.hagerstownmd.org>

Gerald Taylor Company Septic
301-582-2800
<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell
Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas
1-888-460-4332
<https://www.columbiagasmd.com>



SHARPSBURG ELEMENTARY S c h o o l

PROFILE

The new Sharpsburg Elementary was built in 2020 with a state rated capacity of 471 serving Pre-K to Grade 5. The school is 60,054 square feet situated on 11.54 acres. The original school was built in 1936 which was recently demolished.

The school is served by a 2000 amp electric service and has an emergency generator.

The school heating system is served by heat pumps with dedicated outside air units for ventilation.

CONTACT

PHONE:
301-766-8321

WEBSITE:
<https://www.wcpsmd.com>

Address:
17525 Shepherdstown Pike
Sharpsburg, MD.21782

OTHER

Operations Manager:
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

Emergency Power

2000 amp three phase

Connection via 125 kW generator

WATER SUPPLY AND SEWER

Washington County Department of Water Quality

240-313-2600

<https://www.washco-md.net>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas

301-432-6611

<https://thompsongas.com>



SMITHSBURG ELEMENTARY S c h o o l

PROFILE

Smithsburg Elementary was built in 1953 with a state rated capacity of 431 serving Pre-K to Grade 5. The school is 48,587 square feet situated on 11.13 acres.

The school is served by a 200 amp electric service. Water and sewer is provided by a public utility.

The school's heating and cooling system has oil-fired boilers and a chiller serving 31 classroom unit ventilators, 2 air handler units, and 1 roof top unit.

CONTACT

PHONE:
301-766-8329

WEBSITE:
<https://smithsburgelementary.weebly.com>

Address:
67 North Main Street
Smithsburg, MD.21783

OTHER

Operations Manager:
Matt Burton – 301- 730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Smithsburg

301-824-7234

<https://townofsmithsburg.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

HEATING FUEL

James River Petroleum

804-358-9000 or after 5:00 p.m. – 804-393-1150

www.jamesriverpetroleum.com

A.C.&T.

301-582-2700

www.acandt.com



PROFILE

Williamsport Elementary is an open school concept built in 1959 with a state rated capacity of 568 serving Pre-K to Grade 5. The school is 64,112 square feet situated on 20 acres.

The school is served by a 1600 amp electric service and an emergency generator. Public water and sewer is provided by a public utility.

The school's heating and cooling has oil-fired boilers and a chiller serving 40 classroom unit ventilators, 18 fan coil units, and 1 heating vent unit.

CONTACT

PHONE:
301-766-8415

WEBSITE:
<https://wesstem.weebly.com>

Address:
1 South Clifton Drive
Williamsport, MD. 21795

OTHER

Operations Manager:
Dale Diller – 301-730-1896

WILLIAMSPORT ELEMENTARY S c h o o l

ELECTRICITY

Town of Williamsport
301-223-7711
<https://williamsportmd.gov>

WATER SUPPLY AND SEWER

Town of Williamsport
301-223-7711
<https://williamsportmd.gov>

Gerald Taylor Company Septic
301-582-2800
<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Control Simplex Grinnell
Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas
301-432-6611
<https://thompsongas.com>

HEATING FUEL

A.C.&T.
301-582-2700
www.acandt.com



BOONSBORO MIDDLE S c h o o l

PROFILE

Boonsboro Middle was built in 1976 with a state rated capacity of 870 serving Grade 6 to Grade 8. The school is 105,590 square feet situated on 22.15 acres.

The school is served by a 4000 amp electric service and an emergency generator. Water and sewer is provided by a public utility.

The school's heating is electric and DX cooling serving 9 roof top units.

CONTACT

PHONE:
301-766-8038

WEBSITE:
www.wcpsmd.com

Address:
1 J-H Wade Drive
Boonsboro, MD.21713

OTHER

Operations Manager:
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Boonsboro – Boonsboro Municipal Utilities Commission

301-432-5141

<https://www.town.boonsboro.md.us>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas

301-432-6611

<https://thompsongas.com>



CLEAR SPRING MIDDLE School

PROFILE

Clear Spring Middle was built in 1979 with a state rated capacity of 605 serving Grade 6 to Grade 8. The school is 66,122 square feet situated on 34.17 acres.

The school is served by a 4000 amp electric service and an emergency generator. Water and sewer is provided by a public utility.

The school's heating is electric and DX cooling serving 10 roof top units.

CONTACT

PHONE:
301-766-8094

WEBSITE:
<https://clearspringmiddleschool.weebly.com>

Address:
12628 Broadfording Road
Clear Spring, MD.21722

OTHER

Operations Manager:
Dale Diller – 301-730-1896

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Clear Spring

301-842-2252

<https://clearspringmd.gov>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas

301-432-6611

<https://thompsongas.com>



E. RUSSELL HICKS MIDDLE S c h o o l

PROFILE

E. Russell Hicks Middle was built in 1967 with a state rated capacity of 841 serving Grade 6 to Grade 8. The school is 103,131 square feet situated on 34.44 acres.

The school is served by a 3000 amp electric service and has an emergency generator. Public water and sewer is provided by a public utility.

The school's heating and cooling system has gas-fired boilers and chillers serving 18 roof top units and 6 air handler units.

CONTACT

PHONE:
301-766-8110

WEBSITE:
<https://erussellhicks.school.weebly.com>

Address:
1321 South Potomac Street
Hagerstown, MD. 21740

OTHER

Operations Manager:
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332



NORTHERN MIDDLE S c h o o l

PROFILE

Northern Middle was built in 1980 with a state rated capacity of 913 serving Grade 6 to Grade 8. The school is 102,782 square feet situated on 16.62 acres.

The school is served by a 3200 amp electric service and has an emergency generator. Water and sewer is provided by a public utility.

The school's heating and cooling system has gas-fired boilers and a chiller serving 6 air handler units.

CONTACT

PHONE:
301-766-8258

WEBSITE:
www.wcpsmd.com

Address:
701 Northern Avenue
Hagerstown, MD.21742

OTHER

Operations Manager:
Matthew Burton – 301-730-1772

ELECTRICITY

Hagerstown City Light Department
301-790-2600
<https://www.hagerstownmd.org>

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer
301-739-8577
<https://www.hagerstownmd.org>

Gerald Taylor Company Septic
301-582-2800
<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell
Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas
1-888-460-4332
<https://www.columbiagasmd.com>



SMITHSBURG MIDDLE S c h o o l

PROFILE

Smithsburg Middle was built in 1976 with a state rated capacity of 839 serving Grade 6 to Grade 8. The school is 108,975 square feet situated on 30 acres.

The school is served by a 4000 amp electric service and has an emergency generator. Water and sewer is provided by a public utility.

The school's heating and cooling system is electric and with chillers serving 18 air handler units.

CONTACT

PHONE:
301-766-8353

WEBSITE:
www.wcpsmd.com

Address:
68 N. Main Street
Smithsburg, MD.21783

OTHER

Operations Manager:
Matthew Burton – 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Smithsburg

301-824-7234

<https://townofsmithsburg.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166



SPRINGFIELD MIDDLE School

PROFILE

Springfield Middle was built in 1977 with a state rated capacity of 1096 serving Grade 6 to Grade 8. The school is 134,755 square feet situated on 40 acres.

The school is served by a 2500 amp electric service and has an emergency generator. Water and sewer is provided by a public utility.

The school has electric heat and a chiller serving 8 air handler units.

CONTACT

PHONE:
301-766-8389

WEBSITE:
<https://www.springfieldmiddle.com>

Address:
334 Sunset Avenue
Williamsport, MD 21795

OTHER

Operations Manager:
Dale Diller – 301-730-1896

ELECTRICITY

Town of Williamsport
301-223-7711
<https://williamsportmd.gov>

WATER SUPPLY AND SEWER

Town of Williamsport
301-223-7711
<https://williamsportmd.gov>

Gerald Taylor Company Septic
301-582-2800
<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell
Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas
301-432-6611
<https://thompsongas.com>



WESTERN HEIGHTS MIDDLE School

PROFILE

Western Heights Middle School was built in 1976 with a state rated capacity of 998 serving Grade 6 to Grade 8. The school is 127,315 square feet situated on 24.96 acres.

The school is served by a 2000 amp electric service and has an emergency generator. Water and sewer is provided by a public utility.

The school's heating system is electric and a chiller services 8 roof top units.

CONTACT

PHONE:
301-766-8403

WEBSITE:
<https://wcpsmd.com>

Address:
1300 Marshall Street
Hagerstown, MD 21740

OTHER

Operations Manager
Jason Guderjohn – 240-310-3058

ELECTRICITY

Hagerstown City Light Department
301-790-2600
<https://www.hagerstownmd.org>

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer
301-739-8577
<https://www.hagerstownmd.org>

Gerald Taylor Company Septic
301-582-2800
<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell
Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas
1-888-460-4332
<https://www.columbiagasmd.com>



ANTIETAM ACADEMY CENTER

PROFILE

Antietam Academy Center was built in 2011 with a state rated capacity of 200 serving Grade 6 to Grade 12. The school is 45,000 square feet situated on 12 acres.

The school is served by a 2000 amp electric service and an 180 kW emergency generator. Water and sewer is provided by a public utility.

The school's heating and cooling is a geothermal loop serving 69 geothermal heat pumps, 1 air handler unit, and 30 dedicated outdoor air supply units.

CONTACT

PHONE:
301-766-8447

WEBSITE:
<https://www.wcpsmd.com>

Address:
40 West Oak Ridge Drive
Hagerstown, MD 21740

OTHER

Operations Manager:
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison
1-888-544-4877

<https://www.firstenergycorp.com/outages>
External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer
301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic
301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



BARBARA INGRAM SCHOOL FOR THE ARTS/VINCENT RAUTH GROH ACADEMIC CENTER

PROFILE

Barbara Ingram School for the Arts was built in 2009 with a state rated capacity of 149 serving Grade 9 - 12. The school is 27,500 square feet situated on .14 acres. In 2020, the Vincent Rauth Groh Academic Center opened adding an additional 53,995 square feet of classroom space for a combined total of 81,495 square feet.

The school is served by a 2000 amp electric service. Water and sewer is provided by a public utility.

The school's heating and cooling has a gas-fired boiler and DX cooling serving 2 roof top units. The addition of the Vincent Rauth Groh Academic Center added a split VRF system which consists of 52 VRV units, 4 VRF outside units and 1 DOAS with DX cooling gas heat.

CONTACT

PHONE:
301-766-8840

WEBSITE:
<https://www.wcpsmd.com>

Address:
7-11 South Potomac Street
Hagerstown, MD 21740

OTHER

Operations Manager:
Jason Guderjohn – 240-310-3058

ELECTRICITY

Hagerstown City Light Department

301-790-2600

<https://www.hagerstownmd.org>

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



BOONSBORO HIGH School

PROFILE

Boonsboro High was built in 1958 with a state rated capacity of 1098 serving Grade 9 to Grade 12. The school is 140,468 square feet situated on 59.55 acres.

The school is served by a 2500 amp electric service and an emergency generator. Water and sewer is provided by a public utility.

The school's heating and cooling has oil-fired boilers and DX cooling serving 18 classroom unit ventilators, 7 roof top units, and 13 air handler units.

CONTACT

PHONE:
301-766-8022

WEBSITE:
www.wcpsmd.com

Address:
10 Campus Avenue
Boonsboro, MD 21713

OTHER

Operations Manager:
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison
1-888-544-4877
<https://www.firstenergycorp.com/outages>
External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Boonsboro – Boonsboro Municipal Utilities Commission
301-432-5141
<https://www.town.boonsboro.md.us>

FIRE PROTECTION

Johnson Controls Simplex Grinnell
Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas
301-432-6611
<https://thompsongas.com>

HEATING FUEL

James River Petroleum
804-358-9000 or after 5:00 p.m. – 804-393-1150
www.jamesriverpetroleum.com

A.C.&T.
301-582-2700
www.acandt.com



CLEAR SPRING HIGH S c h o o l

PROFILE

Clear Spring High was built in 1974 with a state rated capacity of 656 serving Grade 9-12. The school is 101,662 square feet situated on 60 acres.

The school is served by a 6000 amp electric service and an emergency generator. Water and sewer is provided by a public utility.

The school has electric heat and DX cooling serving 18 roof top units.

CONTACT

PHONE:
301-766-8082

WEBSITE:
www.wcpsmd.com

Address:
12630 Broadfording Road
Clear Spring, MD 21722

OTHER

Operations Manager:
Dale Diller – 301-730-1896

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Clear Spring

301-842-2252

<https://clearspringmd.gov>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas

301-432-6611

<https://thompsongas.com>



HANCOCK MIDDLE-HIGH S c h o o l

PROFILE

Hancock Middle-Senior High was built in 1956 with a state rated capacity of 591 serving Grade 6 to Grade 12. The school is 96,809 square feet situated on 51.07 acres.

The school is served by a 1600 amp electric service. Water and sewer are provided by a public utility.

The school's heating and cooling has gas boilers and a chiller serving 13 classroom unit ventilators and 8 roof top units.

CONTACT

PHONE:
301-766-8186

WEBSITE:
www.wcpsmd.com

Address:
289 West Main Street
Hancock MD 21750

OTHER

Operations Manager:
Dale Diller – 301-730-1896

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Hancock

301-678-5622

<https://www.townofhancock.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



PROFILE

North Hagerstown High was built in 1956 with a state rated capacity of 1423 serving Grade 9-12. The school is 168,750 square feet situated on 68.76 acres.

The school is served by a 2500 amp electric service and has an emergency generator. Water and sewer is provided by a public utility.

The school's heating and cooling has gas-fired boilers and 2 chillers serving 10 classroom unit ventilators and 8 roof top units.

CONTACT

PHONE:
301-766-8238

WEBSITE:
www.wcpsmd.com

Address:
1200 Pennsylvania Avenue
Hagerstown, MD 21742

OTHER

Operations Manager:
Matthew Burton – 301-730-1772

NORTH HAGERSTOWN HIGH S c h o o l

ELECTRICITY

Hagerstown City Light Department
301-790-2600
<https://www.hagerstownmd.org>

Emergency Power
400 amp three phase
Connection via 125 kW portable generator

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer
301-739-8577
<https://www.hagerstownmd.org>

Gerald Taylor Company Septic
301-582-2800
<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell
Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas
1-888-460-4332
<https://www.columbiagasmd.com>



PUBLIC SERVICE ACADEMY

PROFILE

The Public Service Academy is a fire and rescue education program facility for the students of Washington County Technical High School. It was built in 1957 and has a total of 17,062 square feet situated on 2.02 acres.

The academy is served by an 800 amp electric service. Water and sewer is provided by a public utility.

The school's heating and cooling has 6 gas-fired roof top units with DX cooling serving 1 dedicated outdoor air supply unit.

CONTACT

PHONE:
301-733-8050

WEBSITE:
www.wcpsmd.com

Address:
701 Frederick Street
Hagerstown, MD.21740

OTHER

Operations Manager:
Matt Burton 301-730-1772

ELECTRICITY

Hagerstown City Light Department
301-790-2600
<https://www.hagerstownmd.org>

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer
301-739-8577
<https://www.hagerstownmd.org>

Gerald Taylor Company Septic
301-582-2800
<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell
Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas
1-888-460-4332



SMITHSBURG HIGH S c h o o l

PROFILE

Smithsburg High was built in 1965 with a state rated capacity of 897 serving Grade 9 to Grade 12. The school is 116,831 square feet situated on 39.25 acres.

The school is served by a 2000 amp electric service. Water and sewer is provided by a public utility.

The school's heating and cooling has oil-fired boilers and a chiller serving 12 classroom unit ventilators, 1 air handler unit, and 7 heating vent units.

CONTACT

PHONE:
301-766-8238

WEBSITE:
www.wcpsmd.com

Address:
66 North Main Street
Smithsburg, MD 21783

OTHER

Operations Manager:
Matthew Burton – 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison
1-888-544-4877
<https://www.firstenergycorp.com/outages>
External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Smithsburg
301-824-7234
<https://townofsmithsburg.org>

Gerald Taylor Company Septic
301-582-2800
<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell
Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas
301-432-6611
<https://thompsongas.com>

HEATING FUEL

James River Petroleum
804-358-9000 or after 5:00 p.m. – 804-393-1150
www.jamesriverpetroleum.com



SOUTH HAGERSTOWN HIGH S c h o o l

PROFILE

South Hagerstown High is an open school concept built in 1956 with a state rated capacity of 1240 serving Grade 9 to Grade 12. The school is 163,959 square feet situated on 63.29 acres.

The school is served by a 3000 amp electric service and has an emergency generator. Water and sewer is provided by a public utility.

The school's heating and cooling has gas-fired boilers and 2 chillers serving 23 air handler units.

CONTACT

PHONE:
301-766-8369

WEBSITE:
www.wcpsmd.com

Address:
1101 S. Potomac Street
Hagerstown, MD 21740

OTHER

Operations Manager:
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



WASHINGTON CO. TECHNICAL HIGH S c h o o l

PROFILE

Washington County Technical High was built in 1972 with a state rated capacity of 642 serving Grade 11 and Grade 12. The school is 109,336 square feet situated on 14 acres.

The school is served by a 5000 amp electric service and has an emergency generator. Water and sewer is provided by a public utility.

The school's heating and cooling system has gas-fired units with DX cooling serving 21 roof top units and 5 air handler units.

CONTACT

PHONE:
301-766-8050

WEBSITE:
www.wcpsmd.com

Address:
50 W. Oak Ridge Drive
Hagerstown, MD 21740

OTHER

Operations Manager:
Jason Guderjohn – 240-310-3058

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

Account Number – 12983103-001

1-888-460-4332

<https://www.columbiagasmd.com>



WILLIAMSPORT HIGH S c h o o l

PROFILE

Williamsport High was built in 1970 with a state rated capacity of 1094 serving Grade 9-12. The school is 153,846 square feet situated on 53.67 acres.

The school is served by a 2000 amp electric service and has an emergency generator. Water and sewer is provided by a public utility.

The school's heating and cooling system has oil-fired boilers and a chiller serving 23 roof top and air handler units.

CONTACT

PHONE:
301-766-8423

WEBSITE:
www.wcpsmd.com

Address:
5 S. Clifton Drive
Williamsport, MD 21795

OTHER

Operations Manager:
Dale Diller – 301-730-1896

ELECTRICITY

Town of Williamsport

301-223-7711
<https://williamsportmd.gov>

Docking Station

400 amp three phase
Connection via 125 kW portable generator

WATER SUPPLY AND SEWER

Town of Williamsport

301-223-7711
<https://williamsportmd.gov>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas

301-432-6611
<https://thompsongas.com>

HEATING FUEL

James River Petroleum

804-358-9000 or after 5:00 p.m. – 804-393-1150
www.jamesriverpetroleum.com

A.C.&T.

301-582-2700
www.acandt.com



CENTER FOR EDUCATION SERVICES

PROFILE

The Center for Education Services was built in 1967 with renovations in 2014 when Washington County Public Schools purchased the building for their administrative offices. The office building is 143,500 square feet situated on 44.88 acres.

The facility is served by a 3000 amp electric service with an emergency generator. Water and sewer provided by a public utility.

The administrative offices building has electric heat and 2 chillers serving 10 air handler units.

CONTACT

PHONE:
301-766-2801

WEBSITE:
www.wcpsmd.com

Address:
10435 Downsville Pike
Hagerstown, MD 21740

OTHER

Operations Manager
Matt Burton – 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Washington County Department of Water Quality - Sewer

240-313-2600

<https://www.washco-md.net>

City of Hagerstown Water & Sewer - Water

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



CHILDREN'S VILLAGE

PROFILE

Children's Village is a life-safety education facility for the students of Washington County. It was built in 1987 and has a total of 11,747 square feet situated on 5 acres.

The village I is served by a 200 amp electric service. Water and sewer is provided by a public utility.

The village has gas heat and a DX cooling system serving 4 heat pumps.

CONTACT

PHONE:
301-733-4443

WEBSITE:
www.childrensvillagehgr.com

Address:
1546 Mt. Aetna Road
Hagerstown, MD.21742

OTHER

Operations Manager:
Matt Burton 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

<https://www.columbiagasmd.com>



CLAUD E. KITCHENS OUTDOOR AT FAIRVIEW S c h o o l

PROFILE

Claud E. Kitchens Outdoor School was built in 1978. The school is 21,080 square feet situated on 92 acres.

The school is served by a 400 amp electric service. Water and sewer is provided by a public utility.

The school has electric heat with DX cooling serving 2 heat pumps and 8 electric forced air units.

CONTACT

PHONE:
301-766-8138

WEBSITE:
claudekitchensoutdoorschoollatfairview.weebly.com

Address:
12808 Draper Road
Clear Spring, MD 21722

OTHER

Operations Manager:
Dale Diller – 301-730-1896

ELECTRICITY

Allegheny Energy Potomac Edison
1-888-544-4877

<https://www.firstenergycorp.com/outages>
External Affairs 301-491-9100

WATER SUPPLY AND SEWER

Town of Clear Spring
301-842-2252

<https://clearspringmd.gov>

Gerald Taylor Company Septic
301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166



MARSHALL STREET

S c h o o l

PROFILE

Marshall Street School was built in 1976 with a state rated capacity of 150 serving Special Education needs. The school is 49,945 square feet situated on 2 acres.

The school is served by an 800 amp electric service and has an emergency generator. Water and sewer is provided by a public utility.

The school's heating and cooling has gas-fired boilers and a chiller serving 3 air handler units.

CONTACT

PHONE:
301-766-8214

WEBSITE:
<https://marshallstreetschooljdp.weebly.com>

Address:
1350 Marshall Street
Hagerstown, MD.21740

OTHER

Operations Manager:
Dale Diller – 301-730-1896

ELECTRICITY

Hagerstown City Light Department
301-790-2600
<https://www.hagerstownmd.org>

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer
301-739-8577
<https://www.hagerstownmd.org>

Gerald Taylor Company Septic
301-582-2800
<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell
Fire Alarm notification
Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated
1-301-791-1166

GAS PROVIDER

Thompson Gas – Propane Gas
301-432-6611
<https://thompsongas.com>

Columbia Gas of Maryland – Natural Gas
1-888-460-4332
<https://www.columbiagasmd.com>



TRANSPORTATION ADMINISTRATION CENTER

PROFILE

The Transportation Department, formerly WCPS Administrative Offices, was built in 1946. The office building is 38,920 square feet situated on 11.12 acres.

