

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
CUSTODIAL/GROUNDS DEPARTMENT
PHYSICAL PLANT OPERATIONS DIVISION

March 3, 2015

TO: Mr. Juan Alejo, Principal
Boulevard Heights Elementary

FROM: Rich Volpi, Supervisor II, Custodial
Custodial/Grounds, Physical Plant Operations Division

SUBJECT: PHYSICAL PLANT ASSESSMENT

In order to assist you in properly maintaining your facility and ensure that we provide a safe and healthy environment for your students and staff, an assessment of your facility was conducted on the date reflected on the attached report. The Custodial Department has revised this assessment form to better meet the needs of your facility. The assessment represents a random evaluation of all assigned areas and identifies both the strengths and weaknesses that were observed at the time of the assessment.

The "*positive comments*" noted in this report acknowledge the impressive conditions that are evident. I thank you and your staff for the dedication and diligent efforts in properly maintaining your facility.

A review of your assessment will be done by the Custodial/Grounds Department and additional technical support and training will be provided to address the concerns listed in the assessment. If you require any additional custodial support or have any concerns that were not identified in the assessment, please call Roy Norton at 754-321-4316.

Thank you in advance for your participation in this process.

RV:
Attachment

C: Dr. Mark Strauss, Director
Roy Norton, Manager I, Custodial/Grounds, Physical Plant Operations Division
File

Rich Volpi, Supervisor II, Custodial Zone 3, Custodial/Grounds
Physical Plant Operations Division – "Maintaining Excellence"
Phone: 754-321-4318 Fax: 754-321-4349

Facility **Boulevard Heights Elementary**
Supervisor II **Rich Volpi**
CADRE: **5**

Location_No: **0971**
Assessment Date **3/3/2015**
Assessment_No: **1**

AREAS / SPECIFICS OBSERVED AT THE TIME OF ASSESSMENT

Health and Sanitation

1. Commodes / Urinals
2. Fixtures / Brightwork
3. Partitions /Doors
4. Mirrors
5. Dispensers
6. Sinks and associated counters
7. Ceiling
8. Bathroom walls
9. Bathroom Floors
10. Shower Area
11. Toilet Seats
12. Water Fountains
13. Lockers / Benches
14. Top Down Restroom Cleaning

Common Cleaning

15. Counter Tops
16. Dusting
17. Doors
18. Baseboards / Kickplates
19. Windows / Window Sills / Frames
20. Walls
21. Blinds / Verticals / Curtains
22. Window Screens
23. Somat Extractor
24. Furniture

Floor Care

25. Sweeping
26. Mopping
27. Vacuuming
28. Treads / Landings
29. Vestibules
30. Elevators
31. High Speed Burnishing
32. Strip/Scrub
33. Carpet Spotting

Physical Plant

34. Mechanical / Electrical Rooms
35. Light Diffuser Covers
36. Exterior Walls
37. Roof Drains / Debris / Vegetation
38. Ceiling
39. Covered Walkways
40. Signage
41. Exterior Stairs / Ramps
42. Interior / Exterior Floor Drains / Grates
43. Parking Area / Striping/Asphalt Repair
44. Flags (US/State)
45. Chiller Plant / Cooling tower

HVAC / Mechanical

46. A/C Vents and return grilles
47. Ceiling Tiles Surrounding A/C Vents
48. Exhaust Vents
49. Kitchen Hood / Filters/Fans
50. A/C Filters
51. Air Handling Units

Grounds

52. Dumpster Pad / Drain Plugs
Dumpster Enclosure
53. Fencing / Gates
54. Drives / Curbing
55. Walks
56. Debris
57. Irrigation / Lawns
58. Weeds / Planting beds
59. Trees / Shrubs / Hedges

Plant Safety

60. Lighting
61. Exterior Lightning
62. Battery / Emergency Lighting
63. Exit Lights
64. Fire Extinguishers
65. Electrical
66. Playground Equipment / Athletic Fields
67. Emergency Egress
68. Storage Areas
69. Furnishings
70. Chemicals

Plant Operations

71. A/C Filter Log (Monthly Report)
72. Equipment Care
73. Unlabeled / Unapproved Cleaning Chemicals
74. Employee Training
75. Cleaning Schedules
76. MSDS Manuals
77. Mandatory Staff Training
78. Summer Cleaning Supplies
79. Emergency Supplies
80. Facility Serviceperson Supply Areas
81. Existing Work Orders

