

# Massachusetts School Building Authority

## DRAFT Maintenance and Capital Planning Record

The Maintenance and Capital Planning Record is one of the pre-requisite documents required during the application process that the Massachusetts School Building Authority (MSBA) has established for the new grant program for school construction and renovation projects. This report was generated by the MSBA's online Maintenance and Capital Planning System. It contains information entered by representatives selected by the school district regarding district maintenance and capital planning budgets and practices.

For more information on the terms used in this report, the new grant program, or the Massachusetts School Building Authority, please see the MSBA website at <http://www.massschoolbuildings.org>. Information about the Maintenance and Capital Planning System can be found in the User Guide located in the Policies and Guidelines section.

This Maintenance and Capital Planning Report (MCP Report) contains the following sections:

- |                            |                 |
|----------------------------|-----------------|
| Staffing                   | Capital Program |
| Maintenance Planning       | Capital Budget  |
| Facilities Condition Index | Attachments     |
| Environment                | Submission      |
| Maintenance Budget         |                 |

Attachments are described by their file name and the date that they were uploaded and have not been reproduced within this report. Enter the Maintenance and Capital Planning System to print each attachment uploaded by the district in its entirety.

District:	Carver
Submission Date:	
Project(s) for which this maintenance and capital planning information was submitted:	Carver Elementary School - 201300520015
Comments:	In 2009 the Erwin K. Washburn Primary School and the Governor John Carver Elementary School merged to be the Carver Elementary School.

**Disclaimer:** A Maintenance and Capital Planning Record is NOT an application for funding. Submission of the Maintenance and Capital Record in no way commits the MSBA to accept an application, approve an application, provide a grant, or any other type of funding, or places any other obligation or requirement on the MSBA.

## Staffing

1.	Is school facility maintenance performed by the municipality or the school district?	School District
2.	Are vendors used for any aspect of school facility maintenance?	Yes
	Vendor Details	Asbestos Abatement, 3 years Elevators, 3 years Energy Management, Annual Fire Alarm System, Annual HVAC, Annual Pest Management, Annual Security System, Annual
3.	Full Time Equivalent: the number of FTE custodial and maintenance staff positions for the years displayed.	2014: 15 Maintenance FTE's 2013: 15 Maintenance FTE's 2012: 15 Maintenance FTE's
4.	Is there a Director of Facilities for the district?	Yes
5.	Does the district have defined job descriptions for custodial and maintenance staff roles?	Yes
	Attachment: Job Descriptions	<a href="#">MSBA Job Descriptions.pdf</a> , Date Uploaded: 3/14/2014
6.	Is there a system of performance evaluations of the district's custodial and maintenance staff?	Yes
7.	Is training required and/or provided for the district's custodial and maintenance staff?	Yes
	If "Yes," please describe:	Training is provided by many of our vendors dealing with products, equipment, and procedures. We also do safety training through our insurance company.

## Maintenance Planning

1.	Is there a written Maintenance Plan for the district that details minimum custodial and maintenance standards and which governs day to day operations?	Yes
	Attachment: Maintenance Plan	<a href="#">MSBA Maint Guide - A.pdf</a> , Date Uploaded: 3/14/2014
	Does the Maintenance Plan include standards and benchmarks for maintenance?	Yes
	Please describe how the standards and benchmarks are established and monitored, OR note the page number in your uploaded Maintenance Plan that contains this information.	We use the publication titled "Planning Guide for Maintaining School Facilities" published in 2003. It is a comprehensive 170 page book. The cover, several pages, and chapter 1 are in the attachments. Part A is in #1, and Part B is in #2.
2.	Is there a preventative or predictive maintenance plan for the district's facilities?	Yes
	Attachment: Preventative or Predictive Maintenance Plan	<a href="#">MSBA Maint Guide - B.pdf</a> , Date Uploaded: 3/14/2014
	Or, if it is included in the district's Maintenance Plan, please provide the page number in that document where this information can be found.	See #1
3.	Does the district have a work order system?	Yes
	Please describe the work order system and how it addresses planned and unplanned maintenance.	Paper forms are used. Any employee can provide a request for a work order. They are forwarded to the building principal for their approval and submission to the Facilities Director, who in turn will prioritize and address the issue.
	Attachment: Work Order	<a href="#">MSBA Bldg Repair Form.pdf</a> , Date Uploaded: 3/14/2014

