



Facilities and Maintenance Projects Guide

Revised October 2017

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A. Summary

This Facilities, Maintenance and Operations Projects Guide provides our staff and customers with a list of services provided, differentiating between those services centrally funded (paid for by the District) and those services that are chargeable to the customer or Site. This guide was created to explain the process and procedures of how projects and the Project Approval Request form (PAR) are implemented.

Facilities, Maintenance and Operations (FMO) operates within the District mission, and undergoes constant reevaluation in light of budget and other external constraints. The Facilities and Planning Departments mission is to create and maintain a safe, healthy, distraction free and cost efficient educational environment for all students, educators, staff, and vendors.

Facilities, Maintenance and Operations generally will maintain fixed equipment and building systems (roof, HVAC, floor coverings, built in casework, etc.) that are original to the building to ensure the equipment or building system retains its functionality for its anticipated useful life. Facilities, Maintenance and Operations, in partnership with the campus, maintains a deferred maintenance list and uses deferred maintenance funding to replace equipment as funds are available for this purpose. If such funds are not available the department may opt to wait until funds are available or repair/replace the equipment with appropriate departmental funds. General maintenance projects of this nature should be entered as a **Work Order** at the School Site.

Any modification, addition, removal or change of use (regardless of funding) should be entered as a **Project Approval Form (PAR)**. The PAR must be filled out completely or it will be returned by the sender. See “Section D” for PAR Flowchart. The standard PAR takes 30-60 days to fully process notwithstanding approval from the Division of the State Architect.

Facilities, Maintenance and Operations does not pay for the replacement of specialized program equipment. Facilities, Maintenance and Operations will work in partnership on a resolution/replacement with the effected department. In addition, space that is being used for purposes other than originally designed will not be supported for the unintended use unless approved as such.



The Facilities, Maintenance and Operations Projects Guide provides our customers with a list of services provided and the corresponding prioritization. (Appendix A)

Due to current economic conditions and the continued transition, we developed this guideline for prioritization of services to assist you in managing expectations for the work we provide.

Project Approval Request (PAR) Steps

STEP 1: PAR form submitted to Facilities, Maintenance & Operations (1 week)

- ❖ Project Approval Request (PAR) Entered by Site – Approved by Principal
- ❖ **PAR Form submitted to Facilities, Maintenance & Operations Office via district mail.**
 - Forms will be given a unique tracking number and added to the PAR
 - **Forms must have a general budget (allowance for the project) and a funding source.**
 - Forms will not be submitted to the committee for next steps until these items are updated on the form.
 - If “District funding” is requested outside the site budget, **a written rationale must be submitted** why the alteration is needed.
 - If the rationale needs more support, the requestor/site administrator, may be asked to present the rationale at a committee meeting or Cabinet.

STEP 2: PAR form processed by Facilities, Maintenance & Operations (2-3 weeks)

- ❖ If deemed feasible by Facilities, Maintenance & Operations, the PAR form is assigned to a District project coordinator.
- ❖ The project coordinator may contact the requestor for additional information or visit the site for necessary vendor meetings.
- ❖ Project coordinator will provide all necessary pictures, proposals and possible project variations on the PAR form and review with the requestor.
 - If the requestor/site administrator decides to move forward with the project, the form is submitted to the PAR Committee for consideration.
 - The requestor can also decide to cancel the PAR at any time or resubmit the form with adjusted stipulations.



STEP 3: A District Committee reviews the PAR form for approval (1-2 weeks)

Committee Actions:

- ❖ The PAR Committee meets twice per month
- ❖ If the PAR meets the requirements described in Steps 1 and 2, it is either approved or denied by the committee. Forms can be resubmitted for approval at a later date if denied, but may require additional information or a new approach.
- ❖ If the project is deemed to be a task/set of tasks that can be completed via internal work order, the site staff is contacted and a work order is created by M&O staff.
- ❖ If the PAR has a budget over \$15,000 (which may require a public bid) or District funding is requested, the project will be sent to the Executive Cabinet for review.

