

## **EDUCATIONAL MAINTENANCE QUESTIONS AND ANSWERS**

**1. What is Educational Maintenance?**

Educational Maintenance pertains to the items and services that support and/or enhance a school's program and student achievement (e.g., maintenance and repair of computers, office equipment, or audio-visual equipment; furniture; interior painting; etc.).

**2. At what rate will schools be charged for services provided by the Division of Facilities and Maintenance Services?**

Charges to schools will be based on the worker's billable hourly rates, the actual cost of supplies, materials, contracted purchase services, and overhead. Associated travel time will be charged to the job.

**3. What will be the buyback maintenance responsibilities of schools?**

Schools will be responsible for the maintenance and repair of all educational items (Appendix 1).

**4. What maintenance services are available as a chargeback to the school?**

Chargebacks cover maintenance and repair of any infrastructure items (Appendix 2), except as it applies to in-school vandalism (see question 5). In addition, major infrastructure repairs are funded through the Capital Fund (see questions 7, 8, and 9).

**5. Who pays for vandalism?**

In-school vandalism to educational and infrastructure items will be the responsibility of the school. In-school vandalism to infrastructure items is required to be repaired and will be charged to the school. All vandalism within the school building and outside normal school hours will be the responsibility of the school or department. Vandalism occurring outside the school building will be the responsibility of Facilities and Maintenance Services.

**6. Who pays for interior or exterior paint jobs?**

Please refer to the list of educational items (Appendix 1) and infrastructure items (Appendix 2). Typically, interior painting is included under educational maintenance for which the school is responsible. Exterior building painting is covered under infrastructure maintenance, which Facilities and Maintenance Services is responsible for.

**7. What is funded through the Capital Fund?**

New construction, modernizations, major maintenance, and district-wide facility initiatives are covered by the Capital Plan.

**8. What are the guidelines for deciding what may be funded through the Capital Fund? Who makes the decision?**

The Capital Fund has two major components: 1) preservation of capacity which funds major repairs and district-wide facility initiatives, such as electric outlets and ADA modifications, and 2) expansion of capacity which funds new construction, major remodeling, additions, etc. Facilities and Maintenance Services develops the programs for both areas and submits the recommendations to the Board during the budget process.

**9. Who pays for a one-time only problem (e.g., flood, roof collapse, or boiler breakdown)?**

Major catastrophes of this nature will be paid through the infrastructure fund, Capital Funds, insurance proceeds, and/or Federal Disaster Relief.

**10. How do I access work order requests?**

Facilities and Maintenance Services developed an Internet application to allow schools and departments to enter and review work order requests and costs. Schools are required to be a registered user of this application, and registration forms are available on-line. The application can be accessed through the MPS home page. Appendix 3 provides a general outline of the Internet application.

**11. Can schools have work done by private companies?**

Yes. Private companies can perform work; however, this work must be prepared and approved by the Division of Facilities and Maintenance Services as per Board Policy 3.09 as last revised and adopted on 06-27-02. Schools do have the ability to investigate alternative methods and costs available through the use of outside resources in the performance of facilities related work but are required to coordinate the award of external contracts of service orders for this type of work through Facilities and Maintenance Services in accordance with the requirements for bidding and award of work as detailed in Board Policy 3.09.

**12. Is snow removal service provided automatically? If not, whom do I call?**

The school engineer is responsible for snow and ice control and is supported by the Grounds Shop (78925). The Grounds Shop follows agreed upon route sheets when plowing the public walks and parking lots.

**13. Will estimates be cost items to the schools?**

Formal estimates, which may include plans and specifications provided by Facilities and Maintenance Services, will be charged to the schools. Rough estimates and advice on the feasibility of proposed work will be at no cost to the school and generally reflect unit costs based on normal conditions and expectations. Rough estimates usually change once the specific scope of work is defined

**14. Will estimates be guaranteed by Facilities and Maintenance Services?**

Yes. Formal estimates provided by Facilities and Maintenance Services are guaranteed with the normal exceptions of changes in the scope of work or unforeseen conditions. Estimates will be valid for 60 days.

**15. Can schools request that work be done outside of school hours?**

Facilities and Maintenance Services will make every attempt to meet a school's requirements. The available personnel to do work over school holidays and in the evenings may, however, be limited. Work done outside of an employee's regular work hours would be subject to an overtime premium.

**16. Who will have authority to request work on behalf of the school for which the school will be charged?**

Work order requests that are authorized by the principal or anyone that the principal authorizes to submit requests for the school will be accepted.

**17. Whom do we contact if we have further questions about the educational maintenance program?**

Any further questions regarding educational maintenance should be directed to Richard Moore, Director of Facilities and Maintenance Services, (34600). Specific information regarding account status or charges can be obtained from Judy Benz (34628).