The transportation office is served by various electrical services and an emergency generator. Water and sewer is provided by a public utility.

The offices have electric heat and DX cooling serving 3 roof top units, 21 packaged terminal air conditioning units and 7 air handler units.

CONTACT

PHONE:
301-766-2901

WEBSITE:
<https://wcpsmd.com/transportation>

Address:
820 Commonwealth Avenue
Hagerstown, MD 21740

OTHER

Operations Manager
Matt Burton – 301-730-1772

ELECTRICITY

Allegheny Energy Potomac Edison

1-888-544-4877

<https://www.firstenergycorp.com/outages>

External Affairs 301-491-9100

Hagerstown City Light Department

301-790-2600

<https://www.hagerstownmd.org>

WATER SUPPLY AND SEWER

City of Hagerstown Water & Sewer

301-739-8577

<https://www.hagerstownmd.org>

Gerald Taylor Company Septic

301-582-2800

<http://www.taylorsinc.com>

FIRE PROTECTION

Johnson Controls Simplex Grinnell

Fire Alarm notification

Fire Extinguishers, Fire Suppression, and Sprinklers

BUILDING CONTROLS

Control Systems Incorporated

1-301-791-1166

GAS PROVIDER

Columbia Gas of Maryland – Natural Gas

1-888-460-4332

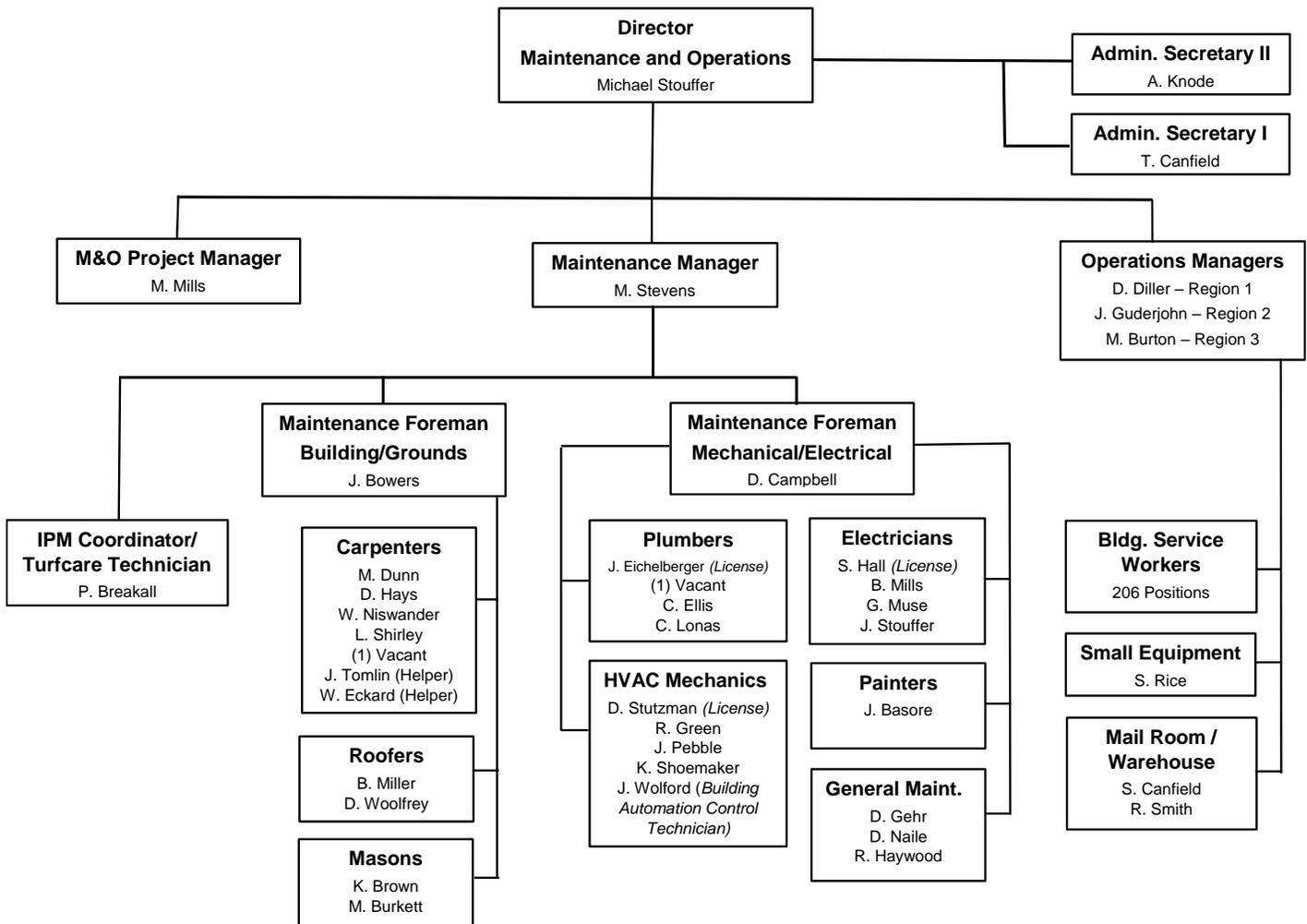
<https://www.columbiagasmd.com>

Facilities Maintenance & Operations Organization

Program Description

The maintenance program provides the services necessary to create a safe physical environment while protecting the asset value of WCPS' properties throughout the county. The department's goal is to provide a positive learning environment, provide continuous use of facilities without disruptions to the education programs, and maintain assets in the most cost-effective manner possible while following Washington County Board of Education policies, federal, state, and local guidelines.

Personnel Organization



The Facilities Maintenance and Operations Department is broken into eight different areas: Pest Management/Turf Care, Structural, Electrical, Mechanical, Environmental Health & Safety, Project Management, and Energy Management.

Manager of Facilities Maintenance

- Manages and plans maintenance activities performed by internal staff and outside contractors.
- Manages day to day operations of the maintenance staff.
- Maintain and operate computerized maintenance management system insuring the integrity of facilities and equipment data of school system assets.
- Manages work order approval and assignment of all requests from school system stakeholders to appropriate craft foremen.
- Maintain preventive maintenance schedule compliance with in-house and contractor resources.

Operations Manager

- Specifies and provides all custodial supplies throughout the system including paper products, chemicals, and equipment.
- Provides technical support and training to the school-based custodial staff and publishes the custodial handbook.
- Manages the substitute custodian program.
- Performs duties of Energy Management Analyst and Environmental Safety Specialist as assigned.

Energy Management Analyst (this position was absorbed into the Operations Manager role)

- Proposes process changes and monitors results of energy management initiatives and investigate abnormalities in energy billing.
- Develops methods of specifying bulk and consortium energy purchases to lower costs and reduce energy usage.
- Maintains the Energy Management System and controls associated with heating, air conditioning, and ventilation systems.

Environmental Safety Specialist (this position was absorbed into the Operations Manager role)

- Oversees the Board's safety and environmental program, which includes OSHA inspections, asbestos management, fire drills, well water testing, blood-borne pathogens training, radon management, indoor air quality testing, fire marshal inspections, and security systems.

Pest Management/Turf Care:

- Maintains athletic fields and storm water ponds, designs and builds irrigation systems, and builds fences.
- Manage and coordinate the Board's Integrated Pest Management (I.P.M.) Program.
- Manage the insecticide and herbicide spraying program (both interior and exterior).

Mechanical:

- Operates, repairs, and replaces the mechanical equipment in schools including boilers, HVAC equipment, pumps, compressors, and motors.
- Repairs and replaces plumbing fixtures including sewer and water lines, sinks, drinking fountains, and hot water heaters.
- Performs preventive maintenance to HVAC equipment and associated pertinences.

Electrical/General:

- Repairs and replaces lighting fixtures, electrical appliances, panels, breakers, plugs, wiring, emergency generators, elevators and lifts, fire alarm systems, and temperature control systems.
- Painting, delivery, and other general maintenance.

Structural:

- Repairs doors and hardware, windows, constructs partitions, hangs white boards, builds cabinets, installs lockers, and patches roofs.
- Designs and performs minor renovation projects, builds walls, stone work, brick work, concrete work, locksmith work, and key management.
- Inspects and maintains playground equipment, overhead doors, gymnasium equipment such as backboards, bleachers, climbing ropes, scoreboards, and stage equipment including lights, cables, and curtains.

Program Highlights

- Completed major systemic and building renovations at district buildings improving the learning environment. These include but are not limited to replacement of roofs, lighting, ceilings, HVAC equipment, doors, windows, and flooring.
- Completed over 627 maintenance project work orders.
- Completed over 11,640 work orders assigned to maintenance and operation staff with over half in carpentry, delivery, electrical, fire extinguishers, custodial equipment repair, plumbing and HVAC.
- Completed sidewalk replacements at six (6) school locations.
- Parking lot resurfacing/sealcoating and line painting at sixteen (16) school locations.
- Replaced flooring at eighteen (18) school locations.
- Completed Eastern Elementary School storm water project.
- Rehabilitated the barn at Clear Spring High School.
- Portable rehabilitation at Potomac Heights Elementary School.
- Replaced gas line for chemistry lab at Smithsburg High School.
- Completed painting projects at twenty (20) school locations.

Position Description: Manager of Facilities Maintenance

Position Description	Manager of Facilities Maintenance
Direct Supervisor	Director of Maintenance & Operations
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Professional Personnel.
Terms of Employment	Category 02 of the Unit II Salary Scale, 12-month work year
Role Overview	
Under direction from the Director of Maintenance and Operations, this position coordinates the maintenance, repair, and installation of all facilities-related buildings, grounds, electrical, mechanical, HVAC equipment, and architectural systems.	
Supervises	
Maintenance forepersons and maintenance craftsman.	
Minimum Requirements	
<ul style="list-style-type: none"> • Holds an Associate's Degree in engineering, architecture, business administration, construction administration, or a related field. • Has five (5) years' experience managing institutional, public, or commercial building maintenance programs and similar maintenance projects. • Has extensive knowledge of maintenance, repair, and installation of all facilities and grounds related systems. • Has extensive knowledge of planning, scheduling, and implementation of preventive maintenance and work order processes. • Has direct experience with spreadsheets, word processing, work order, and database applications. • Has progressive experience working with and supervising employees. • Has the ability to perform the essential functions of the job with or without reasonable accommodations. 	
Preferred Qualifications	
<ul style="list-style-type: none"> • Holds a Bachelor's Degree in engineering, architecture, business administration, construction administration, or a related field. 	
Role Responsibilities	
<ul style="list-style-type: none"> • Be available for system-wide emergencies, included inclement weather issues and building-related outages. • Conduct regular meetings with maintenance personnel. • Maintain and operate computerized maintenance management system components including accurate employee, equipment, and building data for work order process. • Maintain integrity of facilities and equipment data of school system properties. • Maintain accurate data of completed work orders and projects including labor and other related costs. • Maintain preventive maintenance schedule compliance with in-house staff and contractor resources. • Perform duties associated with the specifying and procurement of maintenance parts and supplies. • Perform duties with associated with approval, planning, prioritization, and scheduling of all requests received from school system stakeholders. • Coordinate with Forepersons, Energy Manager, and Operations Manager to ensure school system maintenance and repair needs are being efficiently conducted. • Perform annual performance evaluations of assigned maintenance staff. • Coordinate and manage maintenance, repairs, installation, and projects with contractors and in-house staff. • Develop and monitor project schedules including design, approvals, permit reviews, staff coordination, bidding, procurement, renovation, and post construction activities. • Interview and recommend employment of maintenance personnel. • Assist in providing training and professional development programs for maintenance personnel. • Assist in the preparation of the Comprehensive Maintenance Plan. 	

Position Description: Manager of Facilities Maintenance

- Assist in the management of a maintenance employee safety program.
- Assist in the code compliance of all regulatory entities, i.e. EPA, NFPA, MDE, IBC, and local jurisdictions.
- Assist in the preparation of annual facilities, grounds, and equipment assessments.
- Develop, implement, and maintain Standard Operating Procedures.
- Evaluate, hire, discipline, and direct the activities of all assigned maintenance personnel.
- Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools.
- Perform other duties as directed by the Director of Maintenance & Operations.

Additional Notes

Reviewed By		Date	
Approved By		Date	

Position Description: Building Automation Control Technician

Position Description	Building Automation Control Technician
Direct Supervisor	Manager of Facilities Maintenance
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Professional Personnel.
Terms of Employment	Category 11 of the ESP Salary Scale, 12-month work year
Role Overview	
<p>Responsible for maintenance, repair, installation, and operation of building automation control system components and programming. Continuous monitoring of building controls and perform remediation of temperature and comfort problems associated with building systems. Analyze energy use and create methods to ensure alignment with district policies, external regulations, and national standards. Work closely with Building Control contractor to optimize the heating, lighting and air conditioning systems across the District.</p>	
Minimum Requirements	
<ul style="list-style-type: none"> • Four (4) years of experience in the repair, installation, maintenance and operation of HVAC and building controls including pneumatic, electric, DDC and software integration components. • Four (4) years of experience in low voltage wiring installation and termination. • Four (4) years of experience troubleshooting line voltage safety circuits and devices. • Four (4) years of experience using building automation systems using TAC I/A series controls and Schneider Electric StruxureWare. • Four (4) years of experience with HVAC control applications, design and programming using logic IP, BACnet and LON, networking. • Four (4) years of experience using tools and instruments to perform testing and calibration of building automation equipment components. • Four (4) years of experience using tools and electrical multi-meters to troubleshoot building equipment components. • Working knowledge of energy savings procedures and methods to achieve savings through building automation. • Working knowledge of ASHRAE standards as applied to building automation and human comfort. • Working knowledge of International Building Code, National Electric Code, and International Energy Conservation Code. • Working experience with the operation and editing of BAS front-end graphics. • Ability to perform the essential functions of the job with or without reasonable accommodations. 	
Preferred Qualifications	
<ul style="list-style-type: none"> • Associates Degree or Technical degree and/or four (4) years of industry related technical field experience including HVAC Systems, DDC Systems, and automation software and device calibration. • OSHA Certification. • International Society of Automation, Certified Control Systems Technician, or Certified Automation Professional. • State of Maryland Electrical or HVAC license. • Work experience in K-12 educational setting. 	
Role Responsibilities	

Position Description: Building Automation Control Technician

- Perform daily monitoring of all buildings and HVAC equipment and ensure equipment is operating at its most effective settings considering current and impending weather conditions.
- Create repair work orders for any deficiency found as result of daily monitoring and ensure proper priority is assigned based on seriousness of need.
- Perform calibration of temperature sensors, controls, actuators, pneumatics and mechanical devices.
- Performs maintenance, repair, adjustment and calibration of controls for VAVs, Exhaust Fans, Unit Vents, AHUs, Hot Water Systems, Chiller Water Systems and Lighting.
- Complete scheduled preventative maintenance of existing building automation systems and components.
- Perform urgent repairs and adjustments using control software on site or through remote connection of building systems.
- Perform troubleshooting, calibration and repairs of building control systems, end devices at field and equipment level using multi meters and other test equipment utilizing written sequence of operations.
- Monitor school buildings to ensure optimum performance standards are achieved. Fine tune systems as new programs and sequences are developed.
- Perform building surveys and energy audits and recommend improvements of controls and sequence of operation to optimize comfort and efficiency.
- Complete documentation using Microsoft Office products, AutoCad, Adobe, Computerized Maintenance Management System and various other operating systems.
- Installation of electrical & control wiring, connections, and all electrical components.
- Perform Retro Commissioning of controls and Building Automation Systems.
- Perform analysis of sequence of operations and design parameters to ensure equipment is performing efficiently as designed.
- Perform software/hardware calibration required for proper equipment and system operation.
- Proficient understanding of submittals & drawing schematics for BMS systems and components is required.
- Collaborate with networking with understanding of routers, switches and basic IP gateway connections and addressing to ensure building automation servers and equipment are functioning.
- Perform work in mechanical rooms, hardhat areas, confined spaces; climbs stairs/ladders, maneuver in and around pipework and air ducts and work safely in close proximity to exposed line voltage and low voltage wiring and terminations.
- Perform other duties as assigned.

Additional Notes

Reviewed By		Date	
Approved By		Date	

June 2019

Position Description: **Pesticide/Insecticide/Turf Care Technician**

Direct Supervisor	Manager of Facilities Maintenance		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Personnel		
Terms of Employment	Grade 10 of the ESP Salary Scale	Work Hours	8 Hours, 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High School Graduate or GED. • Mechanical aptitude. • Hold a valid driver's license. • Must possess a State of Maryland license for the application of pesticides /insecticides/herbicides. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
Role Responsibilities			
<ul style="list-style-type: none"> • Manage and coordinate the Board's Integrated Pest Management (I.P.M.) Program. • Manage the insecticide and herbicide spraying program (both interior and exterior) of the Washington County School System. • Train and manage custodians in the proper use of insecticides/herbicides. • Maintain accurate records for each school including MSDS for each chemical used as per State requirements. • Attend State conferences; keep abreast of current laws concerning I.P.M. • Work in conjunction with the Environmental/Safety Specialist. • When not working directly with insecticides/herbicides other duties involving maintenance and operations will be assigned. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. 			

Position Description: **Foreman – Electrical**

Direct Supervisor	Manager of Facilities Maintenance		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Personnel		
Terms of Employment	Grade 12 of the ESP Salary Scale	Work Hours	8 Hours, 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High school graduate or GED. • Possess current valid State of Maryland Master Electrician license. • Two years of college level training desirable. • Ability to interpret and work from blueprints. • Four years experience in the performance of the duties of electrical trade. • Four years progressive experience in supervising the performance of the duties of electrical trade. • Possess an automotive driver’s license with excellent record. • Be available for after hour emergencies for power outages, electrical failures and other related emergencies to maintain safety and security at WCPS facilities. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Trade knowledge with methods, techniques, materials and tools used in the installation, troubleshooting, maintenance and repair of electrical distribution, branch circuits, wiring devices and sub-systems, including the electrical control of other electric using equipment and systems. • Physical attributes include the following: <ol style="list-style-type: none"> a. Must be capable of climbing stairs, ladders, etc. b. Must have good eyesight with or without glasses. c. Must have good hearing with or without hearing aid. d. Must be capable of lifting reasonable loads. • Demonstrate good leadership and interpersonal skills. 			
Role Responsibilities			
<ul style="list-style-type: none"> • Procure electrical building permits as required by local building codes. • Demonstrate proficient use of testing equipment and meters for diagnosis of electrical failures. • Train employees in the operation of electrical equipment at WCPS facilities. • Prepare bill of materials and estimate cost of electrical specific tasks. • Conduct surveys and offer recommendations for the Capital Improvement Plan, Master Plan and Comprehensive Maintenance Plan related to electrical related building systems. • Maintain records, time sheets, and operate Computerized Maintenance Management System. • Supervise, assign and deploy staff to efficiently complete work requests by importance and priority of need. • Coordinate with other Foreman to conduct day to day operations of the Maintenance Department. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. 			

Position Description: **Master Electrician**

Direct Supervisor	Foreman - Electrical		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Classified Personnel.		
Terms of Employment	Grade 11 of the ESP Salary Scale	Work Hours	8 hours/day 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High school graduate/GED. • Be able to follow oral and written instructions. • Add and subtract in whole numbers and calculate in fractions. • Be able to recognize and use hand and power tools and equipment needed in the performance of electrical installations, testing and repairs such as drills, screwdrivers, pliers, electric circuit tester, measuring tools, etc. • Be able to interpret electrical sketches and diagrams. • Possess an automotive driver's license. • Must be physically capable of the following: <ol style="list-style-type: none"> a. Must be capable of climbing stairs, ladders, etc. b. Must have good eyesight with or without glasses. c. Must have good hearing with or without hearing aid. • Possess mechanical aptitude. • Eligible for an electrician's license at the time of appointment or within 30 days. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
Role Responsibilities			
<ul style="list-style-type: none"> • The installation of electrical fixtures, outlets, panels and boxes, switches, etc. and related electrical equipment. • Testing of electrical circuits for malfunction. • The maintenance and repair of electrical equipment of all types such as electric light fixtures, drills, outlets, etc. • Performing related duties as required. • Procure electrical permits for jobs as required. • Advise general foreperson on any electrical work as needed. • Be available for "on-call" to handle after-hour electrical emergency calls. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. 			

Position Description: Electrician

Direct Supervisor	Foreman - Electrical		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Personnel		
Terms of Employment	Grade 8 of the ESP Salary Scale	Work Hours	8 Hours, 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High school diploma/GED; vocational school or equivalent with extensive experience in the areas of electrical repair. Minimum four (4) years' experience. • Maryland Journeyman's Electrical license preferred • Knowledge of electrical circuitry in a least one of the following areas: fire alarm systems, security systems, building automation systems, or telecommunication systems. • Be able to follow oral and written instructions. • Add and subtract in whole numbers and calculate fractions. • Be able to recognize and use hand and power tools and equipment needed in the performance of electrical installations, testing and repairs such as drills, screwdrivers, pliers, electric circuit tester, measuring tools, etc. • Be able to interpret electrical sketches and diagrams. • Valid driver's license with excellent record. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Must be physically capable of the following: <ol style="list-style-type: none"> a. Must be capable of climbing stairs, ladders, etc. b. Must have good eyesight with or without glasses. c. Must have good hearing with or without hearing aid. d. Must be capable of carrying at least 50 lbs. • Knowledge of National Electrical Code. • Possess mechanical aptitude. 			
Role Responsibilities			
<ul style="list-style-type: none"> • The installation, maintenance and repair of electrical fixtures, outlets, panels and boxes, switches, etc. and related electrical equipment. • Testing of electrical circuits for malfunction. • The installation, maintenance and repair of electronic such as fire alarm systems, security systems, building automation systems or telecommunications systems. • Report all deficiencies to the Foreman – Electrical, for correction. • Procure electrical permits for jobs as required. • Advise general foreperson on any electrical work as needed. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. • Perform related work as required. 			