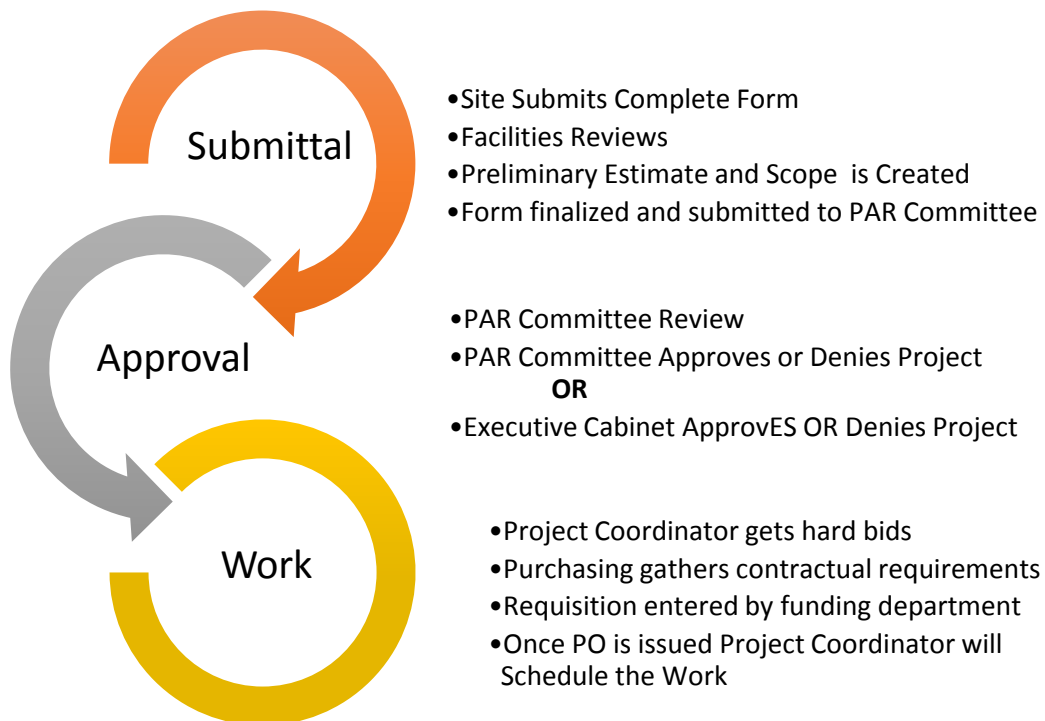
STEP 4: (If Necessary): Cabinet approves/denies the PAR form (1-2 weeks)

- **Cabinet Actions**
 - Cabinet can approve or deny the request.
 - If approved, the form must be signed and dated.
 - If denied, a rationale will be noted on the form or written on a separate piece of paper and attached to the PAR.
- **Form Processing**
 - Once approved or denied, the form is sent back to M&O and the **PAR Tracking Form** is updated.
 - Cabinet approved project forms will be uploaded to the F&P drive and possibly shared drives so multiple departments and school site staff can view the forms at any time.



FINAL STEP 4: PAR Work Process is Initiated

- ❖ Requisitions for purchase orders are submitted to Purchasing (1 month)
- ❖ If the project requires a public bid, the bid document process will begin (3-6 months)
- ❖ Work will be inspected by District staff and all contractors/vendors must have the correct licensing and submit certificated payroll if the project is public works
 - Status on ALL projects, approved or not, will be updated via the **PAR tracker** on a weekly basis.
 - Once the project is completed, all close out documents will be added to the approved PAR package and uploaded to the F&P drive or other shared media.





B. Estimating Procedures

The perception that the cost of a “simple” renovation project on the Orange Unified Schools is exorbitant, inflated, or just plain ridiculously expensive is not uncommon. If it is any consolation to you, many of your colleagues on other campuses share your frustration.

Our goal is to accomplish your project as a partner and leave you feeling pleased and satisfied. FMO takes pride in what we do. The explanation is multi-faceted. It starts with the “Home Depot” syndrome. For all of us part-time do-it-yourselfers who have spent hours combing the aisles of Home Depot or Lowes, we can bring images of the sticker prices into mind at will. Adding that to a few hours of labor (certainly professionals can do that job in half the time it took us) sets an expectation of a cost that is logarithmically lower than what we are presented with here on campus. The result leaves us anywhere from mildly annoyed to infuriated. As a K-12 Educational facility, we are subject to a special set of opportunities and constraints that impact the way in which we implement projects. These include:

- Identifying compliance with applicable building codes, fire/life safety regulations, accessibility requirements, campus building and design standards
- Assessing existing building conditions and utilities
- Adhering to all Environmental Health and Safety requirements
- Vendor compliance with high cost insurance requirements
- Maintaining and contributing to the aesthetic integrity of the campus
- Designing for cost effective maintenance
- Coordinating with campus committees including Design Review Team and Campus Physical and Environmental Committee
- Integrating exemplary energy efficiency
- Leveraging project opportunities, challenges and constraints
- Increased Maintenance and Operations Costs

In addition, significant financial impact surrounds the obligation to union wages as well as a requirement for certified payroll on contracted jobs. Facilities Management is provided a budget to support the routine maintenance and operation of state-supported buildings and grounds on the Orange Unified Schools. We specify what services are incorporated as routine maintenance based on the budgeted funds, and reevaluate this on an annual basis. It is our goal to work with the campus community to set priorities and service levels to best leverage our available resources to meet the District’s needs.



C. Construction Standards and Costs

Orange Unified Facilities, Maintenance and Operations pursues performance goals and applies quality standards that affect the costs of capital projects. Periodic re-examination of these goals and standards is warranted. Construction costs are not “high” or “low” in the abstract, but rather in relation to specific quality standards and the design solutions, means, and methods used to attain these standards. Thus, evaluating whether construction costs are appropriate involves:

- Determining whether quality standards are excessive, insufficient, or appropriate;
- Determining whether resultant project costs are reasonable compared to projects with essentially the same quality parameters.

“Quality” encompasses the durability of building systems and finishes; the robustness and life-cycle performance of building systems; the aesthetics of materials, their composition, and their detailing; and the resource-sustainability and efficiency of the building as an overall system.

The Facilities, Maintenance and Operations Department oversees 42 sites over 108 square miles and encompasses the Construction, Maintenance, Operations, Grounds, Trades, Security and Energy Management Divisions. It is located at 726 West Collins Ave., Orange CA 92867. Any questions or comments can be sent to facilitiesandplanning@orangeusd.org or (714) 628-4500.



Appendix A

Prioritization Table

Building Maintenance Item Prioritization	Priority
General Maintenance	
Carpet repair and floor tiles in common areas only	3
Caulking windows	3
Ceiling tile repair and replacement (T-bar ceilings)	3
Clock battery replacement in general assignment classrooms only and common space, change time for daylight savings time in general assignment	2
Cove base repairs (rubber)	3
Dead animal pickup; Interior Only	1
Desk and chair repair/replacement in general assignment classrooms only	1
Exterior fountains (If no recharge agreement)	3
Fire extinguisher cabinet repair/replacement	2
Fire extinguisher – hang existing	2
Fume hood cables, sashes, lights and guards	2
Graffiti removal	1, 2
Lights and light fixtures, lens diffusers, ballast replacement	3
Projection screens (electrical types) and projection equipment in general assignment classrooms only	2
Rain Gutters	2
Rain leaks – ceilings and windows	1
Respond to floods	1
Restroom partitions and mirrors	3
Restrooms: paper towel dispensers, sanitary dispensers, soap dispensers, toilet paper and seat dispensers, toilet seats	3
Replacement and/or repair of cove molding and vinyl floor tiles in common areas	3
Roof hatch	1
Roof - minor repairs	2



Stair treads	1, 2
Task Lighting (Lab Benches) – if part of original building	3
Window blinds and screens repair and replacement	3
Window seal repair	2,3
Window Tinting	3

<u>Carpentry</u>	Priority
Baseboard repairs (wood)	3
Cabinet drawer and door repair if part of original building	3
Deck repair	2,3
Door repair	3
Door stop, hinge, sweep installation, threshold	3
Drywall patching in common areas	2
Millwork/decorative wall systems, if part of original building Restroom partitions	3
White board repairs in general assignment classrooms only	2,3
Windows – Emergency response for broken windows	1
Wooden handrails and steps repair and replacement	2,3

<u>HVAC</u>	Priority
Central Plant repairs - Motors, pumps, valves and misc.	2
Air Balancing	3
Building automation controls	2
Energy management system (network, scheduling, programming)	2
Environmental trouble calls	2
Exhaust fans	2
Fume hoods	2
Room pressurization (directional air flow)	2
Variable frequency drives	2
Zone controls (thermostats, VAV boxes, mixing boxes)	2