## Facilities Condition Index

1.	Does the district conduct periodic inspections of school facilities to ascertain their condition?	Yes
	If "Yes," please describe what is inspected, who conducts the inspections, and how they are documented.	Facilities Director and Maintenance personnel conduct routine interior and exterior inspections. These include roof membrane, roof drains, building envelope, windows, doors, all systems, grounds, ceiling tiles, leaking, hvac operations, lighting, etc.
2.	Does the district have a Facilities Condition Index? A Facilities Condition Index (FCI) keeps track of school systems, identifies major system components, and tracks information about those components, including their expected useful life, age, and condition. For example, an FCI would track information not just about the HVAC system as a whole, but about each boiler.	Yes
	If "Yes," what year was it last updated?	2013
	Data Collected: Please indicate whether your FCI tracks data for the following:	
	Building Systems	Yes
	Building Systems Components	Yes
	System Component Age	Yes
	System Component Condition	Yes
	Expected Useful Life	Yes
	Remaining Useful Life	Yes
	Estimated Replacement Costs	Yes
	Please describe any other categories of data that are captured.	N/A
	Attachment: FCI Sample	<a href="#">MSBA Cap Plan Habeeb Report .pdf</a> , Date Uploaded: 3/14/2014
	Please describe your methodology for keeping the FCI up to date.	Since we are in the process of replacing our elementary school, the example shown is for our middle/high school. We mark up the current plan, then reprocess it every five years.
3.	Please describe how the district analyzes facility condition information and how that analysis impacts decisions on the budget, capital improvements, staff performance, etc.	Prioritizing the issues--mainly health and safety--provides the basis for utilizing limited funds, identifying capital improvements, and assigning staff.
4.	Does the district have an existing protocol for commissioning/re-commissioning or retro-commissioning of any of its facilities or does the district have any plans to	No

perform any commissioning activities (do not include any MSBA funded commissioning or re/retro-commissioning)?	
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## Environment

1.	Does the district routinely monitor air quality and air changes in its facilities?	Yes
	If "Yes," describe how and how often air quality is monitored:	Yes. this is done through the routine inspections that we do, and we have equipment to monitor CO2, humidity, and temperature that we use on a routine basis.
2.	Does the district implement practices in the EPA's Tools for Schools program?	Yes
	If "Yes," please describe:	Yes. We follow the guidelines in the manual for indoor air quality, mold, airborne particles, outdoor air, ultra violet radiation, vehicle emissions, etc.
3.	Does the district have a protocol to eliminate toxic chemicals and use 'green' products for cleaning and repairs?	Yes
	If "Yes," please describe:	Yes. We have eliminated all toxic storage by the Science dept, and we use green products for cleaning.
4.	Best practices for building operators typically include regular inspecting, testing, balancing, and cleaning of HVAC components in order to make them operate more efficiently and improve air quality. Does the district have a protocol for doing this?	Yes
	If "Yes," please describe:	Yes. We change air filters 3-4 times a year. Units are inspected and cleaned annually. Other inspection and maintenance is contracted out to an hvac vendor. In all cases equipment is also seasonally tuned up.
5.	Does the district monitor energy consumption and spending?	Yes
	If "Yes," please describe:	We track both electricity and natural gas unit consumption by month, along with the corresponding costs associated with the consumption. We analyze this on a quarterly basis. We also bid out our electricity and natural gas on a regular basis with the town.
6.	Does the district implement energy conservation measures and/or has the district made improvements to its facilities that result in energy savings?	Yes
	If "Yes," please describe:	Yes. We regularly employ temperature set backs in winter and summer to save energy. Implement time clocks and motion sensors on interior and exterior lighting. Have done a complete lighting retrofit in two gymnasiums.

## Maintenance Budget

1.	Does the person in charge of facility maintenance have a role in establishing the maintenance budget?	Yes
	Please describe:	Yes....the Facilities Director provides the budgets for each of the 4000 series functional areas. This is done with input from the Cust/Maint staff, and in follow on meetings with the Business Manger. A final budget is then agreed upon.