Position Description: **Foreman – Mechanical**

Direct Supervisor	Manager of Facilities Maintenance		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Personnel		
Terms of Employment	Grade 12 of the ESP Salary Scale	Work Hours	8 Hours, 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High school graduate or GED. • Ability to interpret and work from blueprints. • Ability to interpret work orders and other informational data. • Four (4) years experience supervising personnel in the trades of plumbing, heating, HVAC, sprinkler and temperature control systems. • Possess plumbing license as required by local and state laws. • Possess a valid automotive drivers license. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Two (2) years of college level training or trade school desirable. • Physical attributes include the following: <ul style="list-style-type: none"> a. Must be capable of climbing stairs, ladders, etc. b. Must have good eyesight with or without glasses. c. Must have good hearing with or without hearing aid. d. Must be capable of lifting reasonable loads. • Demonstrate good leadership and interpersonal skills. 			
Role Responsibilities			
<ul style="list-style-type: none"> • Ability to analyze work to be done in any situation involving the maintenance of boilers and accessories, valves, piping, circulators, air compressors, sprinkler systems, condensate pumps, steam traps, temperature controls, plumbing, etc., and the maintenance of all air change systems. • Supervise a work force in the performance of laboring, plumbing, heating, HVAC, sprinkler and control systems. • Develop employee expectations and administer performance reviews. • Assign work to personnel according to ability. • Manage energy management system. • Familiar with automated work order systems, generate reports, record data. • Maintain and repair sewage systems, deep well pumps water supply and chlorinators. • Take off material lists from blueprints, compile bill of materials for specific jobs, develop cost estimates. • Review designs of all new or modified mechanical systems to ensure proper and most efficient operations. • Maintain State of Maryland required records on Above and Underground Tank inspections, Sprinklers Test Reports, and Pressure Vessel testing records • Be on call to handle emergency mechanical problems. • Make surveys and recommendations to the Capital Improvement Plan, Master Plan and Comprehensive Maintenance Plan in plumbing-heating systems and mechanical systems. • Train employees in the operation of mechanical equipment in schools. • Train apprentices in this area of work. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. 			
Additional Notes			

Position Description: **Master Plumber**

Direct Supervisor	Foreman - Mechanical		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Classified Personnel.		
Terms of Employment	Grade 11 of the ESP Salary Scale	Work Hours	8 hours/day 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High school graduate or GED, or combination of training, experience and education. • Ability to interpret and work from mechanical blueprints. • Ability to interpret work orders and other informational data. • Possess a current valid State of Maryland Master Plumbing License. • Possess a valid driver's license with excellent record. • Be available for emergency response and over-time when needed. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Trade knowledge with methods, techniques, materials and tools used in the installation, troubleshooting, and repair of plumbing systems. • Must be physically capable of the following: <ol style="list-style-type: none"> a. Must be capable of climbing stairs, ladders, etc. b. Must be capable of carrying reasonable loads of at least 35 lbs. c. Must be capable of reading dials, gauges, and indicators on other equipment. d. Must have good hearing with or without hearing aid. e. Must be capable of hearing conversation, signals and sounds indicating danger or trouble in the operation of equipment and boiler plants. 			
Role Responsibilities			
<ul style="list-style-type: none"> • Perform the maintenance of heating boilers and accessories such as radiators, valves, piping circulators, air compressors, condensate pumps, steam traps, etc. • Perform the maintenance of all air change systems. • Perform the installation of complete heating systems which include boilers, stokers, oil burners, piping, radiation, and control systems. • The servicing of kitchen equipment which includes potato peelers, dishwashing equipment, faucets, valves, grease traps, garbage disposals, etc. • Perform the installation of kitchen equipment, toilets, lavatories, urinals, etc. • The construction and repair of sewage systems. • Perform the installation, servicing and repairing deep well pumps and chlorinators. • Procure plumbing permits for jobs as required. • Order and maintain recurring parts for the repair of school restroom facilities, and other plumbing equipment. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. • Perform other assigned duties as required. 			

Position Description: **Plumber**

Direct Supervisor	Foreman – Mechanical		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Personnel		
Terms of Employment	Grade 8 of the ESP Salary Scale	Work Hours	8 Hours, 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High school diploma/GED, vocational school or equivalent with extensive experience in the area of plumbing repair. Additional qualifying experience or training may be substituted for educational experience, minimum four (4) years' experience. • Ability to interpret and work from mechanical blueprints. • Ability to interpret work orders and other informational data. • Journeyman's License • Valid driver's license with excellent record. • Availability for emergency response and over-time when needed. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Possess knowledge of tools and equipment used in the plumbing trade. • Must be physically capable of the following: <ol style="list-style-type: none"> a. Must be capable of climbing stairs, ladders, etc. b. Must have good eyesight with or without glasses. c. Must have good hearing with or without hearing aid. d. Must be capable of carrying at least 50 lbs. 			
Role Responsibilities			
<ul style="list-style-type: none"> • The maintenance of heating boilers and accessories as radiators, valves, piping circulators, air compressors, condensate pumps, steam traps, etc. • The maintenance of all air change systems. • The installation of complete heating systems which include boilers, oil burners, piping, radiation, and control systems. • Report all deficiencies to the Foreman – Mechanical, for correction. • The servicing of kitchen equipment which includes dishwashing equipment, faucets, valves, grease traps, garbage disposals, etc. • The installation of kitchen equipment, toilets, lavatories, urinals, etc. • The construction and repair of sewage systems. • The installation, servicing and repairing deep well pumps and chlorinators. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. • Perform related work as required. 			

**Position Description: Master Heating, Ventilating, Air Conditioning,
Refrigeration Mechanic**

Direct Supervisor	Foreman - Mechanical		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Classified Personnel.		
Terms of Employment	Grade 11 of the ESP Salary Scale	Work Hours	8 hours/day 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High school graduate or GED, or combination of training, experience and education. • Ability to interpret mechanical blueprints, specifications, and code requirements. • Ability to interpret work orders and other informational data. • Possess a current valid State of Maryland HVACR Master License. • Possess a valid driver's license with excellent record. • Possess a Class 4 Universal license. • Be available for emergency response and over-time when needed. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Trade knowledge with methods, techniques, materials and tools used in the installation, troubleshooting, maintenance and repair of heating, air-conditioning, ventilation and refrigeration systems and sub-systems, including the control and balancing of these systems. • Must be physically capable of the following: <ol style="list-style-type: none"> a. Must be capable of climbing stairs, ladders, etc. b. Must have good eyesight with or without glasses. c. Must have good hearing with or without hearing aid. d. Must be capable of carrying at least 50 lbs. 			
Role Responsibilities			
<ul style="list-style-type: none"> • Perform the installation, maintenance, and repair of heating, ventilation, air-conditioning and refrigeration systems and equipment, and provide technical support to the school. • Troubleshoot, repair and adjust electronic and pneumatic controls and systems. • Report all deficiencies to the Foreman – Mechanical, for correction. • Troubleshoot, repair and maintain gas and oil burners and other heating equipment. • Troubleshoot, maintain and repair specified ducts and pipe delivery systems for air, water, steam and refrigerant gas. • Perform related HVAC work, including: <ol style="list-style-type: none"> a. Prepare a bill of materials, etc. b. Prepare documents to make mechanical permit application to the City and County. • Be available for “on-call” to handle after-hour HVACR emergency calls. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. • Perform other assigned duties as required. 			

Position Description: **Heating, Ventilating, Air Conditioning
Mechanic**

Direct Supervisor	Foreman - Mechanical		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Personnel		
Terms of Employment	Grade 8 of the ESP Salary Scale	Work Hours	8 Hours/Day, 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High school diploma/GED; vocational school or equivalent with extensive experience in the areas of heating, ventilation and air conditioning repair. Additional qualifying experience or training may be substituted for educational experience, minimum four (4) years' experience. • Valid driver's license with excellent record. • Ability to read and interpret plans and specifications. • Availability for emergency response and over-time when needed. • Class 4 Universal license. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Trade knowledge with methods, techniques, materials and tools used in the installation, troubleshooting, maintenance and repair of heating, air-conditioning, ventilation and refrigeration systems and sub-systems, including the control and balancing of these systems. • Must be physically capable of the following: <ol style="list-style-type: none"> a. Must be capable of climbing stairs, ladders, etc. b. Must have good eyesight with or without glasses. c. Must have good hearing with or without hearing aid. d. Must be capable of carrying at least 50 lbs. 			
Role Responsibilities			
<ul style="list-style-type: none"> • Perform the installation, maintenance, service and repair of heating, ventilation and air-conditioning systems and equipment, and provide technical support to the school. • Troubleshoot, repair and adjust electronic and pneumatic controls and systems. • Report all deficiencies to the Foreman – Mechanical, for correction. • Troubleshoot, repair and maintain gas and oil burners and other heating equipment. • Troubleshoot, maintain and repair specified ducts and pipe delivery systems for air, water, steam and refrigerant gas. • Perform related HVAC work, including: <ol style="list-style-type: none"> a. Preparing a bill of materials, etc. • Perform assigned plumbing duties. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. • Perform related work as required. 			

Position Description: **Foreman - Structural**

Direct Supervisor	Manager of Facilities Maintenance		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Personnel		
Terms of Employment	Grade 12 of the ESP Salary Scale	Work Hours	8 Hours, 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High school graduate or GED. • Ability to interpret and work from blueprints. • Ability to interpret work orders and other informational data. • Four years experience in the performance of the duties of a trade (i.e. carpentry, masonry, roofing). • Four years progressive experience in supervising the performance of the duties of a trade (i.e. carpentry, masonry, electrical, roofing). • Possess an automotive drivers license. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Two (2) years of college level training or trade school desirable. • CAD experience desirable • Physical attributes include the following: <ol style="list-style-type: none"> a. Must be capable of climbing stairs, ladders, etc. b. Must have good eyesight with or without glasses. c. Must have good hearing with or without hearing aid. d. Must be capable of lifting reasonable loads. 			
Role Responsibilities			
<ul style="list-style-type: none"> • Ability to analyze work to be completed in any situation in construction and repair. • Ability to control working personnel and to assist in assigning jobs accordingly to ability. • Be able to understand the mechanics of trades in which the Board of Education is involved such as: masonry, carpentry, plumbing, electrical, structural, heating, roofing, etc. • Be able to use all tools associated with their assigned trade. • Be able to repair and troubleshoot work in their assigned trade. • Develop employee expectations and administer performance reviews. • Figure a bill of materials for any specific job. • Make cost estimates. • Keep records, time sheets, operate Computerized Maintenance Management System (CMMS). • Coordinate the timing of all trades: plumbing, heating, laborers, carpenters (finish & rough), electricians, roofers, painters, etc. in the day to day operations of the Maintenance Department. • Be able to apply mechanical knowledge in minor repairs to electrical, plumbing, heating equipment, structures, etc. • Supervise a force of employees in the performance of skilled trades including masonry, carpentry, etc. • Be on call to handle breaking and entering, vandalism and other after hour calls to maintain the best possible security for our school system. 			

Position Description: **Foreman - Structural**

- Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools.

Position Description: **Carpenter**

Direct Supervisor	Foreman – Structural		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Personnel		
Terms of Employment	Grade 8 of the ESP Salary Scale	Work Hours	8 Hours, 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High school graduate or GED, or combination of training, experience and education. • Four years successful experience in the performance of the duties of a carpenter. • Possess a valid automotive driver's license. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Ability to read and work from blueprints. • Ability to perform work from work orders and other informational data. 			
Role Responsibilities			
<p>Use all wood-working hand and power tools in the construction or repair of structures or articles of carpentry as:</p> <ul style="list-style-type: none"> • Install flooring, wood and metal doors, doorframes, and other building systems. • Installation metal partition framing, including drywall and related finishes. • Repair and install interior and exterior trim and other finish work. • Assemble and install structures according to directions from blueprints and sketches. • Repair and install weather-stripping in doors and windows to provide air-tight seams. • Repair and install window frames and sash; installing sash weights, etc. • Repair and install hardware associated with windows, doors, and other structural building components. • Construct and erect stairways and handicap ramps. • Repair and install acoustical ceiling, grid and tile. • Performance of related carpentry to ensure a safe and secure learning environment for all students. • Asbestos removal in accordance with AHERA regulations per training and certification. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. 			
Additional Notes			

Position Description: **General Maintenance Worker – Carpentry**

Direct Supervisor	Maintenance Foreman – Structural		
Evaluation	Performance of this job will be evaluated in accordance with Board policy on Evaluation of Educational Support Personnel.		
Terms of Employment	Grade 6 of the ESP Salary Scale	Work Hours	8 Hours, 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High School Diploma/GED or a combination of training, experience and education. • Ability to perform work from work orders and other informational data. • Four years successful experience in Carpentry or related field. • Ability to use hand and power tools as: saws, drills, hammers, wrenches, screwdrivers, squares, measuring rules, etc. Mechanical ability is required. • Experience or training in the operation of equipment; such as tractors, large mowers, and tractor and automotive type snow plow equipment. • Willingness to work mandatory overtime in times of snow plowing. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Experience in reading and working from blueprints. • Possess a class B automotive driver's license, CDL, or the ability to obtain within one (1) year of employment, with an excellent driving record. 			
Role Responsibilities			
<p>This occupation involves performing a variety of unskilled and semi-skilled tasks both in and out of doors. Some specified work required in this class includes the use of all wood-working tools in the construction and repair of structures or articles of carpentry as:</p> <ul style="list-style-type: none"> • Assist in the hanging of doors, installing door frames and all related door hardware. • Assist in the laying of flooring and installing related base; installing trim and finish work, constructing and installing cabinets and shelving. • Assist carpenters in erecting wood and metal partition framing, including hanging and finishing drywall and related painting. • Assist in the installation of windows, frames, glass, glazing and related hardware. • Assist in the construction of steps and handicap ramps. • Assembling of equipment, using simple hand tools as wrenches, screwdrivers, etc. • Disassembly of structures or equipment. • Moving materials, loading and unloading trucks, delivery of building materials. • Assisting skilled workers with unskilled elements of their functions. • Performing of general clean-up work in and out doors using hand and machine tools. • Operate a motor vehicle, forklift, tractor, lifts, and most any kind of mechanical equipment involved in the performance of the position. • Ability to do simple routine maintenance on machines used for wood-working and other mechanical equipment involved in the performance of the position. • Performing of a variety of related miscellaneous tasks. 			

Position Description: **General Maintenance Worker – Carpentry**

- Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools.
- Other duties as may be assigned.

Position Description: Painter

Direct Supervisor	Foreman - Electrical		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Personnel		
Terms of Employment	Grade 8 of the ESP Salary Scale	Work Hours	8 Hours, 12-Month Work Year
Role Overview			
To ensure an aesthetically pleasing learning environment of Board of Education properties.			
Minimum Requirements			
<ul style="list-style-type: none"> • High school graduate/GED, or combination of training, experience and education. • Ability to follow oral and written assignments; ability to work from blueprints. • Four years' successful experience as a commercial painter. • Ability to pass medical surveillance and fit testing requirements as defined under 29 CFR 1910.134 <i>The Respiratory Standard</i>. • Ability to use methods, tools and practices to finish drywall and prepare surfaces. • Ability to install caulking materials • Ability to assemble staging, climb ladders, lift and mix painting materials. • Possess a valid automotive driver's license. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
Role Responsibilities			
<ul style="list-style-type: none"> • Prepare and paint interior and exterior surfaces by brushing, spraying or rolling. • Caulk windows, sills, frames and flashing to ensure watertight facilities. • Finish drywall surfaces. • Assist other maintenance and operations personnel in the performance of their duties (work with roofers, carpenters, custodians). • Use all hand tools, mixers, brushes in performance of duties. • Prepare estimates of time and materials necessary to complete assigned projects. • Apply stains and varnish to finished surfaces. • Work with and supervise summer help and temporary employees. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. • Other duties as may be assigned. 			

Position Description: **Roofer**

Direct Supervisor	Foreman – Structural		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Personnel		
Terms of Employment	Grade 8 of the ESP Salary Scale	Work Hours	8 Hours, 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High School Diploma/GED or a combination of training, experience and education. • Ability to read specifications and work from blueprints. • Four (4) years successful working experience with both built up and single ply roofing. • Have a working knowledge of painting and caulking of building exteriors. • Possess a valid driver's license. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
Role Responsibilities			
<ul style="list-style-type: none"> • Use all hand and power tools, equipment necessary to perform all roofing work. • Make water tight repairs to all roofing systems. • Make proper flashing repairs, gutters and downspouts. • Identify different roofing materials and their proper use. • Perform some carpentry work related to roofing. • Apply materials according to manufacturer’s written instructions. • Perform all work from written work orders. • List all materials used on work orders. • Advise Facilities Assistant on any roofing needed. • Willing and able to perform or help in other trades or contractors. • Perform painting and caulking on building envelope to insure watertight facilities. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. • Other duties as assigned. 			

Position Description: General Maintenance Worker

Direct Supervisor	Foremen		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Personnel		
Terms of Employment	Grade 6 of the ESP Salary Scale	Work Hours	8 Hours, 12-Month Work Year
Role Overview			
Minimum Requirements			
<ul style="list-style-type: none"> • High School Diploma/GED, or a combination of training, experience and education. • Possess a class B automotive driver's license, CDL, with an excellent driving record (proof required). • Experience or training in the operation of tractors with front-end loaders, large mowing equipment and posthole diggers. • Be able to follow oral or simple written instructions. • Willingness to work mandatory overtime in times of snow plowing and heavy grass mowing. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
<ul style="list-style-type: none"> • Previous experience or schooling in a mechanical or structural trade is desirable. • Be able to use hand and power tools as: saws, drills, hammers, wrenches, screwdrivers, squares, measuring rules, etc. 			
Role Responsibilities			
<ul style="list-style-type: none"> • This occupation involves performing a variety of unskilled and semi-skilled tasks both in and out of doors. Some specified work required in this class includes: <ul style="list-style-type: none"> • Interior and exterior painting. • Caring for lawns, seeding, aerating, fertilizing, rolling, etc. • Moving materials, loading and unloading trucks, processing delivery orders. • Assisting skilled workers with unskilled elements of their functions. • Performing of general clean-up work in and out doors using hand and machine tools. • Performing general repair tasks as digging and excavating. • The operation of a motor vehicle, tractor, power mower or related mechanical equipment. • The wrecking of structures or equipment. • The assembling of equipment, using simple hand tools as wrenches, screwdrivers, etc. • The performing of a variety of related miscellaneous tasks. • Must be able to operate: <ul style="list-style-type: none"> • - Power driven tractors on grounds and highways. • - Tractor and automotive type snow removal equipment. • - All types of power mowers. • - Post hole diggers, post drivers, front end loaders, spreaders, dump trucks, 4-wheel drive vehicles, electric lifting devices and most any kind of equipment involved in the performance of the position. • - Tools or equipment necessary to sharpen or maintain the blades and other working parts of machines used to perform duties. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. • Other duties as may be assigned. 			

Position Description: Facilities Operations Manager

Position Description	Facilities Operations Manager
Direct Supervisor	Director of Maintenance & Operations
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Professional Personnel.
Terms of Employment	Category 00 of the Unit II Salary Scale, 12-month work year
Role Overview	
Under direction from the Director of Maintenance and Operations, this position coordinates the work of all custodial personnel, inter-school mail operation, delivery, and small equipment repair person, and includes the maintenance and repair of facilities-related buildings and grounds maintaining a clean environment.	
Supervises	
Mailroom and delivery staff, custodial team, outside contractors, and other assigned department staff.	
Minimum Requirements	
<ul style="list-style-type: none"> • Holds an Associate’s Degree in engineering, architecture, business, management, construction administration, or a related field. • Has five (5) years’ progressive experience managing employees completing institutional, public, or commercial cleaning and building maintenance programs. • Has extensive knowledge of maintenance, repair, and installation of all facilities and grounds related systems. • Has extensive knowledge of planning and scheduling of resources to operate multiple buildings. • Has direct experience with computer spreadsheets, word processing, work order, and database applications. • Has the ability to perform the essential functions of the job with or without reasonable accommodations. 	
Preferred Qualifications	
<ul style="list-style-type: none"> • Has four (4) years of college level training in business, management, engineering, or a related field. • Holds OSHA Certifications. • Has Certification in Playground Safety Inspection. • Has State of Maryland license or certification in one of the following: water treatment, waste water operations, oil control program, or related environmental license. • Is an EPA Asbestos Manager Planner. 	
Role Responsibilities	
<ul style="list-style-type: none"> • Be available for system-wide emergencies, including inclement weather issues and building-related outages. • Maintain and operate computerized inventory management system components including accurate employee, equipment, and building data for work order and request process. • Maintain preventive maintenance schedule compliance with in-house staff and contractor resources. • Perform duties associated with the specifying and procurement of maintenance parts and cleaning supplies. • Perform duties associated with approval, planning, prioritization, and scheduling of all requests received from school system stakeholders. • Coordinate with Custodial Team, School Administrators, and Maintenance Manager to ensure school system maintenance and repair needs are being efficiently conducted. • Recruit and recommend for hire all assigned operations personnel. • Perform annual performance evaluations, any applicable discipline, and direct the activities of assigned operations personnel. • Design and conduct training and professional development programs for operations personnel. • Maintain code compliance of all regulatory entities, i.e. EPA, NFPA, MDE, IBC, MSDE, and local jurisdictions. • Assist in the preparation of annual facilities, grounds, and building assessments. • Develop, implement, and maintain Standard Operating Procedures for Operations Personnel manual. • Direct the daily scheduling of Operations functions and personnel. • Manage the refuse and recycling programs, contract snow removal, and contract mowing and bottled water 	

Position Description: Facilities Operations Manager

supplies.

- Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools.
- Perform other duties as directed by the Director of Maintenance & Operations.

Additional Notes

Reviewed By		Date	
Approved By		Date	

Position Description: **Operations Equipment Repairperson**

Direct Supervisor	Facilities Operations Manager		
Evaluation	Performance of this job will be evaluated in accordance with Board Policy on Evaluation of Educational Support Classified Personnel.		
Terms of Employment	Grade 8 of the ESP Salary Scale	Work Hours	hours/day 12-Month Work Year
Role Overview			
The Equipment Repairperson works in the maintenance and operations department at the Administration Center. He/she works under the supervision of the Facilities Manager.			
Minimum Requirements			
<ul style="list-style-type: none"> • High School Diploma/GED. • Good reading and writing skills. • Ability to read and follow repair manuals and instructional materials. • Ability to work well with school-based custodial personnel, vendors and contractors. • Mechanical aptitude. • Excellent driving record. • Experience in the field of small equipment repair. • Possess knowledge of tools and equipment. • Regular and predictable attendance is an essential function of this position. • Ability to perform the essential functions of the job with or without reasonable accommodations. 			
Preferred Qualifications			
Role Responsibilities			
<ul style="list-style-type: none"> • Set up, repair, transport and inspect the various pieces of equipment used by one operations department. For example: floor machines, lawnmowers, snow blowers, carpet sweepers, etc. • Establish and maintain an orderly repair shop. • Order supplies and parts and maintain a proper inventory. • Establish and maintain a computer data base file of custodial equipment and supplies. • Deliver gasoline, oil and other items to school sites. • Assist with the delivery of payroll checks each payday during the school year. • Manage and complete work orders for equipment repair. • Coordinate the repair and delivery of large equipment with suppliers and repair contractors. • Demonstrate courteous and professional demeanor to all stakeholders of Washington County Public Schools. • Other duties as assigned. 			

Chapter 3 Inventory and Evaluation

Background

Washington County Public Schools (WCPS) conducts an annual evaluation of its inventory of school facilities. The assessment includes a review of both the physical and functional characteristics of each facility. The process is to determine the continuing condition and usefulness of each school or facility.

Included in the evaluation is the assumption that projects that are planned or under way for completion during 2020 will be completed on schedule and thus reflected in the scoring of various components of the assessment. As a component of the Educational Facilities Master Plan (EFMP), this evaluation is used to determine the short-term and long-term facility needs, and the maintenance resources required to support the schools.

Process

WCPS reviews and updates the assessment of each of its facilities on an annual basis. The evaluation employs a rating system to grade the physical condition and functional adequacy of each school or facility.

- Physical condition assessments are made based on 17 categories, including reviews of site conditions, roofs, doors, windows, flooring, and mechanical, electrical, and plumbing systems, etc.
- Functional adequacy assessments based on 12 categories, including reviews of instructional areas (classrooms, special education, small group, technology education, art, music etc.), core spaces (food service, gym, assembly, media center, health suite, administration, etc.).
- Scores are further adjusted by 4 categories such as the age of the facility, security measures, and site size etc.

Each of the 33 categories are evaluated and given a score based on the average life cycles for equipment (see Figure 3.1) and defined assessment criteria (see Figure 3.2). Each score is then multiplied by a “weighting” factor that indicates the impact that a failed or deficient component within the category could have on life, safety, or health issues in the facility:

Weighting Factors and Descriptions

3 - A serious and potentially urgent impact on safety and/or health

2 - A serious but not immediate impact on safety and/or health

1 - Less direct impact on safety and health

Categories that do not apply to a specific facility (i.e. evaluation of a boiler at a facility that is heated electrically) are indicated as Not Applicable and do not factor in that facility’s overall rating.

The weighted scores for each category are then summed for a total “raw” score. This “raw” score is then divided by the total weight factors applicable to each facility to arrive at a numerical grade:

90 – 100	Excellent
80 – 89	Above Average
70 – 79	Average
60 – 69	Below Average
Below 60	Poor

Systems within categories that are rated Below Average or Poor are considered for replacement and inclusion in current and/or future Capital Improvement Plans. An entire facility with a rating of Below Average or Poor is considered for major renovations, a complete modernization, or replacement. Figure 3.3 shows the scoring for each category in every facility, as well as overall rating of each facility

Figure 3-1

AVERAGE LIFE CYCLES OF THE KEY BUILDING SYSTEMS

Component	Life Cycle Age
Roofing	20 – 50*
Heating – Central Plant/Boilers	30
Air Conditioning – Central Plant/Chillers and Cooling Towers	20 – 30*
Air Handling Equipment	20 – 35*
Electrical Distribution Equipment	30
Plumbing Fixtures	25
Plumbing Piping – Supply/Waste/Vent	40
Life Safety Systems (Fire/Sprinkler/security)	25
Driveways & Parking Lots	20
Concrete Sidewalks	15 – 25
Flooring	15 – 60*
Lighting / Ceiling	20
Painting	5 – 10
Exterior Doors	25
Windows	25

*Dependent on type of system installed.

Figure 3-2 – CRITERIA FOR THE ASSESSMENT OF SCHOOL FACILITIES

CRITERIA FOR THE ASSESSMENT OF PHYSICAL CATEGORIES	
Scoring	Site Layout, parking, Bus Drop Off, Walkways
90-100	Layout of site includes separate bus and student drop off locations. Ample accessible walkways and parking for handicapped individuals is available. Parking is available for daily activities (staff, students, and visitors) and large after-school events. Designated parking (visitor/student/staff/handicapped) is clearly identified with clear and ample signage. Walkways, curbing, and macadam are free of cracks, potholes, and uneven joints.
80-89	Layout of site includes separate bus and student drop off locations. Ample accessible walkways and parking for handicapped individuals. Parking is available for daily activities (staff and visitors) and large after-school events. Designated parking (visitor/student/staff/handicapped) is clearly identified with clear and ample signage. Walkways, curbing, and macadam have minor cracks and minor uneven joints. No signs of failure or potholes.
70-79	Layout has a shared bus and student drop off location. Parking for handicapped individuals is adequate and includes an accessible path to main entrance. Parking is available for daily activities (staff, students, and visitors) and small after-school events. Minimal directional signage is present. Walkways, curbing, and macadam show signs of minor deterioration and require minor repairs.
60-69	Layout has a shared bus and student drop off location with congested traffic patterns. Parking for handicapped individuals is minimal and does not include an accessible path to the main entrance. The number of parking spaces do not easily accommodate daily activities or after-school events. Improved directional signage is needed. Walkways, curbing, and macadam show signs of major deterioration that are in need of repairs.
Below 60	Layout has shared bus and student drop off location with major traffic pattern concerns. Parking for handicapped individuals is minimal and does not include an accessible path to the main entrance. The number of parking spaces do not easily accommodate daily activities or after-school events. Improved directional signage is needed. Walkways, curbing, and macadam show signs of serious deterioration that requires immediate repairs.

Scoring**Exterior Conditions (doors and frames)**

90-100	10 years old or newer constructed from steel or aluminum with steel or aluminum frames. Hardware is ADA compliant, secure, and direct replacement parts are available. Fit and finish of opening is clean with no signs of water infiltration.
80-89	15 years old or newer constructed from steel or aluminum with steel or aluminum frames. Hardware is ADA compliant, secure, and direct replacement parts are available. Fit and finish of opening is clean with no signs of water infiltration.
70-79	15 years old or newer constructed from metal or aluminum with steel or aluminum frames and no signs of deterioration. Hardware is not ADA compliant, secure, and obsolete. Fit and finish of opening show signs of sagging and rust and peeling paint.
60-69	15 years old or older constructed from wood with wood frames and signs of decay. Hardware is not ADA compliant, secure, and obsolete. Fit and finish of opening shows signs of age. Paint and sealant is loose, and cracked with signs of excess water infiltration.
Below 60	25 years old or older constructed from wood with wood frames and signs of severe decay. Hardware is not ADA compliant, secure, and obsolete. Fit and finish of opening is poor.

Scoring**Exterior Conditions (windows)**

90-100	Commercial grade insulated aluminum frame double pane low emissivity glass with tight fit and good sealant integrity. Operable units have good fit and latching abilities.
80-89	Residential insulated wood, vinyl or metal frame double pane glass with tight fit and sealant.
70-79	Residential insulated wood, vinyl or metal frame single pane glass with no loose or missing glazing and sealant.
60-69	Non-insulated wood or metal frame single pane glass with loose or missing glazing and sealant. Signs of deterioration and air and water infiltration.
Below 60	25 years or older single pane with signs of severe deteriorated sash, frame, and sealant. Signs of excessive damage due to air and water infiltration.

Scoring**Exterior Conditions (walls)**

90-100	Masonry construction or steel framing and brick veneer with insulation. Insulated metal or architectural panels on 2 nd -story, R-value above R-14. Siding, brick, and mortar joints are tight with good fit and finished with no signs of water infiltration or structural cracks.
80-89	Masonry construction or steel framing and brick veneer with insulation. Insulated metal or architectural panels on 2 nd -story, R-value above R-11. Siding, brick, and mortar joints are tight with good fit and finished with no signs of water infiltration or structural cracks.
70-79	Masonry construction with insulation R-value below R-11. Signs of loose mortar and brick with signs of minor structural cracks and water infiltration.
60-69	Structural materials have low insulation R-values. Structure has loose panels, mortar, and brick with obvious signs of structural cracks and water infiltration.
Below 60	Structural materials are crumbling and deteriorating showing signs of severe water infiltration and loss of structural integrity.

Scoring**Interior Conditions (walls, ceiling, etc.)**

90-100	Structural materials are masonry construction with glazed block or steel framing with drywall and ceramic tile in corridors. Mortar joints are tight with good fit and finish with no signs of structural cracks. Overall appearance is excellent with a clean and bright finish with no signs of damage. There are no stained, broken, or missing ceiling tiles and grid. Lockers are in excellent condition. Interior has been painted in the last 7 years.
80-89	Structural materials are masonry construction or steel framing with drywall and ceramic tile in corridors. Mortar joints are tight with good fit and finish with no signs structural of cracks. Overall appearance is good with a clean finish with no signs of damage. There are a few stained, broken, and missing ceiling tiles and grid. Lockers are in good condition. Interior has been painted in the last 11 years.
70-79	Structural materials are masonry construction or steel framing with drywall and painted finish in corridors. Signs of loose mortar and drywall joints with signs of minor structural cracks and damage. Interior is clean but has scuff marks and paint finish is dull. There are various areas with stained, broken, and missing ceiling tiles and grid. Lockers are slightly damaged and dented. Interior has been painted in the last 15 years.

60-69	Structural materials have been worn and the paint finish is dull and dated. Structure has loose mortar and brick with obvious signs of structural cracks and damage. The ceiling has many stained, broken, and missing ceiling tiles and dull grid. Lockers are damaged and dented. Interior has not been painted in the last 15 years.
Below 60	Structural materials have been worn and damaged; the paint finish is dull and dated and is in need of refinishing. Structure has obvious signs of structural cracks and damage. The ceiling has many stained, broken, and missing ceiling tiles and dull grid. Lockers are damaged and dented. Interior has not been painted in the last 20 years.

Scoring	Roof Conditions
90-100	10 years old or newer built up insulated flat roof, insulated standing seam metal or 50 year shingle. 7 years or newer single-ply TPO or EPDM. Semi-annual roof inspection score above 3.2. Water tight with no signs of blisters, punctures, or leaking.
80-89	15 years old or newer built up insulated flat roof, or 50 year shingled roof. 12 years or newer EPDM or TPO roofing system. 30 year old standing metal seam roofing system. Semi-annual roof inspection score above 2.8. No signs of immediate failure.
70-79	20 years old or older built up insulated flat roof or 50 year shingled roof. 17 year old EPDM, TPO, or 35 year old standing metal seam roof. Semi-annual roof inspection score above 1.8. Some signs of blisters, cracking, seams splitting, and some minor leaks. Evidence roof will fail in the next five years.
60-69	30 years old or older standing metal seam, 50 year shingled roof. 25 year old EPDM or TPO roofing system. Semi-annual roof inspection score below 1.8. Evidence roof is in danger of imminent failure with signs of leaking and major degradation of roofing system.
Below 60	30 years old or older of all roof system types. Semi-annual roof inspection indicates major leaks and failure of roof system. Roof needs replacement as soon as possible.

Scoring**Flooring (tile, carpet, etc.)**

90-100	Flooring is clean and in excellent condition. Floor is free of loose tiles, cracks, tears, and exposed seams. Floor material is commercial grade, sustainable, and relatively new. Finish shines.
80-89	Flooring is clean and in good condition. Floor has some minor blemishes but is free of loose tiles, cracks, tears, and exposed seams. Floor material is commercial grade, sustainable, and does not show signs of wear. Finish is good.
70-79	Flooring condition shows signs of wear with blemishes, but is clean. There are loose tiles, cracks, tears, or exposed seams. Floor material shows its age and is ready for replacement and there are no tripping hazards. Finish is dull with build-up.
60-69	Flooring condition is worn with major blemishes and does not appear clean. There are loose tiles, exposed seams, tripping hazards, rips, tears, and asbestos containing materials. Floor should be replaced.
Below 60	Flooring is in poor condition, with many loose tiles, exposed seams, tripping hazards, rip, tears, and asbestos containing materials. Flooring cannot be cleaned properly and should be replaced.

Scoring**Air Conditioning Systems (Central Plant)**

90-100	10 years old or newer high efficiency chilled water system with DDC controls and optimal control sequences. Piping and insulation is tight. System is part of a four pipe system with tube inside building with remote condenser or cooling tower. Refrigerant is CFC free. Chiller has frequency drive or staging capabilities for optimal energy efficiency. All associated components are in excellent shape.
80-89	15 years old or newer high efficiency chilled water system with DDC controls and optimal control sequences. Piping and insulation is tight. System is part of a four pipe system with tube inside building with remote condenser or cooling tower. Refrigerant is CFC free. Chiller has frequency drive or staging capabilities for optimal energy efficiency. All associated components are in good shape.
70-79	20 years old or older equipment with minor failures due to age of equipment. Piping and insulation are intact with signs of minor damage. Parts are available for procurement. Chiller does not have frequency drive but does have staging capabilities or variable speed pumping. System is a four pipe system but must be drained during heating season due to the location of heat exchanger.

60-69	30 years old or older equipment with frequent failures due to age of equipment. Piping is past life expectancy and insulation is degrading. Parts are very difficult to procure due to age of equipment. Chiller does not have frequency drive staging capabilities or variable speed pumping. Compressor is inefficient and uses too much energy. System is part of a two pipe system or must be drained during heating season. Tube bundles have thin walls of tubing.
Below 60	30 years old or older equipment with multiple failures due to age of equipment. Chiller does not have frequency drive, staging capabilities or variable speed pumping. Piping insulation is inadequate and shows signs of condensation leaks. System is part of two pipe system or must be drained during heating season. Piping is past life expectancy and has various leaks. Refrigerant used is obsolete. Equipment is obsolete and past its life expectancy. Tubing has thin walls.

Scoring	Air Handling or RTU Systems
90-100	10 years old or newer equipment with required fresh air ventilation and DDC controls with economizer cycle. Central station variable air volume, heat pump, dedicated outside air units, energy recovery, variable refrigerant flow, or geothermal units. Insulation is tight and more than adequate.
80-89	20 years old or newer equipment with required fresh air ventilation and DDC controls with economizer cycle. Central station variable air volume, heat pump, dedicated outside air units, energy recovery, variable refrigerant flow, or geothermal units. Insulation is tight.
70-79	20 years old or older equipment with minimum fresh air ventilation and DDC controls. Cabinet unit ventilators, packaged roof top units with electric or hot water heat. Units show signs of rust and deterioration and have duct leaks. Insulation is tight.
60-69	30 years old or older equipment with minimum fresh air ventilation or DDC controls. Cabinet unit ventilators, packaged roof top units with electric reheat. Units show signs of severe rust and duct leaks. Insulation is missing. Equipment needs replaced.
Below 60	30 years old or older equipment with no fresh air ventilation or DDC controls. Cabinet unit ventilators, ductless units, packaged roof top units with electric reheat. Units show signs of severe rust and duct leaks. Equipment is obsolete. Equipment needs replaced.

Scoring**Electrical Distribution (Outlets, Power)**

90-100	15 years old or newer with main feeder in conduit. Switchgear and load centers are dependable with spare circuits and load capacity. Spare parts are available for repairs and expansion. Breaker panels are located in locked electrical rooms with locked covers. Ground fault outlets and breakers at wet locations. Emergency generator with lighting and mechanical systems connected.
80-89	20 years old or newer with main feeder in conduit. No signs of insulation breakdown. Switchgear and load centers have spare circuits and load capacity for expansion. Spare parts are available for repairs and expansion. Ground fault outlets and breakers at wet locations. Breaker panels are located in hallways with locked covers. Emergency generator with lighting and mechanical systems connected.
70-79	20 years old or older with main feeder direct buried or in conduit. Switch gear and load centers are at capacity with few spares for expansion. Spare parts are not difficult to procure. Breaker panels are located in hallways, open areas, or classrooms. Ground fault circuits were retrofitted at wet location. Emergency generator power is unavailable.
60-69	30 years old or older with main feeder direct buried or in conduit. Signs of insulation break-down with system failures. Switchgear and load centers are at full capacity with no room for expansion. Spare parts are unavailable or remanufactured. Breaker panels are located in hallways, open areas, or classrooms. Circuits are not clearly marked. Emergency generator power is unavailable. Electrical system needs replaced.
Below 60	30 years old or older with main feeder direct buried or in conduit. Signs of insulation break-down with frequent system failures and outages. Switchgear and load centers are at full capacity with no room for expansion. Spare parts are unavailable do to obsolescence. Breaker panels are located in hallways, open areas, or classrooms. Circuits are not clearly marked. Emergency generator power is unavailable. Electrical system needs replaced.

Scoring**Fire and Life Safety (sprinkler, alarm)**

90-100	10 years old or newer. Building is fully sprinkled, fire extinguishers are sufficient. Fire alarm is reliable and state of the art. Fire and smoke barriers are intact. Exit signs are located properly and evacuation routes are posted at proper height and location. Fire alarm pull stations and audio visual devices are accessible. Sprinkler heads are clean and not blocked by excessive storage.
80-89	15 years old or newer. Building is fully sprinkled, fire extinguishers are sufficient. Fire alarm is reliable and state of the art. Fire and smoke barriers are intact. Exit signs are located properly and evacuation routes are posted at proper height and location. Fire alarm pull stations and audio visual devices are accessible. Sprinkler heads are clean and not blocked by excessive storage.
70-79	20 years old or older. Building is partially sprinkled, fire extinguishers are sufficient. Fire alarm is reliable but may not be an addressable system. Fire and smoke barriers are intact. Exit signs are located properly and evacuation routes are posted at proper height and location. Fire alarm pull stations and audio visual devices are accessible. Sprinkler heads are clean and not blocked.
60-69	25 years old or older. Building is non-sprinkled or partially sprinkled. Fire extinguishers are sufficient. Fire alarm is reliable, but past the life expectancy. Fire and smoke barriers are intact. Exit signs are located properly and evacuation routes are posted at proper height and location. Fire alarm pull stations and audio visual devices are accessible. Sprinkler heads are clean and not blocked.
Below 60	25 years old or older. Building is non-sprinkled, fire extinguishers are sufficient. Fire alarm is reliable, but past the life expectancy. Fire and smoke barriers are intact. Exit signs are located properly and evacuation routes are posted at proper height and location. Fire alarm pull stations and audio visual devices are accessible.

Scoring**Heating Systems – Central Plant**

90-100	15 years old or newer. Proven technology energy efficient boilers with dependable components and DDC controls and programming to reduce energy use. Four pipe system. Piping and insulation is sealed with no leaks or signs of air or water infiltration. Building is a high performance building. Excess capacity is only for designed expansion.
80-89	20 years old or newer. Proven technology energy efficient boilers with dependable components and DDC controls and programming to reduce energy use. Four pipe system. Piping and insulation is sealed with no leaks or signs of air or water infiltration. Building is a high performance building. Excess capacity is only for designed expansion.
70-79	20 years old or older. Older technology with large oil burning or dual fuel hot water or steam boilers. Electric reheat with conventional controls. Two pipe system. Piping has less than one inch of insulation and system shows signs of minor leaks. Boilers are sized for 80% of load or total redundancy. Control sequence does not take advantage of outside temperatures. System needs updated to more energy efficient alternative. Equipment is dependable.
60-69	30 years old or older. Older technology with large oil burning or dual fuel hot water or steam boilers. Electric reheat with conventional controls. Two pipe system. Piping has less than one inch of insulation and system shows signs of minor leaks. Boilers are sized for 80% of load or total redundancy. Controls do not take advantage of energy saving techniques. System needs updated to more energy efficient alternative. Equipment is not dependable.
Below 60	30 years old or older. Inefficient system with high energy usage. System has missing insulation and many leaks. Two pipe system. Equipment shows signs of probable future failure. Piping is old and in need of replacement. Pumps and components are past the useful life expectancy. Failures occur frequently and parts are obsolete. System requires replacement and upgrade in the immediate future.

Scoring	Communications Systems (phone, intercom)
90-100	10 years or newer commercial state of the art intercom and PA system. VOIP phone and data on fiber optic.
80-89	15 years old or newer commercial state of the art intercom and PA system. VOIP phone and data on fiber optic.
70-79	20 years old or newer commercial intercom and PA system. VOIP phone and data on copper or microwave.
60-69	25 years old or older commercial intercom and PA system. VOIP phone and data on copper.
Below 60	25 years old or older commercial intercom and PA system. VOIP phone and data on copper. System needs replaced.

Scoring	Potable Water
90-100	Municipal water. Low turbidity and good water pressure. Domestic water mains less than 30 years old.
80-89	Municipal water or well water with conditioning system. Low turbidity and adequate pressure. Domestic water mains less than 40 years old.
70-79	Well water with water conditioning system. Meets safe guidelines for consumption.
60-69	Well water with water conditioning system. Suitable to drink, but bottled water is still provided.
Below 60	Well water with water conditioning system. Unsuitable to drink and bottled water must be provided.

Scoring**Lavatories**

90-100	10 years old or newer fixtures that are ADA compliant and water conservation devices. Number of fixtures meets or exceeds code requirements. Age appropriate sized fixtures. Partitions are clean, bright, and solid materials. For elementary schools, single occupant toilet rooms are to be associated with each classroom in the primary grades.
80-89	15 years old or newer fixtures that are ADA compliant and water conservation devices. Number of fixtures meets current code requirements. Age appropriate sized fixtures. Partitions are clean and bright with no blemishes. For elementary schools, single occupant toilet rooms are to be associated with each classroom in the primary grades.
70-79	15 years old or newer fixtures that are ADA compliant and water conservation devices. Number of fixtures meets current code requirements. Age appropriate sized fixtures. Partitions are clean and bright with no blemishes. For elementary schools, single occupant toilet rooms are to be associated with each classroom in the primary grades.
60-69	20 years old or older fixtures that do not meet current water conservation measures and meet the minimum ADA code. Numbers of fixtures meet code at time of construction. Partitions are clean with minor blemishes.
Below 60	30 years old or older fixtures that do not meet current water conservation measures and meet the minimum ADA code. Numbers of fixtures meet code at time of construction. Partitions are rusted with major blemishes and need repaired.

Scoring**Playgrounds, Athletic Fields**

90-100	10 years old or newer. Playground equipment and surface meets or exceeds current safety standards. Playfields are large, level, and easily accessible. Competition fields are well manicured with accessible seating. Practice fields are abundant and well cared for with excellent stand of grass. Track is level with 8 lanes.
80-89	15 years old or newer. Playground equipment and surface meets or exceeds current safety standards. Playfields are large, level, and easily accessible. Competition fields are well manicured with accessible seating. Practice fields are adequate and well cared for with a good stand of grass. Track is level with 7 lanes.
70-79	15 years old or newer. Playground equipment is dated and meets current safety standards. Playfields are level but not easily accessible. Competition fields are manicured with accessible seating. Practice fields are adequate and well cared for with a good stand of grass. Track is level with 6 lanes. Track needs resurfaced.
60-69	15 years old or older. Playground equipment is old and does not meet current safety standards. Playfields are level but not easily accessible. Competition fields are manicured with accessible seating. Practice fields are small with a good stand of grass. Track is level with 6 lanes. Track and playground needs replaced.
Below 60	15 years old or older. Playground equipment is old and does not meet current safety standards. Playfields are level but not easily accessible. Competition fields are manicured without accessible seating. Practice fields are small with a stand of grass. Track is level with 6 lanes. Track and playground needs replaced. Fields need upgraded.

Scoring	Lighting
90-100	10 years old or newer fixtures with lighting controls that use variable light levels, occupancy sensors, high efficiency lamps, and ballasts. Foot candles of light measured at desk height is above 45.
80-89	20 years old or newer fixtures with lighting controls that use variable light levels, occupancy sensors, high efficiency lamps, and ballasts. Foot candles of light measured at desk height is above 45.
70-79	20 years old or older fixtures with lighting controls that use variable light levels, occupancy sensors, high efficiency lamps, and ballasts. Foot candles of light measured at desk height is above 35.
60-69	30 years old or older fixtures with no lighting controls that use variable light levels, occupancy sensors, high efficiency lamps, and ballasts. Foot candles of light measured at desk height is below 30.
Below 60	30 years old or older fixtures with no lighting controls that use variable light levels, occupancy sensors, high efficiency lamps, and ballasts. Foot candles of light measured at desk height is below 30.

Scoring	Accessibility (ADA)
90-100	As determined by the assessment of ADA compliance report. Items considered accessible entry to building and items to provide basic accessibility.
80-89	As determined by the assessment of ADA compliance report. Items considered accessible entry to building and items to provide basic accessibility.
70-79	As determined by the assessment of ADA compliance report. Items considered accessible entry to building and items to provide basic accessibility.
60-69	As determined by the assessment of ADA compliance report. Items considered accessible entry to building and items to provide basic accessibility.
Below 60	As determined by the assessment of ADA compliance report. Items considered accessible entry to building and items to provide basic accessibility.

CRITERIA FOR THE ASSESSMENT OF FUNCTIONAL ATTRIBUTES

Scoring	Classroom
90-100	Classroom sizes are Pre-K and K, 1,000 ft ² ; grades 1 thru 5, 900 ft ² ; and grades 6 thru 12, 850 ft ² . Primary grades have access to sinks, drinking fountain and lavatory in individual classroom. Ample daylight and teaching station equipped with current teaching technologies.
80-89	Classroom sizes are Pre-K and K, 1,000 ft ² ; grades 1 thru 5, 900 ft ² ; and grades 6 thru 12, 850 ft ² . Primary grades have access to sinks, drinking fountain, and shared lavatory in individual classroom. Ample daylight and teaching station equipped with current teaching technologies.
70-79	Classroom sizes are Pre-K and K, < 1,000 ft ² ; grades 1 thru 5, <900 ft ² ; and grades 6 thru 12, < 850 ft ² . Primary grades have access to sinks and drinking fountain in open classroom. Teaching station equipped with current teaching technologies. Group lavatories for elementary grades.
60-69	Classroom sizes are Pre-K and K, < 900 ft ² ; grades 1 thru 5, < 800 ft ² ; and grades 6 thru 12, < 750 ft ² . Primary grades do not have sinks and drinking fountain in classroom. Teaching station is not equipped with current teaching technologies or poorly located. Group lavatories for elementary grades.
Below 60	Classroom sizes are Pre-K and K, < 800 ft ² ; grades 1 thru 5, < 700 ft ² ; and grades 6 thru 12, < 650 ft ² . Primary grades do not have sinks and drinking fountain in classroom. Teaching station is not equipped with current teaching technologies or poorly located. Group lavatories for elementary grades.

Scoring	Core Facilities
90-100	Wide corridors providing excellent, administrative control, student circulation, and full visibility. Large centrally located assembly area with sufficient group toilets for after-school activities. Large storage areas for textbooks, furniture, and school supplies. Separate space for faculty workroom and parent volunteer groups.
80-89	Wide corridors providing good, administrative control, student circulation, and full visibility. Large assembly area with group toilets for after-school activities. Storage areas for textbooks, furniture, and school supplies. Separate space for faculty workroom and parent volunteer groups.
70-79	Corridors providing administrative control, student circulation, and partial visibility. Assembly area with group toilets for after-school activities. Storage areas for textbooks, furniture, and school supplies. Separate space for faculty workroom.
60-69	Narrow corridors providing inadequate administrative control, poor student circulation, and poor visibility. Small assembly area without sufficient group toilets for after-school activities. Limited storage areas for textbooks, furniture, and school supplies. Separate space for faculty workroom.
Below 60	Narrow corridors providing inadequate administrative control, poor student circulation, and poor visibility. No access to an assembly area without sufficient group toilets for after-school activities. Minimal storage areas for textbooks, furniture, and school supplies. Small faculty workroom.

Scoring	Specialty Instruction (Special Education, Summit)
90-100	Classroom size between 850 ft ² and 1,000 ft ² . Accessible private facilities for proper restroom and changing stations. Separate secure time-out room as needed. Space is flexible and meets the needs of all special instruction requirements.
80-89	Classroom size between 750 ft ² and 900 ft ² . Accessible private facilities for proper restroom and changing stations. Separate secure time-out room as needed. Space is flexible and meets the needs of all special instruction requirements.
70-79	Classroom size between 650 ft ² and 750 ft ² . Accessible semi-private facilities for proper restroom and changing stations. Separate secure time-out room as needed. Space is flexible and meets the needs of all special instruction requirements.
60-69	Classroom size is less than 600 ft ² . Accessible non-private facilities for proper restroom and changing stations. Time-out room is needed. Space is inadequate and does not meet the needs of all special instruction requirements.
Below 60	Classroom size is less than 400 ft ² . Accessible non-private facilities for proper restroom and changing stations. Time-out room is needed. Space is inadequate and does not meet the needs of all special instruction requirements.

Scoring**ELL ESOL**

90-100	Separate classroom with between 700 ft ² and 900 ft ² to provide specialized instruction for English language learning programs.
80-89	Separate classroom with between 500 ft ² and 700 ft ² to provide specialized instruction for English language learning programs.
70-79	Small or shared space with adequate access to technology resources. Break-out space for specialize instruction.
60-69	Small or shared space with inadequate access to technology resources. No break-out space for specialized instruction.
Below 60	Shared or no designated space no access to technology resources. No break-out space for specialized instruction.

Scoring**Instructional Resource Rooms**

90-100	Separate room with between 300 ft ² and 500 ft ² to provide specialized instruction. Private office and storage space for instructional resource staff. Space is flexible and meets the instructional needs of students. Space has technologies required to meet needs of staff.
80-89	Separate room with between 200 ft ² and 300 ft ² to provide specialized instruction. Shared office and storage space for instructional resource staff.
70-79	Small or shared space with adequate access to technology resources. Break-out space for specialized instruction.
60-69	Small or shared space with inadequate access to technology resources. No break-out space for specialized instruction.
Below 60	Shared or no designated space with no access to technology resources. No break-out space for specialized instruction.

Scoring	Security Standards
90-100	Access control provided with security vestibule with transaction window. Interior and exterior cameras covering all areas of building egress and ingress. Alarm system dials to call center in event of a breach in security. Classrooms exceed safe classrooms for schools standards.
80-89	Access control provided with security vestibule. Interior and exterior cameras covering all areas of building egress and ingress. Alarm system dials to call center in event of a breach in security. Classrooms meet safe classroom for schools standards.
70-79	Access control provided without security vestibule. Interior and exterior cameras covering all areas of building egress and ingress. Alarm system dials to call center in event of a breach in security. Classrooms meet safe classroom for schools standards.
60-69	Access control provided without security vestibule. Interior and exterior cameras covering all areas of building egress and ingress. Alarm system dials to call center in event of a breach in security. Classrooms meet safe classroom for schools standards.
Below 60	Access control provided without security vestibule. Interior and exterior cameras covering all areas of building egress and ingress. Alarm system dials to call center in event of a breach in security. Classrooms do not meet safe classroom for schools standards.

Scoring	Media Centers
90-100	Separate areas dedicated to computer lab, study area, research area, and reading nook. Layout of media center allows for observation and is well lit with an abundance of natural light. Furnishings are comfortable and plentiful. State of the art technologies are available for use by students and instructors. Shelving is available for a great quantity of books and other research materials.
80-89	Separate areas dedicated to computer lab, study area, research area, and reading nook. Layout of media center allows for observation and is well lit with an abundance of natural light. Furnishings are comfortable and plentiful. Current technologies are available for use by students and instructors. Shelving is available for a great quantity of books and other research materials.
70-79	Areas dedicated to computer lab, study area, research area, and reading nook. Layout of media center allows for observation and has adequate lighting. Furnishings are comfortable and plentiful. Current technologies are available for use by students and instructors. Shelving is available for a good quantity of books and other research materials.

60-69	Areas dedicated to computer lab, study area, research area, and reading nook. Layout of media center has adequate lighting and is difficult for overall observation of students. Furnishings are dated and need updated. Current technologies are available for use by students and instructors. Shelving is available for books and other research materials.
Below 60	Area is small and inefficient without separate designated areas for research, computer lab, and reading. Shelving and furniture is old and needs replaced. Less than minimal natural light and technologies available are outdated.

Scoring	Art, Music Areas
90-100	Separate areas dedicated to voice and instrumental instruction. Auditorium with stage equipped with performance lighting and seating. Abundance of storage for music equipment and art supplies. Separate room with kiln and exhaust. Sinks with available sediment and plaster trap. Abundance of natural light in the art area.
80-89	Separate areas dedicated to voice and instrumental instruction. Auditorium with stage equipped with performance lighting and seating. Storage for music equipment and art supplies. Separate room with kiln and exhaust. Sinks with available sediment and plaster trap. Abundance of natural light in the art area.
70-79	Shared areas for voice and instrumental instruction. Stage equipped with performance lighting and seating. Storage for music equipment and art supplies. Separate room with kiln and exhaust. Sinks with available sediment and plaster trap. Limited natural light in the art area.
60-69	No area dedicated to music and art instruction. Small stage equipped with limited seating capacity and lighting. Storage of music equipment and art supplies are kept on a cart and moved to classrooms as needed. Limited natural light in the art area.
Below 60	No area dedicated to music and art instruction. No stage area available and school has limited seating capacity. Storage for music equipment and art supplies is kept on a cart and moved to classrooms as needed. Litter to no natural light in the art area.

Scoring	Health Services
90-100	800 ft ² or more health suite with three cots, private exam room, toilet, and private offices for nurse and physician. Location of the health office provides privacy and confidentiality and a private consultation room. Secure storage for medical supplies and student medications.
80-89	400 ft ² or more health suite with two cots, private exam room, toilet, and office for nurse and physician. Location of the health office provides privacy and confidentiality and a private consultation room. Secure storage for medical supplies and student medications.
70-79	Less than 300 ft ² health room with one cot, private exam room, toilet, and office for nurse and physician. Location of the health office provides confidentiality. Secure storage for medical supplies and student medications. Meets minimum needs of student population.
60-69	Less than 200 ft ² health room with a separate cot and semi-private exam room. Private office for nurse in health room. Secure storage for medical supplies and student medications. Meets minimum needs of student population.
Below 60	Less than 150 ft ² health room without a private exam room. No private office for nurse in health room. Secure storage for medical supplies and student medications. Meets minimum needs of student population.

Scoring	Food Services Areas
90-100	Adequate serving lines, lighting, seating and space for the students being served. Kitchen has updated equipment and excellent work flow. Ample storage and prep area.
80-89	Adequate serving lines, lighting, seating and space for the students being served. Kitchen has updated equipment and excellent work flow. Ample storage and prep area.
70-79	Adequate serving lines, lighting, seating and space for the students being served. Kitchen equipment is outdated and storage limited. Layout is adequate.
60-69	Inadequate serving lines, lighting, seating and space for the students being served. Kitchen equipment needs replaced and layout is inefficient.
Below 60	Inadequate serving lines, lighting, seating and space for the students being served. Kitchen equipment needs replaced and layout is extremely inefficient. Storage is limited.

Scoring	Assembly / Physical Education Areas
90-100	Large gymnasium with seating, an abundance of space for student population, and community after- school activities. Regulation sized primary and secondary courts. Secondary gymnasium for weight training and multipurpose space. Locker rooms and showers available for students and extracurricular teams. Plenty of organized storage with separate office for physical education instructors. Set-up flexibility with lighting, sound system, and independent HVAC controls.
80-89	Large gymnasium with ample space for student population and community after-school activities. Secondary multipurpose area available. Regulation sized court with auxiliary courts. Locker rooms and showers available for students and extracurricular teams. Plenty of storage with offices for physical education instructors. Set-up flexibility with lighting, sound system, and independent HVAC controls.
70-79	Regulation sized gymnasium with minimum indoor courts. Locker room and showers available for current student population. No available auxiliary or secondary gymnasium. Shared storage and office area for physical education instructors are small and inefficient. Set-up flexibility, lighting, and sound system.
60-69	Multipurpose room without regulation sized courts. Locker rooms are small or not available. Inadequate space for student population and no community use space. Ceiling is low and lighting is inadequate. Storage is small and inefficient. Space is inadequate; a gymnasium is needed.
Below 60	Multipurpose room without regulation sized courts. Locker rooms are small or not available. Inadequate space for student population and no community use space. Ceiling is low and lighting is poor. Storage is small and inefficient. Space is poor and a gymnasium is needed.
Scoring	Administration Areas
90-100	Office suite with ample space for Principal, Assistant Principal, and Resource Officer. Separate secure storage space for student records in close proximity to offices. Separate work room, faculty dining, reception area, and staff toilets. Provisions for security.
80-89	Office suite with ample space for Principal, Assistant Principal, and Resource Officer. Separate secure storage space for student records in close proximity to offices. Separate work room, faculty dining, reception area, and staff toilets. Provisions for security.
70-79	Inadequate office space for Principal, Assistant Principal, and Resource Officer. Secure storage space for student records. Shared work room and faculty dining. Reception area does not have appropriate provisions for security.

60-69	Inadequate office space for Principal, Assistant Principal, and Resource Officer. Secure storage space for student records. Shared work room and faculty dining. Reception area does not have appropriate provisions for security.
Below 60	Inadequate office space for Principal, Assistant Principal, and Resource Officer. Secure storage space for student records. Small work room and no faculty dining. Reception area does not have vestibule for security.

Scoring	Technology Education
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90-100	Layout of area is specifically designed for the instructional needs of the program. State of the art equipment available that will allow the most efficient use of all education resources. Area is safe and allows for excellent instruction.
80-89	Layout of area is specifically designed for the instructional needs of the program. State of the art equipment available that will allow the most efficient use of all education resources. Area is safe and allows for good instruction.
70-79	Layout of area is adequate to meet the instructional needs of the program. Equipment is sufficient and meets all current safety standards.
60-69	Layout of area is not ideal for delivery of instructional program. Equipment is outdated and should be planned for replacement. Area meets minimum safety standards. Lack of dedicated instruction area for programs.
Below 60	Layout of area is inefficient and needs updating. Equipment is old and past useful life. Area meets minimum safety standards but must be updated. Lack of proper infrastructure to provide instructional programs.

CRITERIA FOR THE ASSESSMENT OF ADJUSTMENTS

Scoring	Analysis of Energy Management
90-100	Entire mechanical system has DDC controls, with CO2 control for outside air and overall energy efficiency. Efficient systems include geothermal, heat recovery, VAV and variable flow refrigerant systems.
80-89	Entire mechanical system has DDC controls, with CO2 control for outside air and overall energy efficiency. Efficient systems include, heat recovery, VAV and high efficiency fuel burners.
70-79	Adequate controls on off and set point control, economizer control, DDC and pneumatic, CO2 control for outside air and overall energy efficiency.
60-69	On off control, set point control, economizer control, DDC with mostly pneumatic controls. Basic programming. Energy audit shows excess energy usage.
Below 60	On off control, set point control, economizer control, DDC with mostly pneumatic controls. Basic programming. Energy audit shows excess energy usage.
Scoring	Open School Characteristics
90-100	Classrooms are all self-contained with separate closed corridors. Partitions are floor to ceiling.
80-89	Classrooms are self-contained with open corridor connecting classrooms. Partitions are floor to ceiling.
70-79	Classrooms partitions are not floor to ceiling. Sliding partitions separating 2 or more spaces.
60-69	Open classrooms and corridor with sound proof partitions to separate spaces. Acoustics is distracting to students.
Below 60	Open classrooms and corridor with no partitions to separate spaces. Acoustics is distracting to students and faculty.