<u>Electrical</u>	Priority
High Voltage System Testing	2
Generator and Back up Systems Testing	2
Blue light system	1



Clocks in hallways	2
Electrical power and controls for building heating and cooling systems, compressors, vacuum pumps	1
Electrical systems including switch gear, circuit breakers, transformers, panel boards – maintenance and repair	1
Emergency lighting and exit signs	1
Fire caulking – for installation and repairs performed by Facilities Management	3
GFI in restrooms	2
Hand dryers; repair of existing in common space	3
Lighting repairs indoors (lamps, ballast, lighting controls)	2, 3
Lighting repair outdoors, attached to building and standalone (lamps, ballast, lighting controls, light poles)	1,2
Light switches (toggle)	1,2
Master clock systems	1,2
Meter reading	3
Occupancy sensor	1,2
Photo sensors	2
Street lights	1
Time clocks for lighting	1,2
Transformer replacement/installation	1

Elevator	Priority
Entrapments	1
Maintenance and Repair	2

Fire Systems	Priority
Fire alarm control panels	1
Auxiliary power supplies	1
Remote annunciator panels	2
Duct detectors	1
Smoke detectors	1
Heat detectors	2
Beam detectors	2
Manual pull stations	1



Water flow switches	1
Tamper switch valves	2
Pre-action systems	1
Foam sprinkler systems	1
Magnetic door holders	2
Won-doors	1
Roll down doors	1
Smoke screens	1
All types and combinations of audio visual devices	2
Battery replacement	2
Programming	2
Central station alarm monitoring support: Database administrative updates & account programming for fire alarm systems	2

Plumbing	Priority
Backflow testing	2
*Cage washers	2
Caulking sinks	3
Ceiling leak	2
Compressed air pipe	2
Condensate line	2
Deep well pumps	3
DI water	2
*Dishwashers	2
Domestic hot water systems	3
Drinking fountains and filtered gooseneck bottle fillers in common space	2,3
*Eyewash stations and safety showers drench hose testing and repair	2
Faucets Fire caulking – for installation and repairs	2
Fire hydrants	2
Fire system repairs	1
Flush valves - auto and manual	1
Fountains (exterior) - water issues (If no recharge agreement)	1,2
*Fume hoods: air valve leak, knob, vacuum, water leak	3
*Garbage disposal	1,2
Gas main repair	2



Gas smell	1
Hydration stations in common spaces	1
*Ice Machine leaking water	2
Industrial hot water heater	1
*Nitrogen hook up to fume hood / nitrogen valve to fume hood	2
Pipes and plumbing fixtures that came with the building	2
Pressure gauge for air table	2
*Regulators – air and water	2
Regulators - gas	1
Roof drains	1,2
Sewage ejection systems	1
Sewer main maintenance and repair	1
Storm drains	2
Sump pumps	2
Toilet leaking	1
Tunnel washer	1
Urinals	1
Vacuum lines	1
Water filters	1
Water heaters (gas / domestic)	3
Water main repair and valve exercising	2
Water meters maintenance, repair, and replacement	2,3

Security Systems	Priority
Repairs	2
Maintenance	2
Programming	2
Battery Replacements	2
CCTV Systems Repair and Maintenance	3

Other Systems	Priority
Signage	3
Recycling and Waste Removal Services	2
Refrigeration Systems	2
Ice Machines	3