The following section requests information regarding the history of budget requests made to and allocated by the school committee as well as actual and projected district expenditures. The budget categories mirror those used to report to the DESE. The following DESE cost categories are used in the budget details captured in this section.

2.	<u>Requested Budget</u>											
FY	4100 Cust Svcs	4120 Bldg Heat	4130 Utility Svcs	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrty	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total	
2014	604,048	234,488	417,717	84,203	256,825	2,000	35,861	48,000	0	10,000	1,693,142	
2013	599,035	234,488	427,717	79,322	260,484	900	31,961	48,000	0	4,992	1,686,899	
2012	598,830	234,488	462,827	79,322	260,093	900	32,027	48,000	0	4,992	1,721,479	
2011	589,970	262,458	465,227	78,073	264,993	900	37,047	48,000	0	4,992	1,751,660	

3.	<u>Allocated Budget</u>											
FY	4100 Cust Svcs	4120 Bldg Heat	4130 Utility Svcs	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrty	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total	
2014	604,048	234,488	417,717	84,203	256,825	2,000	35,861	48,000	0	10,000	1,693,142	
2013	599,035	234,488	427,717	79,322	260,484	900	31,961	48,000	0	4,992	1,686,899	
2012	598,830	234,488	462,827	79,322	260,093	900	32,027	48,000	0	4,992	1,721,479	
2011	589,970	262,458	465,227	78,073	264,993	900	37,047	48,000	0	4,992	1,751,660	

4.	If there is a variance of 20% or greater between the total requested and total allocated amounts in the same year, please provide details on the reason for the difference.	
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5.	<u>Expended Budget:</u> This information was pre-populated based on information the district provided to the DESE.											
FY	4100 Cust Svcs	4120 Bldg Heat	4130 Utility Svcs	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrty	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total	
2012	593,486	136,785	388,946	74,999	366,952	1,009	27,484	76,947	0	1,739	1,668,347	
2011	583,481	213,932	426,376	76,319	297,398	1,023	36,100	155,077	0	2,728	1,792,434	

2010	611,468	217,670	386,026	67,816	277,667	2,912	27,843	51,721	0	2,723	1,645,846
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Expended Budget (District-Entered): This information was entered by the district as it was not yet available through the DESE.

FY	4100 Cust Svcs	4120 Bldg Heat	4130 Utility Svcs	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrty	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total
2013	618,901	168,533	344,635	76,846	337,228	11,384	36,822	61,896	0	17,150	1,673,395

6. If there is a variance of 20% or greater between consecutive years in the district's total expended amounts please provide details on the reason for the difference.

7. Projected Budget:

FY	4100 Cust Svcs	4120 Bldg Heat	4130 Utility Svcs	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrty	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total
2017	604,048	234,488	417,717	84,203	256,825	2,000	35,861	48,000	0	10,000	1,693,142
2016	604,048	234,488	417,717	84,203	256,825	2,000	35,861	48,000	0	10,000	1,693,142
2015	604,048	234,488	417,717	84,203	256,825	2,000	35,861	48,000	0	10,000	1,693,142

8. What does the district believe that the appropriate amount of spending on operations and maintenance should be to allow for the routine maintenance of the district's facilities and to achieve a sound preventative and predictive maintenance program? Please provide both an absolute value and a percentage of the total district budget.

Currently our custodial/maintenance budget is \$1,693,142 at 7.92% of the appropriated budget. This is enhanced by varying amounts through additional town spending, revolving accounts, and capital requests. These have been in the \$100,000-200,000 range. We would be more comfortable having a budget and total expenditures in the \$2.2 million range which would be about 10% of the budget. This would be applicable to an environment that would already include a new elementary school.

The above projected budget is entered as level funding for the three years shown, as this is what we anticipate knowing what we know today.

9. Please provide any other comments on your budget history and forecast that would help the MSBA understand variances or the district's budgeting process.