Facilities Serviceperson Work Schedules:	Updated and implemented	Visually Verified	<input checked="" type="checkbox"/> YES
Quality Assurance Check Lists:	Check list on file (performed daily)	Visually Verified	<input type="checkbox"/> NO

Comments

Assessment items were discussed with the Principal (via email) and the Head Facilities Serviceperson
All staffing information was provided by the Head Facilities Serviceperson
REMINDER: Summer cleaning supplies should be on hand one (1) month prior to end of school year. Order Early.
Note: Recommend the utilization of the full line of Micro Fiber products now available in the SBBC warehouse catalog.
REMINDER: Pony or fax your monthly A/C filter change reports to Rich Volpi. @ Custodial / Grounds Department 754-321-4349.
Note: Please do not leave your custodial service carts unattended at anytime (this includes Before and After School care programs) Please ensure that all custodial service areas and custodial receiving area are secured when not in use.
REMINDER: Please make sure all equipment is operational two (2) months prior to the start of your summer time top down cleaning.
REMINDER: Please remove trash, debris and vegetation from all roof tops and covered walkways as needed.
REMINDER: Please make sure that the custodial staff is properly replacing the playground sand back into the playground by blowing it/raking back from the side walk and outer perimeter.
REMINDER: It is the school base custodial staffs responsibility to insure all tree branches, plam limbs and other trash and debris is picked up between and prior to the lawn being cut either by a contractor or School Board crew.
REMINDER: When emptying your Wet Dry Vacuums, Auto Scrubber, Carpet Extractors etc., please be sure to dispose of those liquids in your sanitary drains and or Custodial Closet slop sinks and not the outside STORM DRAINS.
First Line of Defense Please clean all touch zone areas daily to combat the primary hot spots for germs and bacteria with Wex-Cide 128 disinfect at the correct dilution rate of 1 ounce per gallon of water. These areas would be the ones most touched by human hands. Always use your Personal Protective Equipment (PPE)

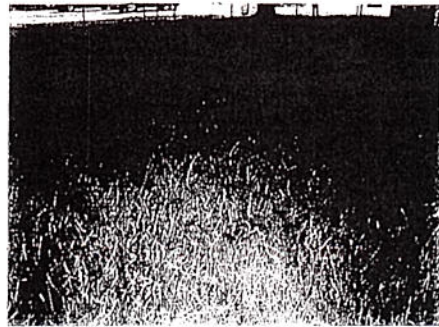
Positive Comments

Grounds were clean and free from trash and debris	Media center was clean and bright
All custodial service areas were clean and organized	A/C filters assessed were clean and taped
All mechanical rooms assessed clean / storage free	VCT flooring in hallways was clean / glossy appearance
VCT flooring in classrooms was clean /glossy appearance	Administration was clean and bright