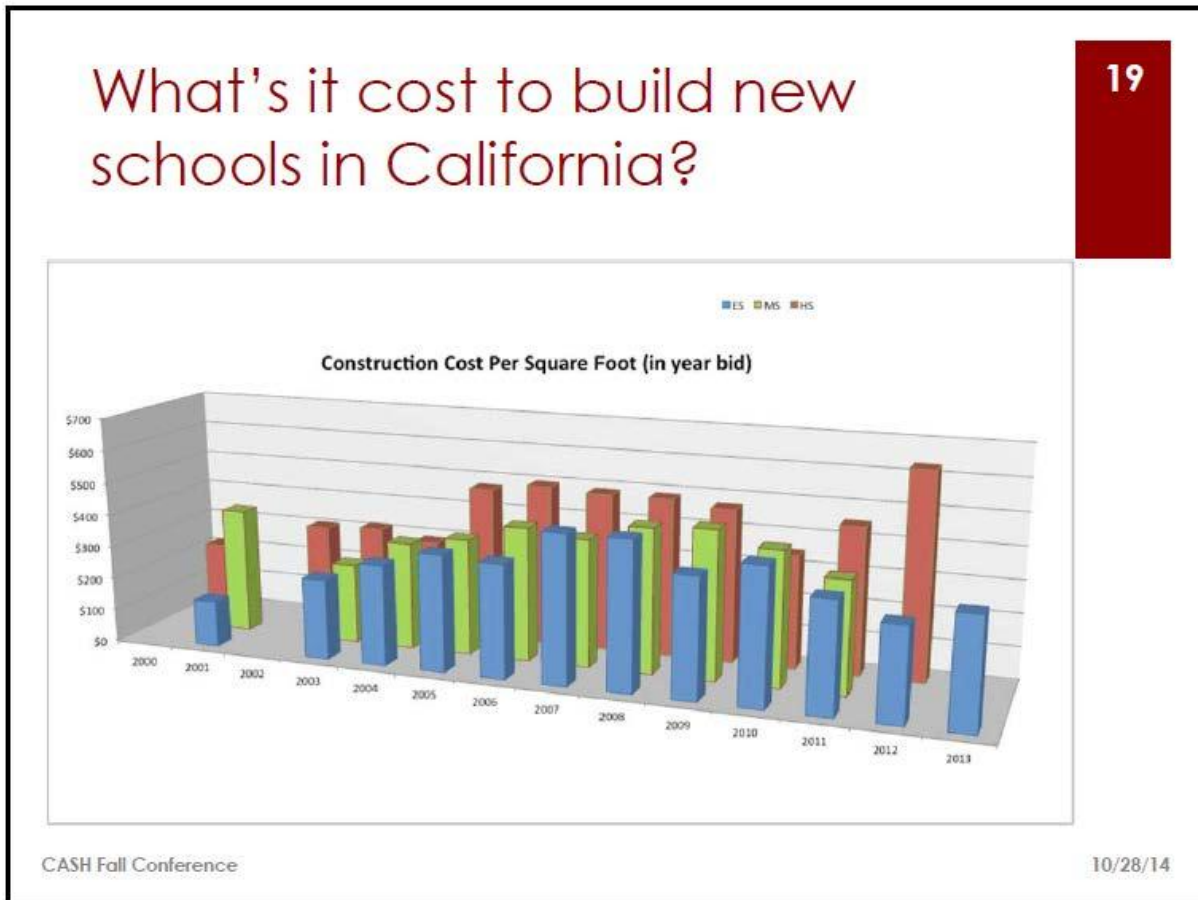
Paint	3
Pest Control	2
Emergency Clean up	1
Event Services	2
Metal Fabrication	3
Locksmithing	2
Grounds and Landscaping	2
Irrigation System maintenance and repair	1
Tree Trimming	3
Fire Extinguishers service and recharging	1
Asphalt repair	2
Concrete repair	2
Speed bumps	2
Stucco and Drywall repair	2

Custodial Services	Priority
Clean Carpet in common areas	2
Cleaning – routine cleaning services*performed in common space such as building lobbies, hallways and restrooms as well as in offices, laboratories, general assignment classrooms only and other supported areas	2
Restroom supplies	1
Spill cleanup in common space	1
Trash removal – regular trash in standard containers	2
Unlock / lock exterior doors and general assignment classrooms only	1
Wash / wax floors in common areas	2
*Routine cleaning services include emptying trash, sweeping and/or mopping and/or vacuuming floors	2



Appendix B – Current Facilities Costs

	Avg Project Cost	Avg Facility Cost	Avg Const per sf.	Avg total Facility cost per sf.	Avg Project Cost Per Student	Avg Facility Cost per Student	Avg Total Facility Cost per Student
Elementary	\$23,601,138	\$30,622,945	\$375	\$434	\$554	\$33,918	\$43,573
Middle	\$37,602,432	\$45,045,634	\$390	\$450	\$528	\$35,242	\$39,534
High School	\$87,106,726	\$105,400,246	\$439	\$503	\$598	\$51,392	\$61,370



*Data from Bill Savage, State Allocation Board, CASH Fall Conference, October 2014.