We have limited resources in all areas including maintenance. We are very keen on identifying priorities--and changing priorities--to direct our limited funds. We are aware that putting significant funds into buildings that will be replaced is not a strategy we embrace, however we are also aware that these buildings remain occupied with students and staff, and we must provide an adequate and safe environment for learning.

10. The DESE has not provided us with your Total District Expenditures for the most recent completed fiscal year. Please provide us with this information.

Total District Expenditures for 2013: \$24,630,917



## Capital Program

1.	Does the district have a practice of capital planning?	Yes
2.	Does the district have a long-term future capital plan of at least five to ten years?	Yes
3.	Is the maintenance staff involved in the planning and design of capital projects?	Yes
	Please describe:	We put together an annual 5 year capital plan for the schools as part of the town's total capital program. Maintenance staff is directly involved in listing and prioritizing capital requests through the Facilities Director.
4.	Does the district have an established line item for a capital reserve account, stabilization fund, or some type of segregated account of local funds reserved to fund capital projects for school facilities?	No

## Capital Budget

### Capital Budget History

The following is a list of all tax overrides, capital exclusions, and debt exclusions sought by the district and any of its associated municipalities and schools as provided by the Massachusetts Department of Revenue.

The Department of Revenue reports no Override, Capital Exclusion, or Debt Exclusion votes for this district in the last ten years.

1.	Please provide any comments, corrections, or additions to the information listed above.	N/A
2.	Please describe any capital projects that were deferred due to funding constraints.	N/A
<u>Capital Improvement Plan and Budget</u>		
1.	<p>Please upload a document or documents that list, by year and by item, your anticipated district, municipal, and school capital spending for the next five years. Your attachment(s) can be in any format, but must include the following information:</p> <ul style="list-style-type: none"> <li>  Fiscal year of expected implementation for each item</li> <li>  Whether each item is for the entire district, an individual municipality( and which), or a school ( and which)</li> <li>  Description of scope or need for work</li> <li>  Estimated Cost</li> <li>  Funding mechanism(override or debt exclusion, if known)</li> <li>  Term of debt (if known)</li> </ul>	
	Attachment(s)	<a href="#">FY 15 5 YEAR CAPITAL OUTLAY w-bldg proj adj May 2011.xls</a> , Date Uploaded: 2/25/2014
2.	Please provide any information the district has about the availability of non-public funds for school facility purposes.	N/A
3.	Please provide information from the Treasurer, Finance Committee, and/or Capital Planning Committee regarding the current outstanding debt and future bonding capacity inside the debt limit for the municipality/municipalities.	The current outstanding debt is \$5,979,687. Remaining borrowing capacity under the debt limit is \$50,283,434.

## Attachments

The following is the list of attachments that the district provided to the MSBA as a part of this MCP Record.	
Job Descriptions	<a href="#">MSBA Job Descriptions.pdf</a> , Date Uploaded: 3/14/2014
Maintenance Plan	<a href="#">MSBA Maint Guide - A.pdf</a> , Date Uploaded: 3/14/2014
Preventative Maintenance Plan	<a href="#">MSBA Maint Guide - B.pdf</a> , Date Uploaded: 3/14/2014
Sample Work Order	<a href="#">MSBA Bldg Repair Form.pdf</a> , Date Uploaded: 3/14/2014
Facilities Condition Index	<a href="#">MSBA Cap Plan Habeeb Report .pdf</a> , Date Uploaded: 3/14/2014
Capital Plan Budget	<a href="#">FY 15 5 YEAR CAPITAL OUTLAY w-bldg proj adj May 2011.xls</a> , Date Uploaded: 2/25/2014
Supplemental Document(s)	

## Submission

This section will remain blank until a record is submitted. When submitting, the district representatives are required to affirm the following:	
€	The district has reviewed all of the information entered in the MCP system and the documents attached and affirms that the answers are responsive to the questions and accurately and completely represent the maintenance procedures, budgeting history, capital planning process, expenditure history, and planned budget of the district.
€	The district acknowledges that by submitting this form electronically it is providing the MSBA with the final, definitive version of the district's maintenance and capital planning information as of this date, and that this information will be used to determine the district's eligibility for reimbursement and potential incentive points.
	Submission comments or notes:
	Submission date: