


File

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

March 17, 2015

TO: Ms. Katherine Good, Principal  
Coconut Creek Elementary

FROM: Gerald Devio, Supervisor II 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, current staffing levels 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.**

FP  
Attachment

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

Gerald Devio, Supervisor II Custodial/Grounds  
Physical Plant Operations Division – “Maintaining Excellence”  
Phone: 754-321-4312 Fax: 754-321-4349

Facility **Coconut Creek Elementary**  
Supervisor II **Gerald Devio**  
CADRE: **5**

Location\_No: **1421**  
Assessment Date **3/17/2015**  
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



Facility

Coconut Creek Elementary

1421

Assessment Date

3/17/2015

<b>Facilities Serviceperson Work Schedules:</b>	Updated and Implemented	Visually Verified <input type="checkbox"/> YES
<b>Quality Assurance Check Lists:</b>	Check list on file (perform daily / weekly)	Visually Verified <input type="checkbox"/> YES

**Comments**

Assessment items were discussed with the Principal and the Head Facilities Serviceperson
All staffing information was provided by the Head Facilities Serviceperson
REMINDER: pony or fax your monthly A/C filter change reports / to Gerald Devio @ PPO / Custodial Department 754-321-4349
REMINDER: Please remove trash, debris and vegetation from all roof tops and covered walkways as needed.
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.
REMINDER: It is the school base custodial staffs responsibility to insure all tree branches, palm limbs and other trash and debris is picked up between and prior to the lawn being cut either by contractor of School Board crew.
NOTE: Recommend the utilization of your Pressure Washers on teacher planning days through out the school year to combat growth on sidewalks as needed. Recommend cleaning light fixtures and cob webs under over hangs on these same scheduled days. <u>Note: Recommend interior classroom door painting.</u> <u>Note: Recommend Team gum removal on all exterior walkways.</u>
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 sidewalk and outer perimeter.
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 be secured when not in use.
REMINDER: Summer cleaning supplies should be ordered / on hand one (1) month prior to end of school year.
REMINDER: Please make sure all equipment is operational two (2) months prior to the start of your summer time top down cleaning.
<p><b>First Line of Defense</b>                  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. <u>These areas would be the ones most touched by human hands.</u> Always use</p>

**Positive Comments**

Administration was clean and bright	Media center was clean and bright
Dining area was clean and bright	All restrooms assessed were clean and sanitary
A/C filters assessed were clean and taped	All lighting assessed was in working order





PICTURES



Administration clean and bright



Clinic areas clean and sanitized



Dining area clean and bright



Classrooms clean and bright



Computer classroom clean and bright



Classrooms clean and bright



VCT flooring in hallways glossy

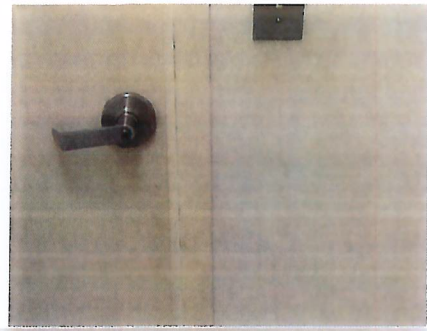


Classrooms clean and bright

PICTURES



See required corrective action page Line #  
46



See required corrective action page Line #  
8 & 9



See required corrective action page Line #  
46 & 47



See required corrective action page Line #  
8



See required corrective action page Line #  
15



See required corrective action page Line #  
17



See required corrective action page Line #  
16



See required corrective action page Line #  
33



## **REQUIRED CORRECTIVE ACTION**

### **HEALTH AND SANITATION**

**Note: Wash / scrub / disinfect all restrooms with Wex-Cide at the correct dilution rate of 1 ounce per gallon of water using a 3 gallon pump sprayer and stiff toilet brush.**

3. Fish # - 850A, 851A, 852A, 853A - *Wash / wipe / disinfect restroom partitions / doors daily.*

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

**Note: Please remove graffiti daily.**

6. Fish # - 101L, 150, 230 - *Wash / wipe / disinfect sinks daily.*

7. Fish # - 130A - *Wash / wipe / disinfect restroom ceiling / replace stained / broken / missing ceiling tiles daily.*

**Note: Remove paper wads and debris from ceilings daily.**

8. Fish # - 104, 152, 208A, 227A, 852A, 853A - *Wash / wipe / disinfect restroom walls daily.*

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

**Note: Look at your Wall Touch Zone areas inside and out of doorways including sinks, dispensers, wall areas, light switches and garbage cans.**