Scoring	Age of School
90-100	0 to 9 years
80-89	10 to 20 years
70-79	20 to 29 years
60-69	30 to 39 years
Below 60	Over 40 years

Scoring	Enrollment vs. State Rated Capacity (Middle)
90-100	0 to 89%
80-89	90 to 98%
70-79	99 to 107%
60-69	108 to 114%
Below 60	Over 115%

Scoring	Enrollment vs. State Rated Capacity (High)
90-100	0 to 95%
80-89	95 to 99%
70-79	100 to 104%
60-69	105 to 114%
Below 60	Over 115%

Scoring	Site Size (Elementary)
90-100	Over 15 acres
80-89	12 to 14 acres
70-79	8 to 11 acres
60-69	4 to 7 acres
Below 60	Less than 3 acres

Scoring	Site Size (Middle)
90-100	Over 30 acres
80-89	25 to 29 acres
70-79	20 to 24 acres
60-69	10 to 19 acres
Below 60	Less than 9 acres

Scoring	Site Size (High)
90-100	Over 60 acres
80-89	50 to 59 acres
70-79	40 to 49 acres
60-69	30 to 39 acres
Below 60	Less than 19 acres

2020 Facilities Assessment

SCHOOL NAME
Weight Factor

PHYSICAL																	
1	2	3	2	3	2	3	3	3	3	3	1	1	1	1	2	2	Sub-Total - Physical Assessment

FUNCTIONAL																	
2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	Sub-Total - Functional Assessment

ADJUSTMENTS				
2	2	3	1	Sub-Total Adjustments

TOTAL SCORE
2020 Overall Ranking

Bester Elementary
Boonsboro Elementary
Cascade Elementary
Clear Spring Elementary
Eastern Elementary
Emma K. Doub Elem.
Fountain Rock Elem.
Fountaindale Elementary
Greenbrier Elementary
Hancock Elementary
Hickory Elementary
Jonathan Hager Elementary
Lincolnshire Elementary
Maugansville Elementary
Old Forge Elementary
Pangborn Elementary
Paramount Elementary
Pleasant Valley Elem.
Potomac Heights Elem.
Rockland Woods Elem.
Ruth Anne Monroe Primary
Salem Ave. Elementary
Sharpsburg Elementary
Smithsburg Elementary
Williamsport Elementary

95	95	95	93	94	93	93	94	95	95	95	95	95	95	95	93	98	95
65	72	68	78	97	80	93	97	81	81	92	75	78	76	70	70	75	82
50	85	75	60	92	72	n/a	90	80	68	85	74	70	65	77	85	68	77
70	82	83	85	96	81	81	82	85	85	80	82	85	85	84	82	90	84
85	80	80	80	70	82	80	80	85	83	81	75	81	82	80	80	90	81
60	91	82	69	70	70	88	91	70	68	93	70	70	70	72	90	65	78
60	68	65	55	92	80	n/a	89	72	70	n/a	70	55	65	80	85	70	74
55	89	80	55	90	72	90	92	75	68	90	72	65	65	70	70	60	77
55	65	65	55	84	75	n/a	85	68	68	n/a	74	55	65	75	80	60	70
62	68	68	60	70	70	87	55	60	68	n/a	65	70	68	75	65	60	67
55	65	65	55	65	70	92	55	70	68	n/a	70	70	68	80	65	65	68
96	96	96	96	96	95	n/a	96	96	96	n/a	96	96	96	95	95	98	96
78	83	83	80	75	83	78	80	84	83	92	83	85	85	80	80	n/a	82
93	90	90	90	88	90	88	90	92	92	92	95	91	95	90	92	98	91
68	68	68	65	58	70	n/a	88	82	65	n/a	70	50	65	72	65	69	69
92	90	90	90	88	90	80	90	94	93	90	94	90	94	90	92	98	90
80	83	82	80	65	85	n/a	77	80	84	82	85	87	85	75	88	88	81
75	78	78	77	83	83	88	75	85	85	90	75	75	70	70	70	68	80
65	86	75	70	79	68	n/a	75	70	78	n/a	75	70	65	82	75	68	74
92	92	90	90	85	90	80	99	92	94	88	94	94	91	92	90	98	91
95	95	95	94	88	94	n/a	95	95	95	93	95	96	96	95	95	98	94
83	89	89	90	85	87	82	84	89	90	80	85	90	90	90	90	91	87
95	99	99	99	99	99	n/a	99	99	99	n/a	99	99	99	99	99	99	99
78	83	83	84	86	83	78	84	85	85	92	84	85	85	80	83	91	84
82	87	87	88	65	86	80	83	87	88	80	84	90	89	75	86	90	83

95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	97	95	95	95
80	81	73	75	82	75	80	55	80	75	80	n/a	76	76	75	80	n/a	76	
60	70	65	65	70	65	60	65	65	65	60	n/a	64	64	65	60	n/a	64	
85	75	67	70	80	86	83	75	82	83	80	n/a	79	79	80	80	n/a	79	
85	85	80	80	82	85	82	78	85	85	85	n/a	83	83	85	85	n/a	83	
70	70	65	65	77	65	64	55	72	50	70	n/a	66	66	65	70	n/a	66	
55	70	65	65	70	60	65	55	85	70	65	n/a	65	65	65	65	n/a	65	
67	70	70	70	79	64	70	65	68	73	68	n/a	69	69	68	68	n/a	69	
55	72	63	65	70	60	65	60	55	65	75	n/a	63	63	65	65	n/a	63	
55	72	70	70	70	60	65	55	55	65	62	n/a	63	63	62	62	n/a	63	
55	72	60	60	78	60	65	55	50	65	65	n/a	62	62	65	65	n/a	62	
98	98	98	98	96	95	97	97	96	97	95	95	97	97	96	97	95	95	97
85	75	78	78	85	85	75	80	75	75	80	n/a	80	80	75	80	n/a	80	
94	93	93	92	87	94	87	95	94	95	94	93	93	93	94	94	93	93	
62	70	65	65	70	62	65	55	67	68	62	n/a	64	64	65	62	n/a	64	
93	93	93	93	94	92	92	95	93	95	94	93	93	93	94	94	93	93	
86	80	80	80	90	85	85	75	86	83	82	n/a	83	83	82	n/a	83	83	
74	70	68	68	75	75	68	66	68	60	70	n/a	70	70	60	70	n/a	70	
55	70	65	65	87	65	68	85	71	70	80	n/a	70	70	65	70	n/a	70	
93	98	92	91	95	95	93	95	93	95	95	93	94	94	95	95	93	94	
96	96	95	95	95	95	96	96	95	96	95	94	95	95	96	95	94	95	
90	92	89	88	83	89	88	85	83	83	88	n/a	87	87	88	n/a	87	87	
99	99	99	99	99	99	99	97	99	99	99	95	99	99	99	99	95	99	
83	85	75	75	83	84	85	80	75	80	80	n/a	80	80	80	80	n/a	80	
88	80	85	85	83	85	85	80	85	83	80	n/a	84	84	80	80	n/a	84	

94	98	95	88	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95
80	95	71	75	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80
70	68	40	75	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59
95	95	83	75	88	88	88	88	88	88	88	88	88	88	88	88	88	88	88
75	95	72	95	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81
73	70	50	75	64	64	64	64	64	64	64	64	64	64	64	64	64	64	64
74	45	55	94	62	62	62	62	62	62	62	62	62	62	62	62	62	62	62
75	85	35	82	63	63	63	63	63	63	63	63	63	63	63	63	63	63	63
70	45	51	72	57	57	57	57	57	57	57	57	57	57	57	57	57	57	57
62	50	56	95	61	61	61	61	61	61	61	61	61	61	61	61	61	61	61
65	50	55	75	59	59	59	59	59	59	59	59	59	59	59	59	59	59	59
95	97	96	95	96	96	96	96	96	96	96	96	96	96	96	96	96	96	96
80	93	78	88	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84
88	97	89	98	92	92	92	92	92	92	92	92	92	92	92	92	92	92	92
77	65	53	93	67	67	67	67	67	67	67	67	67	67	67	67	67	67	67
88	97	89	95	92	92	92	92	92	92	92	92	92	92	92	92	92	92	92
78	97	75	75	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81
80	68	69	75	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
70	65	50	75	62	62	62	62	62	62	62	62	62	62	62	62	62	62	62
88	97	89	85	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90
95	98	92	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95
82	97	85	87	88	88	88	88	88	88	88	88	88	88	88	88	88	88	88
99	98	100	80	97	97	97	97	97	97	97	97	97	97	97	97	97	97	97
85	95	77	75	83	83	83	83	83	83	83	83	83	83	83	83	83	83	83
85	97	83	95	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89

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Overall Scoring Scale

Excellent 90 - 100 | Above Average 80 - 89 | Average 70 - 79 | Below Average 60 - 69 | Poor Below 60

2020 Facilities Assessment

SCHOOL NAME	PHYSICAL																FUNCTIONAL											ADJUSTMENTS				TOTAL SCORE					
	1	2	3	2	3	2	3	3	3	3	3	1	1	1	1	1	1	1	1	1	1	1	2	2	3	1	Sub-Total - Physical Assessment	2	2	3	1		Sub-Total - Functional Assessment	Energy Management	Open school characteristics	Age of School	Site Size
Weight Factor	1	2	3	2	3	2	3	3	3	3	1	1	1	1	1	1	1	1	1	1	1	2	2	3	1	Sub-Total - Physical Assessment	2	2	3	1	Sub-Total - Functional Assessment	Energy Management	Open school characteristics	Age of School	Site Size	Sub-Total Adjustments	2020 Overall Ranking
Boonsboro Middle	68	91	80	68	95	60	n/a	88	68	73	n/a	72	70	70	78	78	68	67	58	70	75	68	75	68	60	69	75	62	65	67	78	60	56	78	65	72	
Clear Spring Middle	68	80	78	65	93	68	n/a	85	77	75	n/a	71	70	70	72	78	60	76	58	70	70	91	68	61	90	75	68	90	65	72	75	60	58	93	67	73	
E. Russell Hicks Middle	65	85	75	64	68	75	62	91	90	80	82	70	62	65	70	85	62	76	68	70	65	85	75	60	60	80	68	68	65	69	80	90	47	93	72	73	
Northern Middle	65	90	80	70	75	75	80	65	82	75	80	75	90	70	68	88	65	77	62	77	75	88	73	72	65	73	61	68	68	71	85	72	62	68	71	74	
Smithsburg Middle	60	80	60	65	70	59	85	60	65	80	n/a	72	90	70	60	80	55	69	58	72	71	70	90	68	62	62	65	65	63	64	70	62	56	75	63	68	
Springfield Middle	70	90	85	65	70	68	72	57	70	75	n/a	75	65	65	75	65	55	70	60	70	72	69	75	68	65	78	68	75	62	64	74	60	58	95	67	69	
Western Heights Middle	73	65	62	59	60	58	73	58	70	75	n/a	75	65	68	80	65	60	66	60	71	72	72	75	68	72	80	66	75	62	64	70	70	56	85	67	67	
Barbara Ingram School for the Arts / Vincent Rauth Groh Academic Center	80	95	95	95	92	94	n/a	94	94	95	90	95	94	96	n/a	95	95	94	92	80	95	n/a	99	75	94	n/a	90	92	92	88	95	95	80	90	91	93	93
Boonsboro High	68	85	85	68	90	70	n/a	75	60	75	83	75	65	68	72	82	58	75	70	75	70	60	75	72	90	68	85	68	70	73	70	55	60	89	69	74	
Clear Spring High	72	60	68	65	94	80	n/a	89	70	78	n/a	75	65	68	80	75	65	75	65	72	60	71	73	88	58	65	90	68	78	65	68	71	55	60	95	66	72
Hancock Middle/High	75	93	85	65	90	69	85	88	70	65	58	75	65	65	75	85	70	76	75	93	85	65	90	68	68	60	68	88	80	78	80	90	50	85	72	75	
North Hagerstown High	80	80	75	83	70	80	65	80	80	85	68	85	80	85	88	84	90	78	80	80	75	92	85	85	90	85	88	80	75	82	75	95	75	95	83	80	
Smithsburg High	60	92	92	70	65	78	70	55	72	71	90	80	65	70	70	70	78	74	60	92	92	72	93	82	72	65	68	65	70	75	67	95	55	88	72	74	
South Hagerstown High	88	84	85	84	94	81	80	85	88	75	80	85	85	85	80	84	85	84	88	84	88	85	93	85	85	90	78	80	82	84	85	95	82	95	84	84	
Wash. Co. Tech. High	72	62	63	60	90	70	n/a	92	55	88	n/a	75	65	65	n/a	75	70	83	70	80	80	n/a	85	62	n/a	63	80	n/a	70	91	75	80	80	58	70	71	73
Public Service Academy	70	80	80	84	88	80	n/a	85	82	90	n/a	75	80	85	n/a	90	90	84	80	80	80	90	n/a	n/a	n/a	n/a	70	70	70	n/a	85	72	92	70	83	83	
Williamsport High	75	88	90	65	62	75	78	55	75	75	72	68	90	62	80	70	58	72	75	88	90	65	88	65	68	80	75	85	68	75	75	95	55	87	74	73	
Antietam Academy	90	90	90	90	90	90	n/a	93	93	94	91	93	95	92	90	90	95	92	93	93	90	95	92	85	92	93	89	85	85	85	85	90	95	90	80	91	91
Farview Outdoor Center	80	70	65	65	60	62	n/a	70	65	65	60	70	70	60	n/a	65	85	67	70	n/a	n/a	n/a	n/a	n/a	70	70	n/a	65	80	70	70	60	95	69	67	67	
Marshall Street Center	60	60	60	65	75	75	78	55	65	80	90	75	65	65	85	72	85	71	60	60	60	90	n/a	70	85	68	70	65	70	73	75	65	59	70	66	71	
Funkstown Elementary	60	90	90	65	92	75	n/a	90	60	70	n/a	65	65	65	70	85	70	77	60	90	90	65	90	60	55	58	68	65	85	n/a	67	85	65	52	80	67	73
Children's Village	85	70	70	75	70	80	n/a	70	75	75	n/a	75	80	80	n/a	80	80	75	85	80	80	n/a	n/a	n/a	n/a	n/a	n/a	70	80	78	75	80	68	80	74	75	

Overall Scoring Scale

Excellent 90 - 100 | Above Average 80 - 89 | Average 70 - 79 | Below Average 60 - 69 | Poor Below 60

PREVENTIVE MAINTENANCE

MECHANICAL EQUIPMENT

SCOPE

This section is intended to provide definition of preventive maintenance and repair service to the Washington County Public School's mechanical equipment at 49 locations. The Maintenance Department received and completed 4,124 work orders for preventive maintenance in FY 2020. The preventive maintenance items as outlined on Schedules 1 – 12 are designed to maintain the mechanical equipment to a high level of performance and to extend its efficient operating life and cover the mechanical equipment located at all Washington County Public School facilities:

Antietam Academy	Marshall St. Education Center
Barbara Ingram School for the Arts	Maugansville Elementary
Bester Elementary	North Hagerstown High
Boonsboro Elementary	Northern Middle
Boonsboro Middle	Old Forge Elementary
Boonsboro High	Pangborn Elementary
Cascade Elementary	Paramount Elementary
Center for Education Services	Pleasant Valley Elementary
Children's Village	Potomac Heights Elementary
Clear Spring Elementary	Public Service Academy
Clear Spring Middle	Rockland Woods Elementary
Clear Spring High	Ruth Ann Monroe Primary
E. Russell Hicks Middle	Salem Avenue Elementary
Eastern Elementary	Sharpsburg Elementary
Emma K. Doub Elementary	Smithsburg Elementary
Claud E. Kitchens Outdoor School	Smithsburg Middle
Fountain Rock Elementary	Smithsburg High
Fountaindale Elementary	South Hagerstown High
Funkstown School	Springfield Middle
Greenbrier Elementary	Transportation Administration Center
Hancock Elementary	Washington County Technical High
Hancock Middle-Senior High	Western Heights Middle
Hickory Elementary	Williamsport Elementary
Jonathan Hager Elementary	Williamsport High
Lincolnshire Elementary	

Sixty-Five (65) Relocatable Buildings

Cabinet Unit Ventilator
SCHEDULE 1

Perform the indicated preventive maintenance at the following schools:

Boonsboro High
Clear Spring Elementary
Eastern Elementary
Emma K. Doub Elementary
Fountain Rock Elementary
Fountaindale Elementary
Hancock Elementary
Hancock Middle-Senior High

Lincolnshire Elementary
North Hagerstown High
Paramount Elementary
Pleasant Valley Elementary
Salem Avenue Elementary
Smithsburg Elementary
Smithsburg High
Williamsport Elementary

SEMI-ANNUAL PREVENTIVE MAINTENANCE INSPECTION
(January, July)

1. Check and clean all condensate pans and drains.
2. Visually inspect all chilled and heating coils and clean as required associated with the unit.
3. Clean cabinet area and air intakes.
4. Perform any other preventative maintenance procedures recommended by manufacturer.
5. Verify operation of dampers and damper controls on all package units only.
6. Lubricate and adjust associated dampers and linkage to insure proper operation.
7. Inspect and lubricate all fan and motor bearings.
8. Check for loose or missing insulation repair or replace as needed.
9. Check for water leaks and repair as needed.
10. Check control wiring and tighten all connections.
11. Inspect and ensure drain line is open and leak free.
12. Inspect all pneumatic controls as required and repair as needed.
13. Change filters.

HOT WATER BOILER
SCHEDULE 2

Perform the indicated preventive maintenance at the following schools:

Antietam Academy
Bester Elementary
Boonsboro Elementary
Boonsboro High
Cascade Elementary
Clear Spring Elementary
E. Russell Hicks Middle
Eastern Elementary
Emma K. Doub Elementary
Fairview Outdoor Center
Fountaindale Elementary
Funkstown Elementary
Hancock Middle-High
Jonathan Hager Elementary
Lincolnshire Elementary

Marshall St. Education Center
Maugansville Elementary
North Hagerstown High
Northern Middle
Pangborn Elementary
Paramount Elementary
Pleasant Valley Elementary
Rockland Woods Elementary
Ruth Ann Monroe Primary
Salem Avenue Elementary
Smithsburg Elementary
South Hagerstown High
Williamsport Elementary
Williamsport High

PRE-SEASON INSPECTION AND START-UP

1. Inspect, clean and lubricate the oil or dual fuel burner and combustion control equipment.
2. Check auxiliary oil pump.
3. Check draft fans.
4. Check auxiliary equipment operation.
5. Start burner, check operating controls, test safety controls and pressure relief valves.
6. Perform combustion tests and adjust burner for maximum efficiency.
7. Dual fuel burners shall be checked on both oil and gas.

MONTHLY PREVENTIVE MAINTENANCE INSPECTION
(Nov., Dec., Jan., Feb., Mar.)

1. Inspect boiler and burner and adjust.
2. Dual fuel burners shall be checked on both oil and gas.
3. Perform combustion test.
4. Check operating and safety controls.

GAS OR OIL FIRED HOT WATER HEATERS
SCHEDULE 3

Perform the indicated preventive maintenance at the following schools:

Antietam Academy
Bester Elementary
Boonsboro Elementary
Clear Spring Elementary
Clear Spring High
E. Russell Hicks Middle
Eastern Elementary
Hancock Middle High
Jonathan Hager Elementary
Lincolnshire Elementary
Maugansville Elementary
North Hagerstown High

Northern Middle
Paramount Elementary
Ruth Ann Monroe Primary
Sharpsburg Elementary
Smithsburg High
South Hagerstown High
Springfield Middle
Washington County Technical High
Western Heights Middle
Williamsport Elementary
Williamsport High

ANNUAL INSPECTION

1. Check operating controls.
2. Clean burners.
3. Lubricate controls.
4. Check operation for efficiency.

RECIPROCATING AND ROTARY CHILLERS
SCHEDULE 4

PRE-SEASON INSPECTION

Perform the indicated preventive maintenance at the following schools:

Boonsboro Elementary	Maugansville Elementary
Center for Education Services	North Hagerstown High
Clear Spring Elementary	Pangborn Elementary
E. Russell Hicks Middle	Pleasant Valley Elementary
Eastern Elementary	Rockland Woods Elementary
Emma K. Doub Elementary	Salem Avenue Elementary
Fountaindale Elementary	Sharpsburg Elementary
Funkstown Elementary	Smithsburg Elementary
Hancock Elementary	Smithsburg Middle
Hickory Elementary	Western Heights Middle
Lincolnshire Elementary	Williamsport Elementary
Marshall St. Education Center	Williamsport High
Hancock Middle-High	South Hagerstown High
Jonathan Hager Elementary	Williamsport Elementary
Lincolnshire Elementary	Williamsport High

PRE-SEASON INSPECTION

1. Check and inspect for refrigerant leaks.
2. Check compressor oil level.
3. Change oil and refrigerant filter drier as required.
4. Perform Mega ohm test hermetic motor.
5. Check compressor crankcase heater operation.
6. Inspect electrical connections, contactors, relays and all operating and safety controls.
7. Check vibration eliminators. Replace or adjust as required.
8. Check belts, sheaves, and coupling alignment. Replace and adjust as required.
9. Fill and purge air from chilled water systems.
10. Inspect water-regulating valves and repair as may be required.
11. Provide refrigerant and repair all refrigerant leaks.
12. Follow all EPA, state, and local regulations for refrigerant handling.
13. Check air condensing coils and clean at least once per year.
14. Clean strainers including strainer in blow-down joints at least once a year.

SEASONAL START-UP

1. Check auxiliary equipment operation.
2. Review manufacturer's recommendation for start-up.
3. Energize crankcase heater per manufacturer's recommendation for crankcase warm-up.
4. Check and test all operating and safety controls.
5. Start chilled water pump, condenser water pump, and cooling tower.
6. Start water chiller.
7. Check refrigerant charge, oil level, and oil pressure.
8. Analyze refrigerant sample after any compressor burnout.

MONTHLY PREVENTIVE MAINTENANCE INSPECTION (May, June, July, August, September)

1. Log all operating conditions.
2. Check for leaks, refrigerant and water.
3. Follow all EPA, state, and local regulations for refrigerant recovery, reclamation, and charging.
4. Inspect chiller and make adjustments as required.
5. Cycle operating controls and check capacity controls.

SEASON END INSPECTION

1. Drain water from all parts of systems that are likely to freeze during the winter season.
2. Repair frozen coils and pipes on chilled water systems.
3. Clean chiller condenser and evaporator tube bundles.
4. Clean and paint external surfaces as required.

CENTRIFUGAL CHILLERS SCHEDULE 5

Perform the indicated preventive maintenance at the following schools:

E. Russell Hicks Middle
North Hagerstown High
Northern Middle
Boonsboro High

South Hagerstown High
Springfield Middle
Smithsburg High
Northern Middle

PRE-SEASON INSPECTION

1. Check main starter and control panel.
2. Check system for refrigerant leaks.
3. Follow all EPA, state, and local regulations for refrigerant handling.
4. Conduct mega ohm test on compressor motor and oil pump motor.
5. Brush condenser tubes at least once a year.
6. Change oil and filters.
7. Check operation of purge unit.
8. Clean purge drum and oil separator.
9. Change oil in purge pump motor and change belt.
10. Lubricate purge pump motor and change belt.
11. Lubricate inlet valve linkage.
12. Check oil sump heater operation.

SEASONAL START-UP

1. Check auxiliary equipment operation.
2. Check refrigerant and oil operation.
3. Check sump heater and purge pump oil heater.
4. Adjust and check all operating and safety controls.
5. Fill chilled water system.
6. Purge air from system.
7. Start chilled water pump.
8. Start water chiller.
9. Check and adjust refrigerant controls.
10. Check purge unit operation.

MONTHLY PREVENTIVE MAINTENANCE INSPECTION
(May, June, July, Aug., Sept.)

1. Check chiller for leaks.
2. Inspect chiller and adjust as required.
3. Follow all EPA, state and local regulations for refrigerant handling.
4. Check operations of purge.
5. Check oil level.
6. Check electrical connections, contactors, and relays.
7. Check operating and safety controls.

END OF SEASON SHUTDOWN

1. Turn off water chiller.
2. Turn off chilled water pump and condenser water pump.
3. Drain chilled water system.
4. Clean strainers.
5. Drain water from all parts of the systems to prevent freeze damage.
6. Repair frozen coils and pipes on the chilled water system.

COOLING TOWERS
SCHEDULE 6

Perform the indicated preventive maintenance at the following schools:

E. Russell Hicks Middle	Sharpsburg Elementary
Emma K. Doub Elementary	Smithsburg High
Funkstown Elementary	South Hagerstown High
Marshall St. Education Center	Springfield Middle
North Hagerstown High	Western Heights Middle
Northern Middle	Williamsport High

START-UP INSPECTION

1. Remove all debris from condenser unit and flush as required.
2. Check and clean all strainers, bleed, over-flow and drain valves.
3. Check belts, motor sheaves and motor mounts. Replace and adjust as required.
4. Lubricate fan and motor bearings per manufacturer's recommendations.
5. Change oil in gear reducer assembly.
6. Check float assembly and check for proper operation.
7. Maintain water level in cooling towers so as not to lose water from overflow.
8. Check motor operating conditions.
9. Inspect electrical connections, contactors, relays and operating and safety controls.
10. Check nozzles and clean or replace as required.