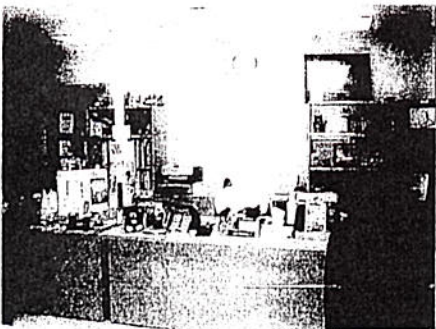
PICTURES



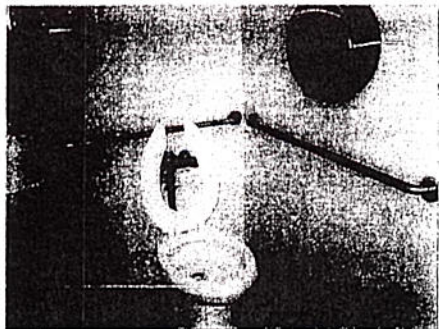
Boulevard Heights Elementary



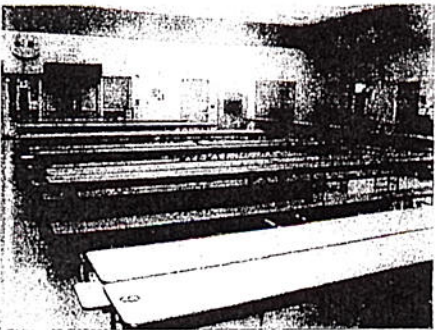
Grounds clean, trash / debris free



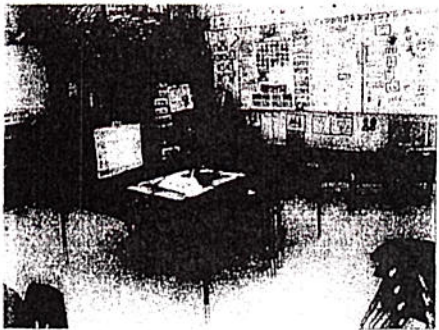
Administration clean and bright



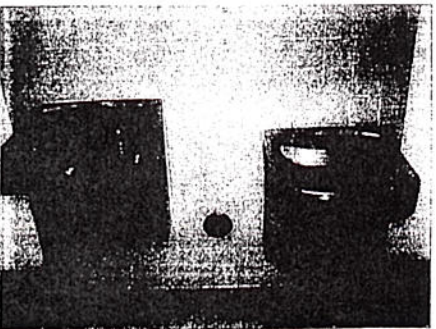
Restrooms clean and sanitized



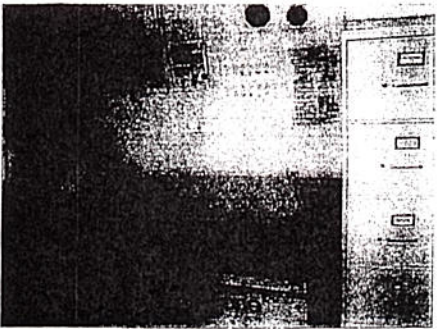
Dining area clean and bright



ESE Classrooms clean and bright

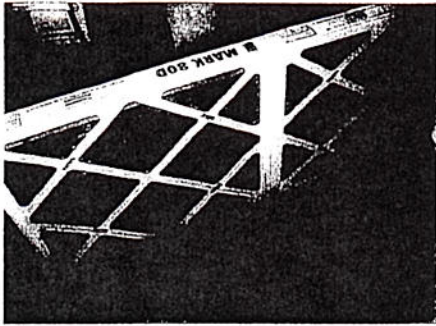


Water fountains clean and sanitized

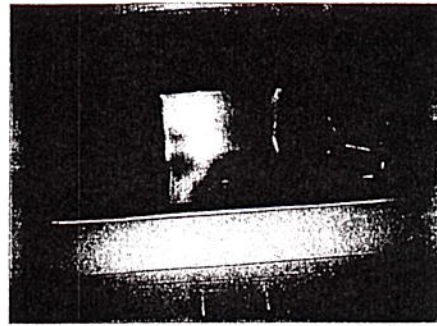


Clinic areas clean and sanitized

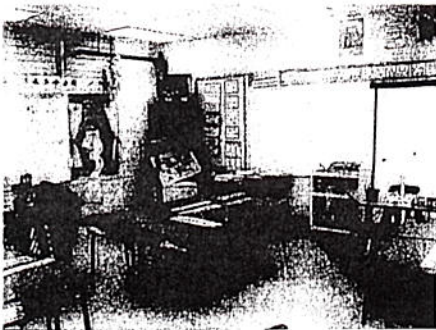
PICTURES



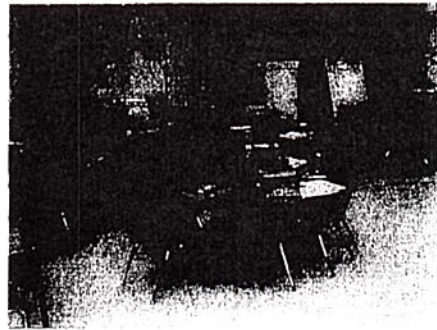
A/C filters clean and taped



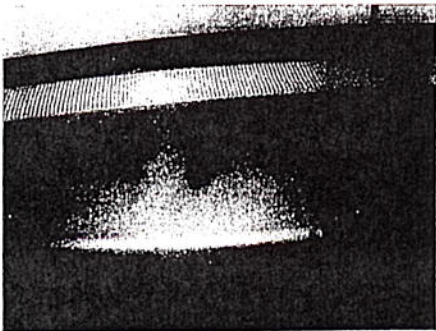
Sink / counter clean and sanitized



Classrooms clean and bright



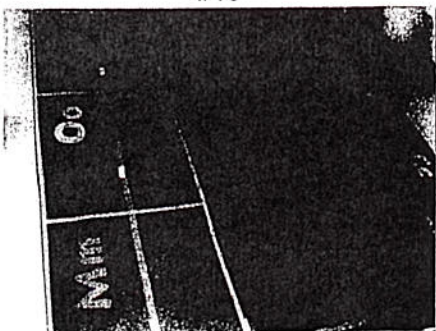
Kindergarten classroom clean and bright



See required corrective action page line #16



Media center clean and bright



Classroom area rugs clean and vacuumed



See required corrective action page line #26

REQUIRED CORRECTIVE ACTION

HEALTH AND SANITATION

3. Fish # - 301B,301C,604 - Wash / wipe / disinfect restroom partitions / doors daily

Note: Please clean your Door Touch Zone areas inside and out including Frame, Hardware, Glass and Leading Edge daily to combat the primary hot spots for germs and bacteria.

8. Fish # -301B,601,604 - Wash / wipe / disinfect restroom walls daily

Note: Please look for the Urine Splash Zone on ceramic wall tile / partitions by looking down the wall surface.

9. Fish # - 301B,301C - Wash / scrub / disinfect restroom floors daily

Note: Wash / scrub / disinfect all restroom floors with Wex-Cide at the correct dilution rate of 1 ounce per gallon of water.

COMMON CLEANING

16. Fish # - 201,204,206,401,505,508,920,921,923,924,929,931,932 - High / low dust classroom space

Note: Items of interest would be all Horizontal and Vertical surfaces. Counters, Bookcases, TV's, Printers, Overhead Projectors, Maps, World Globes, Fire Blanket Cabinets, Goggle Cabinets, Window sills, Computers, Refrigerator tops, Oven Exhaust Hoods, Doors, Walls and anything else that belongs to SBBC to reduce indoor air quality concerns. Recommend the utilization SBBC Micro Fiber products now available in your warehouse catalog.