**Note: Please look for the urine Splash Zone on ceramic wall tile / partitions.**

9. Fish # - 304A (water puddled on the floor ) - *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.**

12. Fish # - 157 - *Wash / wipe / disinfect water fountains daily.*

### **COMMON CLEANING**

15. Fish # - 135, 156, 206 - *Wash / wipe / disinfect counter tops and cabinet face daily or as needed around pencil sharpener.*

**Note: Doing so will also keep the lead off the floor thus making it easier to maintain VCT flooring.**

16. Fish # - 120, 122, 206, 207, 209, 210, 212, 851 - *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 and Goggle Cabinets, Refrigerator tops, Oven Exhaust Hoods, Doors, Walls and anything else that belongs to SBBC to reduce indoor air quality concerns. Recommend the utilization SBBC Microfiber products.**

17. Fish # - 133, 137, 015, 208, 221, 303, 852, 853, 853A - *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 # - As Needed - *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 # - 143, 226, 019, 850, 850A, 851A, 852 853A - *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 # - 114, 117, 119, 206, 231 - *Machine clean / Mop VCT flooring daily.*

**Note: 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.**

31. Fish # - 015 - *High speed burnish VCT flooring.*

**Note: Recommend a Propane burnishing program on VCT flooring done daily / weekly to maintain a glossy and durable finish through out the facility. Facility would greatly benefit with a proactive maintenance program eliminating the need to strip and wax as often.**

32. Fish # - 113, 115, 207, 208, 221, 227, 230, 850, 851, 852, 853, 854 - *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 # -110, Area Rugs - *Carpet extraction / spot cleaning carpets as needed.*

## **PHYSICAL PLANT**

36. Fish # - 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.**

38. Fish # - 116G, 117, 119, 127A, 128, 130, 135, 221, 227, 304, 852, 853 - *Replace stained / broken / missing ceiling tiles as needed to reduce indoor air quality concerns.*

39. Fish # - As Needed - *Routine assessment of covered walkways for removal of cobwebs / vegetation.*

## **HVAC / MECHANICAL**

46. Fish # - 015, 850, 851, 852, 853, 854 - *Vacuum / dust / wipe A/C vents / Returns and Grid work to reduce indoor air quality concerns.*

47. Fish # - 015 - *Vacuum / wipe / clean ceiling tiles / grids around A/C vents / returns to reduce indoor air quality concerns.*

48. Fish # -109, 203, 206A, 207A, 015, 213A, 301A, 304A - *Vacuum / wipe / clean exhaust vents to reduce indoor air quality concerns.*

**Note: It is imperative that you vacuum when needed to prevent damage to the exhaust motor and avoid a fire hazard.**

## **GROUNDS**

55. Fish # - 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.**

56. Fish # - As Needed - *Remove trash / debris in areas identified on grounds.*

**Note: Recommend all debris be picked up daily by all Facilities Serviceperson's. Please be specific when assigning areas. Recommend on a weekly rotation basis all Facilities Serviceperson's participate in a Back Pack blowing off of all sidewalks and matting systems in and or around play ground areas.**

58. Fish # - As Needed - *Remove weeds / vegetation in areas identified (planting beds and or playground areas).*

## **PHYSICAL PLANT SAFETY**

60. Fish # - 114, 117, 118, 133, 143, 227 - *Replace burned out bulbs / ballasts on interior lighting.*

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

## **PLANT OPERATIONS**

80. Fish # - As Needed - *Clean and organize custodial service areas.*

**Please Note: All toilet paper must be housed in the original carton or put in plastic bags when being stored in the custodial closet or custodial cart.**

**Note: The custodial receiving area is to be cleaned in the same manor as the rest of the facility including daily, weekly, and monthly tasks. Clean and organize custodial service areas and insert into routine schedule.**

**Note: All Facilities Servicepersons should be using a fully equipped custodial cart at all times during their tour. These tools need to be accessible to them in order for them to perform their duties to an acceptable**