MONTHLY PREVENTIVE MAINTENANCE INSPECTION
(May, June, July, Aug., Sept.)

1. Inspect fan motor, belts, and couplings.
2. Check oil level in gear reducer. Add oil as required.
3. Check intake strainer, bleed and overflow valves.
4. Check operating conditions and adjust as required.
5. Check fan motor and fan blade on all air-cooled equipment.

SEASON END INSPECTION

1. Drain water from cooling tower.
2. Clean strainers and spray nozzles.

AIR COOLED CONDENSERS
SCHEDULE 7

Perform the indicated preventive maintenance at the following schools:

Boonsboro Elementary
Center for Education Services
Clear Spring Elementary
Eastern Elementary
Fountaindale Elementary
Hancock Elementary
Hickory Elementary
Jonathan Hager Elementary
Lincolnshire Elementary

North Hagerstown High
Pangborn Elementary
Pleasant Valley Elementary
Rockland Woods Elementary
Salem Avenue Elementary
Sharpsburg Elementary
Smithsburg Elementary
Smithsburg Middle
Williamsport Elementary

START-UP INSPECTION

1. Check and clean condenser coils at least once a year.
2. Straighten fins, as required.
3. Remove all debris from within and around unit.
4. Check and clean fan blades as required.
5. Check belts, sheaves, and mounts. Replace and adjust as required.
6. Lubricate fan and motor bearings.
7. Check for refrigerant leaks.
8. Check vibration eliminators. Replace or adjust as needed.
9. Check motor operation.
10. Check and test all operating and safety controls.
11. Inspect electrical connections, contactors, relays, operating and safety controls.
12. Check operation.

MID-SEASON INSPECTION

1. Check belts, sheaves, and bearings.
2. Check for refrigerant leaks. Provide refrigerant, repair as needed following all EPA, state, and local regulations for recovery, reclamation, and charging.
3. Check coils and straighten fins.
4. Lubricate fan and motor bearings.
5. Check operating condition and adjust as required.

DX AIR HANDLERS AND ROOF TOP UNITS
SCHEDULE 8

This schedule includes any self-contained DX package units and DX split system air handlers (air and water-cooled).

Perform the indicated preventive maintenance at the following schools:

Boonsboro Elementary
Clear Spring Elementary
E. Russell Hicks Middle
Eastern Elementary
Emma K. Doub Elementary
Fountaindale Elementary
Funkstown Elementary
Hancock Middle High
Jonathan Hager Elementary
Lincolnshire Elementary

Maugansville Elementary
Northern Middle
Paramount Elementary
Rockland Woods Elementary
Sharpsburg Elementary
Smithsburg Elementary
South Hagerstown High
Williamsport Elementary
Williamsport High

ANNUAL INSPECTION

1. Lubricate and adjust associated dampers and linkage to insure proper operation (package units only).
2. Check and clean all condensate pans and drains.
3. Visually inspect all DX evaporator and condenser coils and clean as required associated with the unit.
4. Check compressor oil level and mega ohm motor.
5. Check for refrigerant leaks.
6. Provide refrigerant and repair leaks as needed.
7. Follow all EPA, state, and local regulations for recovery, reclamation, and charging.
8. Perform any other preventative maintenance procedures recommended by manufacturer.
9. Verify operation of dampers and damper controls on all package units only.
10. Inspect and lubricate condenser fan and motor bearings.
11. Verify operation of crankcase heaters.

HEATING AND COOLING PUMPS
SCHEDULE 9

Perform the indicated preventive maintenance at the following schools:

Antietam Academy	Maugansville Elementary
Bester Elementary	North Hagerstown High
Boonsboro Elementary	Northern Middle
Boonsboro High	Pangborn Elementary
Cascade Elementary	Paramount Elementary
Center for Education Services	Pleasant Valley Elementary
Clear Spring Elementary	Rockland Woods Elementary
E. Russell Hicks Middle	Ruth Ann Monroe Primary
Eastern Elementary	Salem Avenue Elementary
Emma K. Doub Elementary	Sharpsburg Elementary
Fountaindale Elementary	Smithsburg Elementary
Funkstown Elementary	Smithsburg Middle
Hancock Elementary	Smithsburg High
Hancock Middle High	Springfield Middle
Jonathan Hager Elementary	South Hagerstown High
Lincolnshire Elementary	Williamsport Elementary
Marshall St. Center	Williamsport High

ANNUAL INSPECTION

1. Check motor operation conditions.
2. Check visually pump alignment and pump coupling.
3. Tighten all nuts and bolts.
4. Check motor mount and vibration pads.
5. Lubricate pump bearing per manufacturer's recommendations.
6. Lubricate motor bearing per manufacturer's recommendations.
7. Inspect pump packing.
8. Inspect pump mechanical seals.
9. Replace as required.
10. Inspect electrical connection and contactors.
11. Repair or replace as required.

PACKAGED HEATING & COOLING SYSTEMS
(Roof Top Units, Unit Ventilators, Air Handling Units, Duct and Unit Reheats)
SCHEDULE 10

This schedule includes all DX roof top units, unit ventilators, and air-handling units and shall include any other air handlers and unit ventilators within the listed school.

SEMI-ANNUAL INSPECTION

Perform the indicated preventive maintenance at the following schools:

Antietam Academy	Old Forge Elementary
Boonsboro Middle	Pangborn Elementary
Boonsboro High	Potomac Heights Elementary
Center for Education Services	Rockland Woods Elementary
Clear Spring Middle	Ruth Ann Monroe Primary
Clear Spring High	Salem Avenue Elementary
Fountain Rock Elementary	Sharpsburg Elementary
Greenbrier Elementary	Smithsburg Middle
Hancock Elementary	Smithsburg High
Hickory Elementary	Springfield Middle
Jonathan Hager Elementary	Washington County Technical High
Maugansville Elementary	Western Heights Middle

HEATING – PRE-SEASON INSPECTION

1. Check, clean, and lubricate the burner and combustion control equipment.
2. Check burner sequence of operation and combustion air equipment.
3. Check and clean all strainers and hand valves.
4. Check and clean all humidifiers. (Potomac Heights Elementary ONLY)
5. Check all combustion chambers.
6. Check electrical connections, contactors, relays, operating and all safety controls.
7. Check all electric re-heat coils. Repair or replace as needed.
8. Check fan belts.
9. Inspect visually all DX coils and clean as required.

COOLING – PRE-SEASON INSPECTION

1. Check and clean all strainers.
2. Check and clean condensate pans and drains.
3. Check and clean all humidifiers. (Potomac Heights Elementary ONLY)
4. Check all electrical connections, contactors, relays, operating and safety controls.
5. Check unit operation and adjust as required.
6. Check compressor oil level, mega ohm motor, check crankcase heater operation.
7. Add oil as needed.
8. Start compressor, check operation, and adjust as needed.
9. Check for refrigerant leaks.
10. Provide refrigerant and repair leaks as needed.
11. Follow EPA, state, and local regulations for recovery, reclamation, and charging.
12. Inspect visually all DX evaporator and condenser coils and clean as required.
13. Inspect and lubricate condenser fan and motor bearings.

COMMUNICATION ROOM AIR CONDITIONING UNITS
SCHEDULE 11

Perform the indicated preventive maintenance at the following schools:

Antietam Academy	Northern Middle
Bester Elementary	Pangborn Elementary
Boonsboro Elementary	Paramount Elementary
Boonsboro Middle	Potomac Heights Elementary
Boonsboro High	Rockland Woods Elementary
Center for Education Services	Ruth Ann Monroe Primary
Clear Spring Elementary	Salem Avenue Elementary
Clear Spring Middle	Sharpsburg Elementary
Clear Spring High	Smithsburg Elementary
E. Russell Hicks Middle	Smithsburg High
Eastern Elementary	Smithsburg Middle
Fountaindale Elementary	South Hagerstown High
Hancock Middle High	Springfield Middle
Marshall St. Education Center	Western Heights Middle
Maugansville Elementary	Williamsport Elementary
North Hagerstown High	Washington County Technical High

ANNUAL INSPECTION

1. Inspect and lubricate fan and motor bearings.
2. Check and clean all condensate pans and drains.
3. Inspect visually all condenser coils and clean as required.
4. Inspect all electrical connections, contactors, relays and operating/safety controls associated with the unit.
5. Check compressor oil level and perform mega ohm motor test.
6. Check for refrigerant leaks.
7. Provide refrigerant and repair leaks as needed.
8. Follow all EPA, state and local regulations for refrigerant handling.
9. Perform any other preventative maintenance procedures recommended by manufacturer.

WATER TREATMENT
(Cooling Towers and Chilled Water Systems Only)
SCHEDULE 12

Perform the indicated preventive maintenance at the following schools:

Cooling Tower Treatment

Bester Elementary
Center for Education Services
E. Russell Hicks Middle
Emma K. Doub Elementary
Funkstown Elementary
Marshall St. Education Center
North Hagerstown High
Northern Middle
Smithsburg High
South Hagerstown High
Springfield Middle
Western Heights Middle
Williamsport High

Chiller Treatment

Bester Elementary
Boonsboro Elementary
Clear Spring Elementary
Eastern Elementary
Emma K. Doub Elementary
Hancock Elementary
Hickory Elementary
Lincolnshire Elementary
Marshall St. Education Center
Maugansville Elementary
North Hagerstown High
Northern Middle
Pangborn Elementary
Pleasant Valley Elementary
Rockland Woods Elementary
Salem Avenue Elementary
Smithsburg Elementary
Smithsburg Middle
Smithsburg High
South Hagerstown High
Springfield Middle
Western Heights Middle
Williamsport High

MONTHLY INSPECTION
(May, June, July, Aug., Sept.)

1. Analyze chilled water and condenser water for proper treatment.
2. Service all chemical bleed and feed equipment.
3. Adjust equipment controls to obtain proper operation.
4. Inspect visually the open portions of the system for evidence of scale, algae, slime, and corrosion.
5. Furnish all treatment chemicals.
6. Slug treat biocide and antifoam to control slime and algae growth.
7. Inventory the remaining treatment chemicals and re-order as needed.

2020 Educational Facilities Master Plan Calendar
Large Capital Projects - FY 2021-2030

DRAFT FOR CONSIDERATION

PROJECT	COMPLETION DATE	FISCAL YEAR										COMMENTS
		'21	'22	'23	'24	'25	'26	'27	'28	'29	'30	
Sharpsburg Elementary Replacement	Aug - 2020	O										In Local FY20 CIP
School "1" Hickory ES / Fountain Rock ES Consolidation	Aug - 2025		FA	P/C	C	C	O					In Local FY20 CIP to start FY22
School "2" Old Forge ES / Greenbrier ES / Cascade ES Consolidation	Aug - 2027				FA	P/C	C	C	O			In Local FY20 CIP to start FY26
School "3" Fountaindale ES / Potomac Heights ES Consolidation	Aug - 2029						FA	P/C	C	C	O	Not In Local FY20 CIP
Jonathan Hager ES - Possible Addition	Aug - 2030									P	C	Not In Local FY20 CIP
School "4" Emma K. Doub ES / Funkstown ES Consolidation	Aug - 2031								FA	P/C	C	Not In Local FY20 CIP

FA=FACILITY ANALYSIS P=PLANNING C=CONSTRUCTION O=OPEN

All projects in Planning beyond FY 2022 are subject to future adjustments based on enrollment capacity, and educational or program needs.

FACILITY NEEDS SUMMARY

IAC/PSCP FORM 101.3

LEA: WASHINGTON COUNTY

DATE: FY 2022

EXISTING AND/OR PROPOSED SCHOOL	TYPE OF PROJECT	GRADES	SRC	ENROLLMENTS		JUSTIFICATION FOR PROJECT	PLANNING REQUEST YEAR
				Actual	5th Year Proj.		
				2019	2024		
EASTERN ELEMENTARY	SYSTEMIC	3-5	572	434	433	ROOF REPLACEMENT	2022
HANCOCK ELEMENTARY	SYSTEMIC	PK-5	295	229	216	AHU CUV REPLACEMENT	2022
HANCOCK MIDDLE-HIGH	SYSTEMIC	6-12	591	248	198	BOILER REPLACEMENT	2022
PARAMOUNT ELEMENTARY	SYSTEMIC	PK-5	408	411	456	ROOF REPLACEMENT	2022
SMITHSBURG HIGH	SYSTEMIC	9-12	897	753	620	HVAC REPLACEMENT	2022
SMITHSBURG HIGH	SYSTEMIC	9-12	897	753	620	ROOF REPLACEMENT	2022
WASH. CO. TECHNICAL HIGH	SYSTEMIC	11-12	642	613	618	ELEC. DISTRIBUTION REPLACEMENT	2022
WILLIAMSPORT HIGH	SYSTEMIC	9-12	1094	903	909	ELEC. DISTRIBUTION REPLACEMENT	2022

FACILITY NEEDS SUMMARY

IAC/PSCP FORM 101.3

LEA: WASHINGTON COUNTY

DATE: FY 2027

EXISTING AND/OR PROPOSED SCHOOL	TYPE OF PROJECT	GRADES	SRC	ENROLLMENTS		JUSTIFICATION FOR PROJECT	PLANNING REQUEST YEAR
				Actual	5th Year Proj.		
				2019	2024		
School "3" (Fountaindale ES/ Potomac Heights ES Consolidation)	NEW	PK-5	785	N/A	N/A	ENROLLMENT/REPLACEMENT	2027
BOONSBORO ELEMENTARY	SYSTEMIC	PK-5	499	622	604	WINDOW/DOOR REPLACEMENT	2027
E. RUSSELL HICKS MIDDLE	SYSTEMIC	6-8	841	861	757	ROOF REPLACEMENT	2027
HANCOCK ELEMENTARY	SYSTEMIC	PK-5	295	229	216	ROOF REPLACEMENT	2027
HANCOCK MIDDLE-HIGH	SYSTEMIC	6-12	591	248	198	ELEC. DISTRIBUTION REPLACEMENT	2027
MARSHALL ST. ED. CENTER	SYSTEMIC	SP-ED	150	76	80	ROOF REPLACEMENT	2027

FACILITY NEEDS SUMMARY

IAC/PSCP FORM 101.3

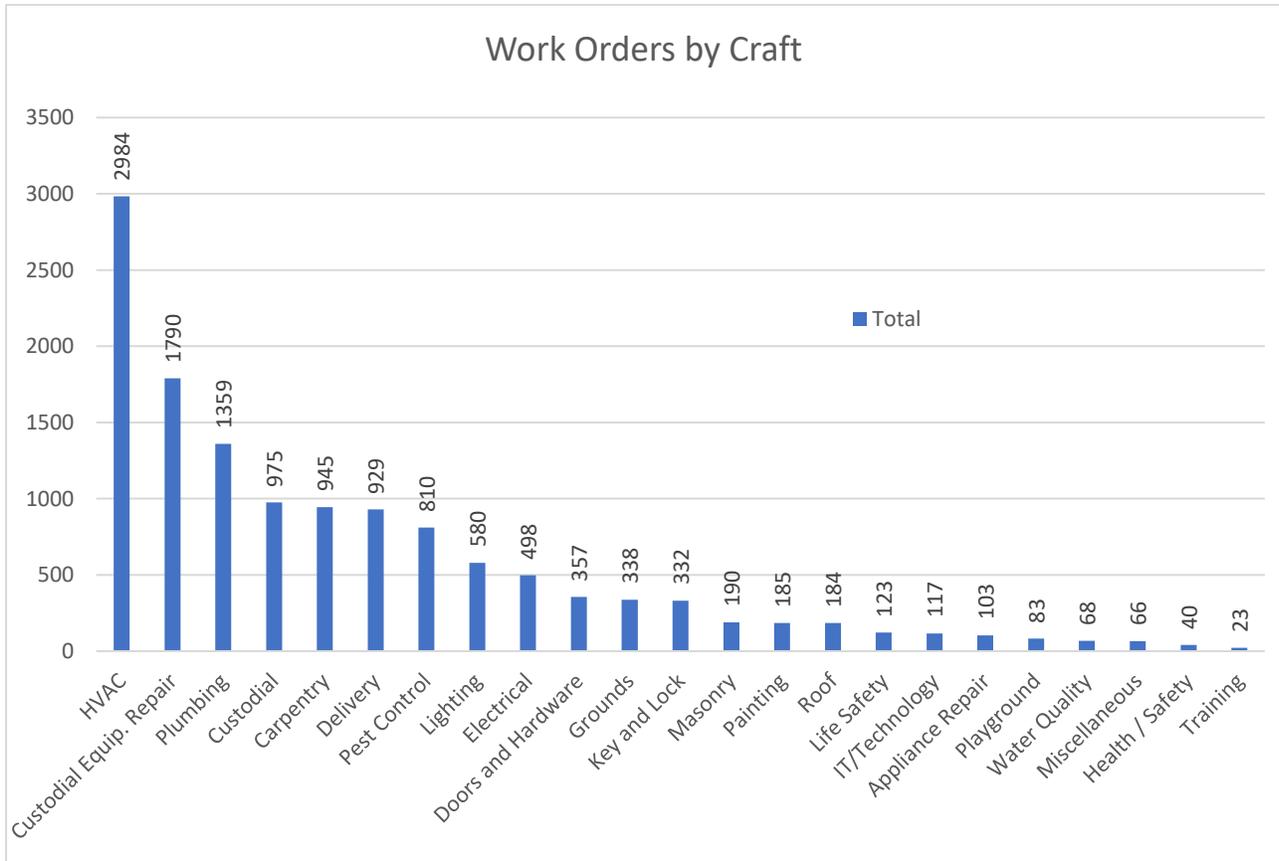
LEA: WASHINGTON COUNTY

DATE: FY 2028

EXISTING AND/OR PROPOSED SCHOOL	TYPE OF PROJECT	GRADES	SRC	ENROLLMENTS		JUSTIFICATION FOR PROJECT	PLANNING REQUEST YEAR
				Actual	5th Year Proj.		
				2019	2024		
EASTERN ELEMENTARY	SYSTEMIC	3-5	572	434	433	BOILER/CHILLER REPLACEMENT	2028
MARSHALL ST. ED. CENTER	SYSTEMIC	SP-ED	150	76	80	ELEC. DISTRIBUTION REPLACEMENT	2028
NORTH HAGERSTOWN HIGH	SYSTEMIC	9-12	1423	1311	1609	WINDOW/DOOR REPLACEMENT	2028
SOUTH HAGERSTOWN HIGH	SYSTEMIC	9-12	1240	1345	1548	BOILER/CHILLER REPLACEMENT	2028
SPRINGFIELD MIDDLE	SYSTEMIC	6-8	1096	866	809	ROOF REPLACEMENT	2028
WILLIAMSPORT HIGH	SYSTEMIC	9-12	1094	903	909	DOOR REPLACEMENT	2028

Work Orders

Unscheduled repairs are identified and managed via the work order system. 8,955 work orders for unscheduled maintenance and 4,124 preventive maintenance work orders were completed in fiscal year 2020 totaling 13,079 work orders. The work orders are spread over 23 different functional groups that span 49 locations containing 3.5 million square feet on 1,166 acres. The chart below represents the total number of work orders by craft.



The Maintenance Management system in use at WCPS is an internet-based computer application named SchoolDude. This software has many modules to help you manage your entire business, with a focus on maintenance, and can be accessed by users wherever there is an internet connection. This system can provide real time notifications to users and allow managers to analyze resource performance.

Maintenance Direct is a module within SchoolDude that allows users to make maintenance requests, provides feedback to users on the status of a work order, provides expected completion dates, parts required, estimated hours required to perform the task, and the reason when a request is declined.

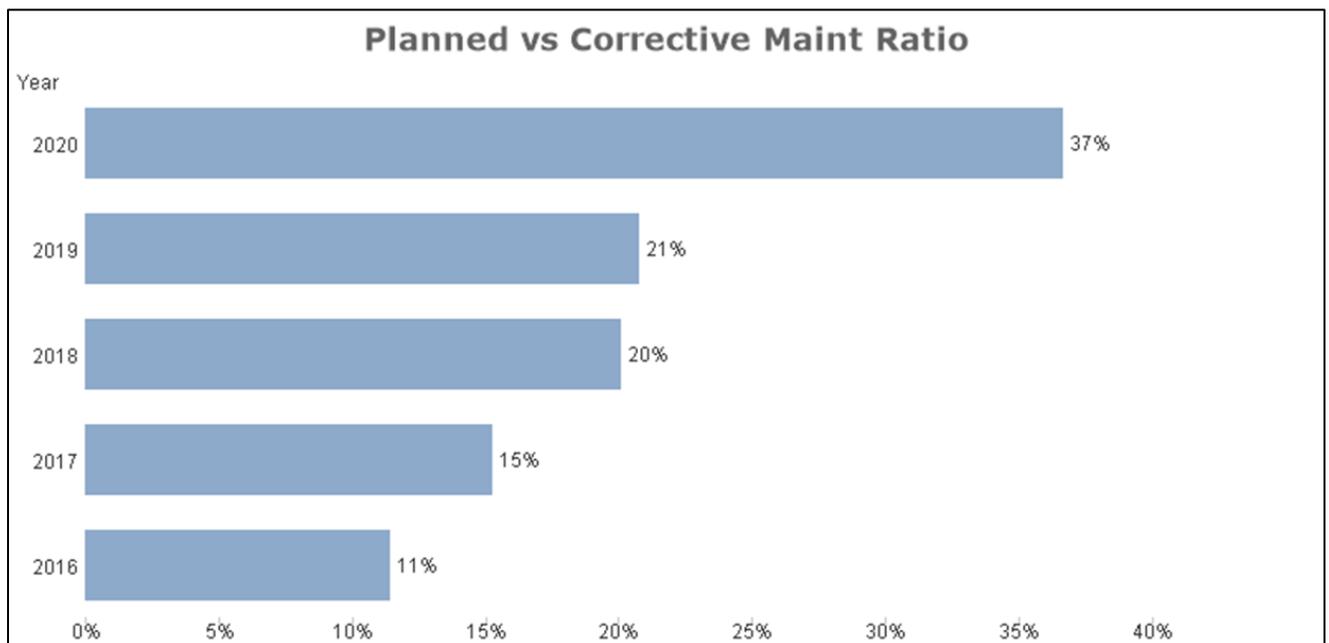
PM Direct is the module within SchoolDude used to plan and schedule maintenance for equipment and building systems on a recurring basis. The system allows the user to

define the task procedures, frequency of the task, tools required, and parts required to perform preventive maintenance by equipment and location. Through the software a more detailed history of resources expended to maintain school system assets will be achieved.