**Milwaukee Public Schools  
Division of Facilities & Maintenance Services  
Infrastructure Maintenance Items**

DESCRIPTION	DESCRIPTION
<b>Hazardous Code Compliance</b>	<b>Maintain Walls, Ceilings, Floors (cont.)</b>
Annual Reports to State/Fed. Gov't Regarding Storage of Chemicals	Jambs
Asbestos Management	Moulding
Chemical Exposure Testing	Mouldings, Window Guards, Frames, Doors
Disposal of Hazardous Chemical & Blood Borne Pathogen Waste for District	Overhead Doors, Large Gym Doors, Large Moving Walls
Indoor Air Quality	Plaster Surfaces
Lead-Based Paint Program for MPS (Includes Water Testing)	Posts/Doors
Material Safety Data Sheets of All Chemicals & Products Used by Students & Staff	Raised Panel Doors
Noise Testing for District	Recaulk Window Frames at Various Sites
Radon Gas Surveys	Repair Mouldings on Frames
Remove/Encapsulate/Enclose Asbestos	Replace Broken Wire Glass in Fire Doors
Respiratory Protection Program for FMS	Shoe Moulding
Underground Storage Tanks & Oversees Site Remediation	Skid Pads in Kitchen & On Ramps
	Soffit Moulding
<b>Maintain Walls, Ceilings, Floors</b>	Soundproofing
Base Moulding	Terrazzo Floors
Build Door Frames & Hang Doors	Vinyl Floors, Vinyl Cove Base, Wood Floors - For Safety or Code Reasons Only
Building Engineer Maintenance Material	Weather Proofing
Carpeting	Weather Stripping
Casing	Window Casing
Catwalks, Ladders	Window Frame
Ceramic Tile Surfaces	Window Jambs
Concrete Hole Coring & Sawing	Window Moulding
Corner Moulding	Window Sashes
Cove Moulding	Window Sills
Crown Moulding	Window Stops
Cut Out & Replace or Repair Bent/Broken Lead Cane From Leaded Windows	Wood Doors
Drop Ceilings - Ceiling Tile	Wood Stairs, Wood Treads, Vinyl Treads, Wood Hand Rails & Railings
Electric Gates	
Erect Metal Studs, Build Walls & Partitions & Install Drywall to Maintain Facilities	
Expanded Metal to Prevent Break-Ins	
Fire Doors	

**Milwaukee Public Schools  
Division of Facilities & Maintenance Services  
Infrastructure Maintenance Items**

DESCRIPTION	DESCRIPTION
<b>Maintain Paint Surfaces</b>	<b>Maintain Ventilating Systems</b>
Exterior Paint (except basketball backboards, benches, bleachers & tot lots)	Air Compressors - HVAC
Ornamental and Spray Plaster	Air Conditioning (Non-Window Units)
Seal & Reline Gym Wood Floors After Sanding for Safety Reasons	Air Handling Units
	CFC Usage for District Cooling & Refrigeration Needs
<b>Maintain Curtains</b>	Chillers
Fire Proofing of Curtains Only - Code Requirement	Cooling Towers
	Ducts, Hoods & Hangers for Ventilation
<b>Maintain Locks - ** For Safety or Code Reasons Only</b>	Energy Management System
Door Closers	Fans - HVAC
Electric Panic Bars & Door Locks	Filter Driers
Key Systems for Non-Duplicable Keys	Frequency Drives
Locks (Except for Cabinets & Equipment)	Motor Controls - HVAC
Panic Hardware	Natatron Controls
	Pneumatics
<b>Maintain Pipe Insulation</b>	Return Fans
Thermal Insulation - HVAC & Plumbing	Supply Fans
	Unit Ventilation
<b>Maintain Roofs &amp; Gutters</b>	Ventilation Rate of Lab Hoods
Gutters/Down Spouts	
Ice and Snow Removal from Roofs/Gutters	
Roof Flashing	
Roof Leaks	
Roof Re-coating	
Roof Replacement	
Slate/Shingle Roof	

**Milwaukee Public Schools  
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Infrastructure Maintenance Items**

<b>DESCRIPTION</b>	<b>DESCRIPTION</b>
<b>Maintain Heating Systems</b>	<b>Maintain Electrical Systems</b>
Boiler Breeching	Circuit Breakers
Boiler Refractory	Electric Panels
Boiler Service	Electric Sub-Panel
Boiler Wiring	Electrical Distribution Systems
Boilers	Emergency Generator
Booster Coils	Exit Lights
Booster Heater	Fuses
Burner Replacement	Heating Cables
Chemical Pumps	Light Poles
Combustion Testing	Lighting Fixtures
Condensation Control	Outlets
Controls	Vacuum Breakers
Dampers/Louvers	
Furnaces	<b>Maintain Fire Alarm Systems</b>
Gas Piping	Fire Alarms
Heat Exchangers	Smoke Detector (Hard Wired)
Heat/Pipe/Steam/Condensate	
Perimeter Radiation	<b>Maintain Gym &amp; Stage Equipment</b>
Pumps, Heat Circulating	Gym Checks - Major
Radiator Guards	Gym Equipment
Steam Traps	Stage Checks - Major
Temperature Controls	Stage Equipment
Thermostats	
Unit Vents	
Vacuum Pumps	