17. Fish # - 101,301 - Wash / wipe / disinfect / touch-up doors

Note: Please clean your Door Touch Zone areas inside and out including Frame, Hardware, Glass and Leading Edge daily to combat the primary hot spots for germs and bacteria

18. Fish # - All kick plates/baseboards throughout facility - Wash / wipe / disinfect baseboard / kick plates

Please use a stiff broom to sweep upper edge of baseboards in classrooms and corridors monthly or as needed to eliminate dust build to reduce indoor air quality concerns.

19. Fish # - As Needed - Wash / wipe / vacuum / disinfect windows, window frames and window sills

20. Fish # - 301 - Wash / wipe / disinfect / touch-up interior walls

Note: Look at your Wall Touch Zone areas inside and out of doorways including bathrooms, sinks, dispensers and also wall areas around white boards, pencil sharpeners, light switches and garbage cans.

FLOOR CARE

26. Fish # - 706,903,914,920,929,930,931- Mop VCT flooring and insert into schedule

32. Fish # - - Strip / scrub / wax VCT flooring

Note: Machine clean VCT flooring. Areas of interest would be all high traffic areas in classroom. Sink counter areas, to and from bathroom areas, Front of classroom parallel with black / white boards and spills should be addressed daily.

33. Fish # - 805 - Carpet extraction / spot cleaning carpets as needed

PHYSICAL PLANT

36. Fish # - All Buildings (as needed) - Pressure clean / Remove Rust and/or touch-up exterior walls

Note: Look at your wall Touch Zone areas around doorways and high traffic areas

37. Fish # - As Needed- Assess roof areas / drains / downspouts monthly for debris / vegetation and sports balls

HVAC / MECHANICAL

46. Fish # - 401 - Vacuum / dust / wipe A/C vents / Returns and Grid work to reduce indoor air quality concerns.

GROUNDS

55. Fish # - All walkways (as needed) - Pressure Clean and/or remove gum from exterior walkways

Note: Recommend the utilization of your Pressures Washers on teacher planning days throughout the school year to combat growth on sidewalks through out the facility. Also recommend cleaning light fixtures and cob webs under over hangs on these same scheduled days.

PHYSICAL PLANT SAFETY

60. Fish # - 203,204,205,401,703,902,920,921,931,932 - Replace burned out bulbs / ballasts on interior lighting

Note: Facilities Servicepersons should routinely replace light bulbs and fluorescent lamps in there assigned area.