Preventive Maintenance Performance

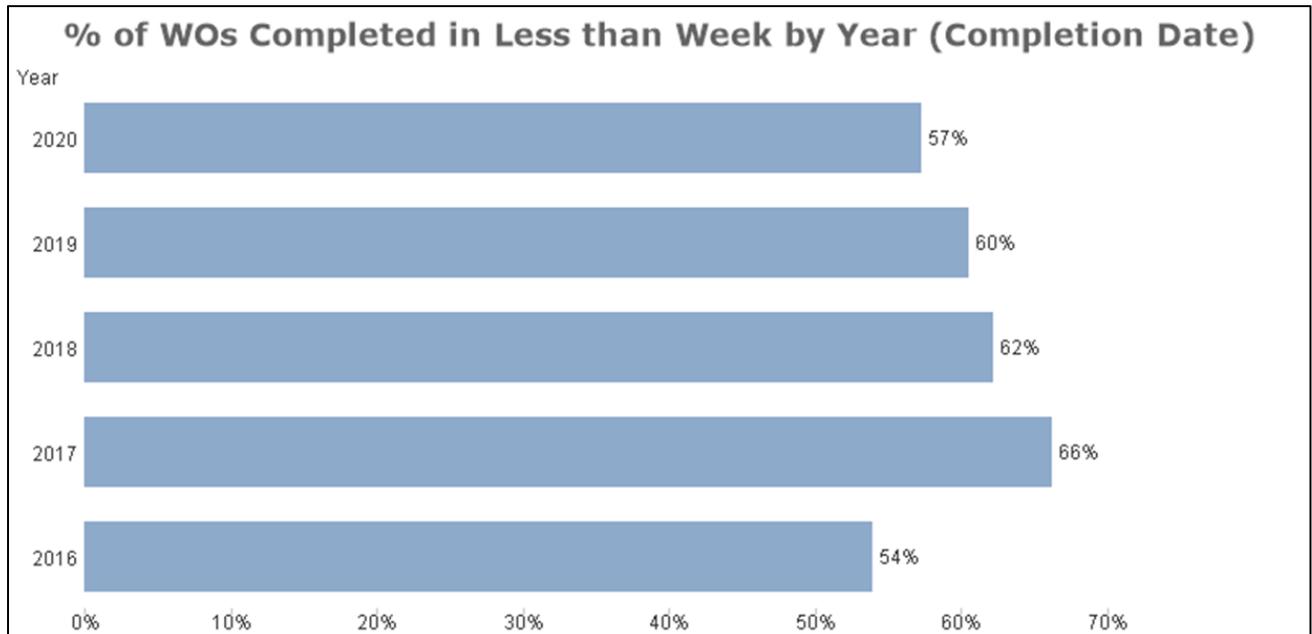
SchoolDude tracks the ratio of preventive maintenance (PM) work orders to corrective work orders. This ratio is a quick insight into the health of your PM program. The objective of maintenance is to complete more PMs than corrective work orders, indicating that proactive steps are lessening the need for corrective (firefighting) actions. An ounce of prevention is worth a pound of cure. A good standard to strive for is 80% preventive maintenance and 20% corrective maintenance.

The graph is showing the trend for planned preventive maintenance ratio. 2020 is through June 30, 2020.



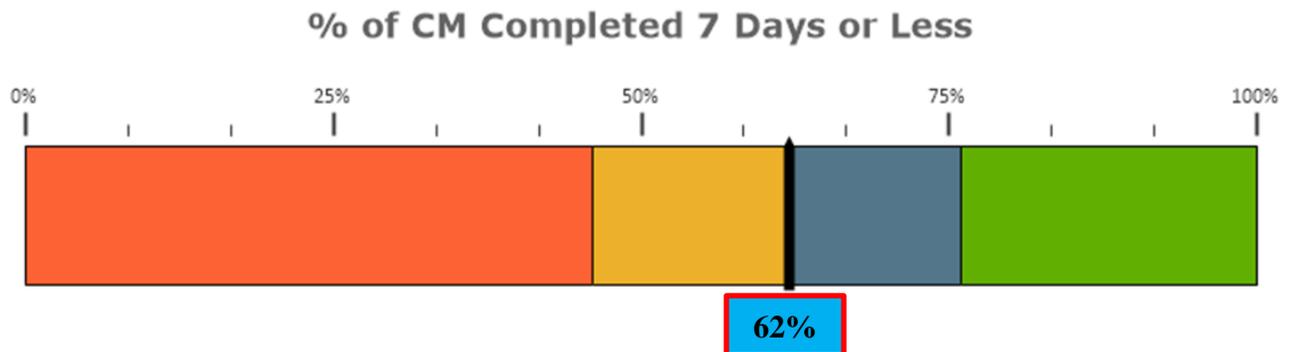
The focus for work orders are not only on the type being done but the elapsed time to get them completed. As seen in the chart below 57% of the PMs were completed in 7 days or less. As indicated in the above chart, 37% of work orders are PMs. This equates to 21% of all work orders completed in 7 days or less were PMs. Not only is the goal for PMs being 80% of the work orders completed, 80% of the PMs need to be completed in 7 days or less.

This graph is the percentage of PMs completed in less than 7 days.



Corrective Maintenance

The chart below represents the maintenance department's on time completion of corrective maintenance work orders, in 7 days or less, over the past year. This rate compared with the 21% rate for PMs, clearly shows that the focus in maintenance remains on corrective action rather than preventive action.



Future Focus

Total Productive Maintenance (TPM) implementation to move the M&O department from reactive to proactive activities. This will include the expanded use of SchoolDude for planning and tracking maintenance related activities, control of maintenance inventory, elapsed work order completion time, preventive maintenance planning and scheduling, costs associated with work orders, etc.

Expand the program's technology platform to allow the use of barcoding for tracking of equipment and parts, work order completion and materials used, etc. There are existing apps that allow the use of smart phones and iPads to scan barcodes and load into SchoolDude. The SchoolDude app is currently used by WCPS maintenance technicians to do some of this record keeping; however, barcoding will make it faster and less prone to input errors.

School Vandalism

During the 2019 – 2020 school year there were 49 incidences of vandalism reported to the Maintenance and Operations department. There were 19 incidents of students damaging school property and 30 from unknown/other sources. The types of damage range from glass breakage and door damage, to wall damage and school furniture. The total amount of student identified vandalism during the last school year was \$5,400.83. while the unknown and other sources were \$4,719.53 totaling \$10,120.36.

The tables below show the details of the vandalism addressed during the last school year.

Location	Number of Incidents	Cost
Antietam Academy Center	24	\$3,994.34
Williamsport High School	4	\$702.42
Boonsboro High School	3	\$498.43
Clear Spring High School	3	\$2,636.18
Hancock Middle High School	3	\$884.42
Bester Elementary School	2	\$426.30
Pangborn Elementary School	2	\$299.40
Smithsburg High School	2	\$131.27
E. Russell Hicks Middle School	1	\$133.20
Hickory Elementary School	1	\$114.00
Public Service Academy	1	\$50.00
Salem Avenue Elementary School	1	\$136.15
South Hagerstown High School	1	\$6.25
Springfield Middle School	1	\$108.00
TOTAL	49	\$10,120.36

Type	Number of Incidents	Cost
Property Damage	40	\$8,220.49
Glass Replacement	9	\$1,899.87
Equipment /Larceny	0	\$0
TOTAL	49	\$10,120.36

Responsible Party	Number of Incidents	Cost
Unknown	30	\$4,719.53
Student	19	\$5,400.83
Other	0	\$0
TOTAL	49	\$10,120.36

Washington County Public Schools Deferred Maintenance Annual Report October 2020

Introduction

Deferred maintenance is defined as postponing routine maintenance and replacement of building components, infrastructure, and architectural finishes.

Accumulated deferred maintenance results from various influences including:

- Lack of available resources to perform routine maintenance allows scheduled repair work and upkeep to evolve into more serious conditions.
- Choices made during austere financial times when routine repairs and preventative maintenance are often deferred in order to meet more pressing fiscal requirements.
- Inability to perform major repairs or the replacement of major building components that have reached the end of their useful life.
- Decision to postpone repairs and systemic replacement when buildings are scheduled for major renovation or replacement.

Washington County Public Schools (WCPS) currently has a deferred maintenance backlog of approximately 69.6 million dollars at school facilities. Additionally, there is 9.3 million dollars in ADA related accessibility deficiencies reported in an assessment of ADA compliance. The ADA deficiencies and deferred maintenance at school facilities is 78.9 million dollars and 460 thousand dollars at non-school facilities totaling 79.3 million dollars. Many of the ADA deficiencies are large projects and cannot be corrected without a major renovation of the facility. These deficiencies should be considered when determining the overall burden to the school system regarding its facility needs.

Deferred maintenance increased by approximately 9.2 million dollars from last year's report. Several factors impacted the overall increase from last year's report. The large systemic projects cost were adjusted to reflect estimates compiled from the most recent projects or designs. The cost of construction has risen over the last 12 to 24 months adding to the increase of the deferred maintenance. The Board of Education continues to provide additional funding through quarterly adjustment during the fiscal year to address the rise in the deferred maintenance. The planning and development department has bid ready documents of deferred maintenance projects when funding becomes available. The maintenance department continues to maintain the buildings, equipment, and other systems to limit emergent repair needs and prolonging the life of these assets. This report seeks to break down, clarify, and categorize the tasks and costs associated with the current deferred maintenance backlog.

Categories and Definitions

To interpret estimates of deferred maintenance, it is useful to consider two types of building deficiencies.

The first type includes physical defects that must be corrected to maintain the building as it was originally designed. These defects are usually caused by physical deterioration, though in some cases they may be due to faulty construction. Many building components wear out with time and must be repaired or replaced.

This type of deferred maintenance can be further broken down into deferred **normal maintenance** and deferred **renewal**. Deferred **normal maintenance** includes preventive maintenance activities and minor repairs that should have been performed but were not. Normal maintenance activities are funded by the operating budget. Examples include painting, glazing windows, repairing small roof defects, and replacing broken parts, etc. Deferred **renewal** refers to replacement projects that are due but have not been executed. These are projects that have a maintenance cycle in excess of one year and are typically funded by the capital budget, though in recent years they have been accomplished with a mix of capital and operating funds. Examples include the replacement of roofs; heating, ventilation, and air conditioning (HVAC) equipment; and door and window replacement.

The second type of building deficiency is the failure to meet codes and standards that have changed since the building was constructed. During the lifetime of many school buildings, there have been major changes in fire and life safety codes. Also, governments have established new standards for accessibility, energy conservation, and environmental health, including asbestos and indoor air quality. Finally, electrical standards have changed in order to accommodate increased usage of computers and other electronic equipment.

Further complicating the analysis and prioritization of deferred maintenance tasks is the actual condition of equipment and infrastructure, regardless of its age. When performing assessments of buildings and systems, there are times when it is apparent that a piece of equipment that is 15 years old, and within its life expectancy, needs to be replaced immediately because of one deficiency or another. Likewise, there is other equipment that is operating long past its life expectancy that is still not in need of immediate replacement. For this reason, this report establishes three different priority rankings to best define maintenance that needs to be completed immediately versus maintenance that, although deferred, may not be as urgent.

Priority 1: Priority one type of deferred maintenance is defined as those assets that are in such poor condition that a failure would cause the immediate closure of the building. Other assets included in Priority 1 would be those types that costs benefit analysis shows would cost significantly more to maintain than to repair or replace as soon as possible. Aging, “mission critical” assets that would have a negative impact on the safety or security of students and staff if they were to fail are also included in the Priority 1 list. Priority 1 deferred maintenance items are generally renewal type projects such as

replacement of failing roofs, old and inadequate electrical panels and circuit breakers, HVAC equipment that is no longer supported by the manufacturers or is only partially operational, fire alarm systems that do not meet current life safety codes and/or are failing, and certain critical ADA accessibility modifications, etc.

Priority 2: Priority two type of deferred maintenance is the largest group of deferred maintenance and is made up of those assets that exceeded their expected life cycle and should be replaced, however whose failure would not result in a building closure. Examples of Priority 2 deferred maintenance tasks include many of the same items listed in Priority 1 which are not in imminent danger of failing, as well as window and door replacements, lighting replacements, plumbing fixture replacements, parking lot and sidewalk replacements, locker replacements, bleacher replacements, auditorium seating replacement, etc.

Priority 3: Priority three type of deferred maintenance is defined as those assets that are beyond life expectancy but are still currently in satisfactory operating condition, or are located in buildings that will be modernized or replaced in the near future. Examples of Priority 3 type deferred maintenance include painting and any other piece of equipment or system that is beyond its scheduled life cycle but is in good working order.

WCPS Deferred Maintenance

Based on the above criteria developed by staff, a thorough analysis of WCPS' facilities is conducted yearly. The outcome of this analysis is used to report the level of deferred maintenance in WCPS' facilities. Because of the unplanned nature of many equipment and system failures, the level, prioritization, and plan to reduce deferred maintenance changes from year-to-year. As equipment and systems continue to age, it has been forecasted that the deferred maintenance will continue to rise if resources are not used to reduce deferred maintenance.

The reduction of deferred maintenance is managed by first considering Priority 1 tasks and improvements that have a direct impact on instruction. Priority 1 tasks often involve the replacement of large, expensive systems such as roofs and mechanical equipment; therefore, a limited number of these projects are able to be accomplished in a specific fiscal year. Funding is also targeted to accomplish Priority 2 and 3 tasks to facilitate the repair or replacement of the greatest amount of equipment and systems possible.

The following tables represent the October 2020 analysis of deferred maintenance needs.

Elementary Schools

Table 1 shows the overall total amount of deferred maintenance in WCPS' elementary schools sorted by priority type.

School	Priority			Total
	1	2	3	
Bester Elementary	\$0	\$0	\$0	\$0
Boonsboro Elementary	\$60,000	\$80,000	\$325,000	\$465,000
Cascade Elementary	\$35,000	\$190,000	\$90,000	\$315,000
Clear Spring Elementary	\$0	\$150,000	\$100,000	\$250,000
Eastern Elementary	\$685,000	\$465,000	\$579,069	\$1,729,069
Emma K. Doub Elementary	\$60,000	\$290,000	\$190,000	\$540,000
Fountain Rock Elementary	\$35,000	\$320,000	\$65,000	\$420,000
Fountaindale Elementary	\$60,000	\$475,000	\$90,000	\$625,000
Funkstown Elementary	\$0	\$200,000	\$0	\$200,000
Greenbrier Elementary	\$50,000	\$435,000	\$443,000	\$928,000
Hancock Elementary	\$1,125,000	\$676,135	\$415,000	\$2,216,135
Hickory Elementary	\$2,100,000	\$1,035,000	\$400,000	\$3,535,000
Jonathan Hager Elementary	\$0	\$0	\$0	\$0
Lincolnshire Elementary	\$0	\$309,779	\$265,976	\$575,755
Maugansville Elementary	\$0	\$0	\$233,628	\$233,628
Old Forge Elementary	\$900,000	\$330,000	\$190,000	\$1,420,000
Pangborn Elementary	\$0	\$0	\$259,621	\$259,621
Paramount Elementary	\$1,056,000	\$280,000	\$0	\$1,336,000
Pleasant Valley Elementary	\$910,000	\$275,000	\$270,000	\$1,455,000
Potomac Heights Elementary	\$250,428	\$165,000	\$285,000	\$700,428
Rockland Woods Elementary	\$0	\$0	\$239,980	\$239,980
Ruth Ann Monroe Primary	\$0	\$0	\$0	\$0
Salem Elementary	\$0	\$349,366	\$40,000	\$389,366
Sharpsburg Elementary	\$0	\$0	\$0	\$0
Smithsburg Elementary	\$85,000	\$155,000	\$389,784	\$629,784
Williamsport Elementary	\$2,492,325	\$185,000	\$233,572	\$2,910,897
Totals	\$9,903,753	\$6,365,280	\$5,104,630	\$21,373,663

Table 1 – Total estimated value of deferred maintenance in elementary schools

Middle Schools

Table 2 shows the overall total amount of deferred maintenance in WCPS' middle schools sorted by priority type.

School	Priority			Total
	1	2	3	
Boonsboro Middle	\$200,000	\$880,000	\$120,000	\$1,200,000
Clear Spring Middle	\$175,000	\$376,000	\$345,000	\$896,000
E. Russell Hicks Middle	\$225,000	\$585,000	\$275,000	\$1,085,000
Northern Middle	\$400,000	\$490,000	\$195,000	\$1,085,000
Smithsburg Middle	\$2,405,000	\$890,000	\$175,000	\$3,470,000
Springfield Middle	\$1,565,428	\$1,010,000	\$330,000	\$2,905,428
Western Heights Middle	\$3,710,566	\$954,000	\$140,000	\$4,804,566
Totals	\$8,680,994	\$5,185,000	\$1,580,000	\$15,445,994

Table 2 – Total estimated value of deferred maintenance in middle schools

High Schools

Table 3 shows the overall total amount of deferred maintenance in WCPS' high schools sorted by priority type.

School	Priority			Total
	1	2	3	
Barbara Ingram School	\$0	\$0	\$45,000	\$45,000
Boonsboro High School	\$535,000	\$605,000	\$695,000	\$1,835,000
Clear Spring High	\$385,000	\$585,000	\$152,000	\$1,122,000
Hancock Middle-Senior High	\$520,000	\$425,000	\$185,000	\$1,130,000
North Hagerstown High	\$4,200,000	\$4,291,742	\$568,672	\$9,060,414
Smithsburg High	\$8,516,000	\$905,000	\$220,000	\$9,641,000
South Hagerstown High	\$175,000	\$328,000	\$425,000	\$928,000
Wash. Co. Tech High School	\$570,000	\$515,000	\$145,000	\$1,230,000
Williamsport High	\$4,964,000	\$720,000	\$225,000	\$5,909,000
Totals	\$19,865,000	\$8,374,742	\$2,660,672	\$30,900,414

Table 3 – Total estimated value of deferred maintenance in high schools

Other School Facilities

Table 4 shows the overall total amount of deferred maintenance in other WCPS' facilities sorted by priority type.

School	Priority			Total
	1	2	3	
Marshall St. Education Center	\$550,000	\$540,000	\$85,000	\$1,175,000
Claud A. Kitchens Outdoor	\$405,000	\$115,000	\$225,000	\$745,000
Totals	\$955,000	\$655,000	\$310,000	\$1,920,000

Table 4 – Total estimated value of deferred maintenance in other school facilities

Overall Totals

Table 5 shows the overall total value of deferred maintenance sorted by priority and school type.

School	Priority			Total
	1	2	3	
Elementary	\$9,903,753	\$6,365,280	\$5,104,630	\$21,373,663
Middle	\$8,680,994	\$5,185,000	\$1,580,000	\$15,445,994
High	\$19,865,000	\$8,374,742	\$2,660,672	\$30,900,414
Other	\$955,000	\$655,000	\$310,000	\$1,920,000
Totals	\$39,404,747	\$20,580,022	\$9,655,302	\$69,640,071

Table 5 – Total estimated value of deferred maintenance by school type

ADA School Totals

Table 6 shows the ADA related deferred maintenance in WCPS' facilities sorted by priority type. The assessment addresses only basic accessibility needs.

Non-School	Priority			Total
	1	2	3	
Elementary	\$238,530	\$2,497,731	\$527,555	\$3,263,816
Middle	\$308,760	\$2,455,493	\$537,530	\$3,301,783
High	\$179,700	\$1,879,975	\$309,852	\$2,369,527
Other	\$39,000	\$255,640	\$36,720	\$331,360
Totals	\$765,990	\$7,088,839	\$1,411,657	\$9,266,486

Table 6 – Total estimated value of ADA deferred maintenance in all facilities

All School Totals

Table 7 shows the deferred maintenance with ADA in WCPS' school facilities sorted by priority type.

Total with ADA	Priority			Total
	1	2	3	
Elementary	\$10,142,283	\$8,863,011	\$5,632,185	\$24,637,479
Middle	\$8,989,754	\$7,640,493	\$2,117,530	\$18,747,777
High	\$20,044,700	\$10,254,717	\$2,970,524	\$33,269,941
Other	\$994,000	\$910,640	\$346,720	\$2,251,360
Totals	\$40,170,737	\$27,668,861	\$11,066,959	\$78,906,557

Table 7 – Total estimated value of deferred maintenance in all school facilities

The table below represents the amount of deferred maintenance at non-school facilities maintained by WCPS. The total deferred maintenance backlog, including the non-school buildings, is approximately \$79.3 million.

Non-School Facilities

Table 8 shows the overall total amount of deferred maintenance in WCPS' non-school facilities sorted by priority type.

Non-School	Priority			Total
	1	2	3	
Center For Education	\$0	\$0	\$0	\$0
Transportation Center	\$205,000	\$135,000	\$120,000	\$460,000
Totals	\$205,000	\$135,000	\$120,000	\$460,000

Table 8 – Total estimated value of deferred maintenance in non-school facilities