

File

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

September 17, 2014

TO: Ms. Paula Meadows
Westpine Middle School

FROM: *GD* 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.

GD
Attachment

C: Ms. Christine Semisch, Director
GD 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
Supervisor II

Westpine Middle
Gerald Devio

Location_No: 2052
Assessment Date 9/18/2014
Assessment_No: 1

CADRE: 7

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

Westpine Middle

2052

Assessment Date

9/18/2014

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

Comments

Assessment items were discussed with 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.
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. Note: Recommend interior classroom door painting. Note: Recommend Team gum removal on all exterior walkways.
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: 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.
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)

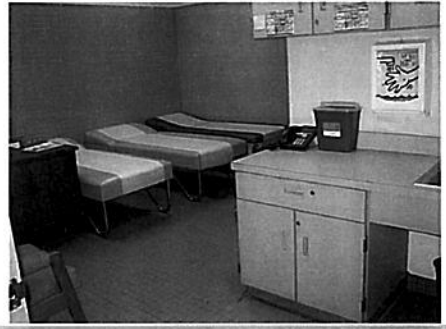
Positive Comments

Grounds were clean and free from trash and debris	All mechanical / air handler / electrical rooms assessed were clean and free from storage
All VCT flooring in hallways was clean with a glossy appearance	All VCT flooring in classrooms was clean with a glossy appearance
All ceiling tiles assessed were clean and free from dust / dirt	Administration was clean and bright
Media center was clean and bright	Dining area was clean and bright

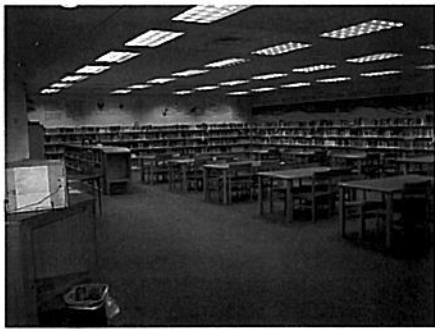
PICTURES



Administration clean and bright



Clinic areas clean and sanitized



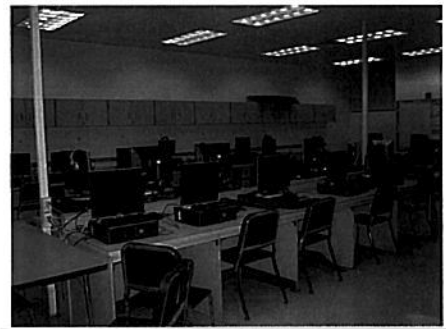
Media center clean and bright



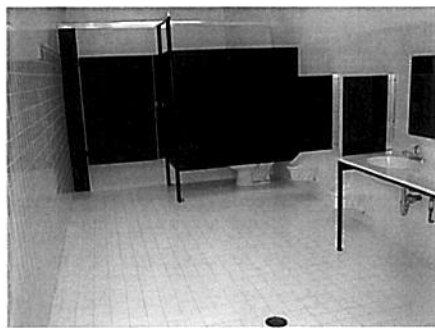
Music area clean and bright



Classrooms clean and bright



Computer classroom clean and bright



Restrooms clean and sanitized

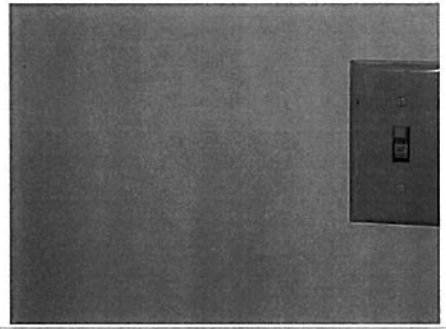


Dining area clean and bright

PICTURES



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16



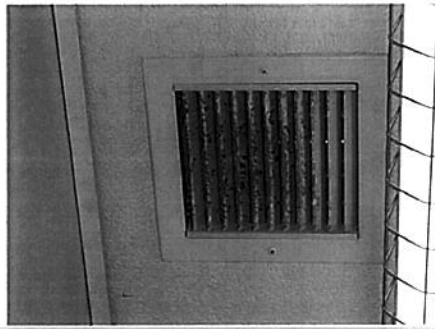
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REQUIRED CORRECTIVE ACTION

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.

Flush valves and Door handles must be sanitized with Wexcide DAILY

1. Fish # - 206B, 216A, 311 - Wash / wipe / disinfect commodes / toilet seats / urinals daily.

Please note all toilet seats need to be left in the up right position after sanitizing. Commodes must be sanitized from flush valve to the floor and including floors daily.

3. Fish # - - 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 # - 302, 516, 702, 705, 708 - Wash / wipe / disinfect sinks daily.

8. Fish # - 206B - 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 # - 145, 206B, 215A, 216A, 311 - 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 # - 132, 222, 805, 807, 809, 813, 903 - 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 # - 914 - 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 # - 135, 436, 517 - 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.

24. Fish # - 430 - Wash / wipe / disinfect all furniture as needed.

FLOOR CARE

25. Fish # - 416 - Sweep / vacuum VCT flooring and insert into schedule.

Recommend the utilization Microfiber products. Frequent changing of Microfiber dust mops is recommended for optimal cleaning.

PHYSICAL PLANT

34. Fish # - - Remove storage from mechanical / electrical rooms / sweep out monthly
35. Fish # - 701 - *Replace missing or cracked light diffuser covers or Wash / wipe / disinfect light diffuser covers.*
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 # - 125, 1901, 1902 - *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 # - 102, 504, 514, 516, 518, 705, 707, 915, 917 - *Vacuum / dust / wipe A/C vents / Returns and Grid work to reduce indoor air quality concerns.*

47. Fish # -102, 002 - *Vacuum / wipe / clean ceiling tiles / grids around A/C vents / returns to reduce indoor air quality concerns.*

48. Fish # - 136, 137, 143, 145, 431A, 709A, 829, 1905 - *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.

PHYSICAL PLANT SAFETY

60. Fish # - 104, 131A, 132, 207, 211, 222, 223, 302, 422, 430, 502, 510, ,520, 604, 616, 618, 702, 705, 712, 714, 715, 717, 917 - *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 # - 135A, 311A, 416K - *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 assessable to them in order for them to perform their duties to an expectable SBBC standard.