**Milwaukee Public Schools  
Division of Facilities & Maintenance Services  
Infrastructure Maintenance Items**

<b>DESCRIPTION</b>	<b>DESCRIPTION</b>
<p><b>Maintain Plumbing Systems</b></p> Bradley Sinks and Bradley Soap Dispensers Catch Basins Drinking Fountains (Inside & Outside) Eyewash Stations Faucets Floor Drain Covers Flush Valves Grease Traps Hot Water Circulation Pumps Hot Water Heaters Pool Pool Filter Septum Pool Piping Filtration & Control Systems Potable Water Distribution System Pumps, Domestic Hot Water Pumps, Vacuum Feedwater Sanitary and Storm Waste Systems Sinks Special Coatings on Surge Tanks, Slurry Tanks, & Metal Surfaces in Swimming Pools Sprinkler Systems Storage Tanks Sump Pumps & Sewer Ejection Toilet Seats (Mechanically Operated) Toilet Stalls/Partitions - For Safety or Code Reasons Only Underground Irrigation Systems Urinals/Drains Valves Water Closets Winterize all Fieldhouses Yearly Testing of Reduced Zone Back Flow Preventors	<p><b>Maintain Elevators &amp; Other Machinery</b></p> Dumbwaiters Elevator Controls Elevator, Annual Inspections Elevator, Hydraulic Elevator, Traction Wheel Chair Lifts <hr/> <p><b>Maintain Non-Built-In Equipment</b></p> Dock Loaders Hoists Lock Boxes Safety Signs Signs - Exterior (Code-Related) Trailers Vehicle Records, Lubrication Records, and Motor Manuals Vehicles (Construction Equipment, Trucks) <hr/> <p><b>Maintain Small Engine Equipment</b></p> Edgers Hedge Trimmers Large Garden Type Tractors for Mowing Large Industrial Type Mowers Lawn Mowers Riding Mowers Snow Blowers Leaf Blowers Weed-Eaters Salters

**Milwaukee Public Schools  
Division of Facilities & Maintenance Services  
Infrastructure Maintenance Items**

<b>DESCRIPTION</b>	<b>DESCRIPTION</b>
<b>Maintain Grounds</b>	<b>Maintain Food Service Equipment</b>
Aerate & Roll Turf Areas	Bun Rollers
Asphalt Pavement Patching - For Safety , Code Reasons, or Newly Constructed Only	Can Crushers
Brick and Block Walls	Clothes Dryers
Build Concrete Forms	Convection Ovens
Caulk Masonry Structures	Coolers, Walk-In
Chain Link Fences - For Safety or Code Reasons Only	Dishwashers
Concrete Pavements, Steps & Walls	Food Conveyors
Fences & Railings - For Safety or Code Reasons Only	Freezers
Masonry Tuckpointing	Freezers, Walk-In
Seed & Sod	Garbage Disposal
Snow Plowing/Salting of Bus Loading Zones, Parking Lots & Public Walks	Gas Leaks
Stone Structures	Hot Carts/Ovens
Top Soil	Kitchen Equipment
Tree Trimming	Milk Coolers
Waterproof Masonry Structures	Mixer Motors
Waterproofing Membranes on Walls	Mixers
Weed Killing on Paved Surfaces	Pass Thru Ovens
	Ranges, 4-Burner
<b>Maintain Athletic Fields</b>	Refrigerators
Athletic Tracks	Stack Ovens
Baseball Backstops and Football Goal Posts	Steam Chests
Reconstructing Baseball Diamonds	Steam Kettles
	Steam Tables
<b>Repair Cleaning Equipment</b>	Warming Wells
Vacuum Cleaners	Washers and Dryers
Scrubbing Machines	
Automatic Scrubbers	<b>Vandalism Repairs Outside the Building</b>
Wet Vacs	Board Up Windows to Make Secure Prior to Installation of Glass
	Graffiti Removal - Exterior
<b>Glass Breakage Repairs</b>	
Glass & Lexan - Exterior	<b>Fire &amp; Storm Damage</b>
Glass at Private Residences Adjacent to Schools When Broken By Students	

<b>EDUCATIONAL MAINTENANCE</b>	
<b>Maintain Walls, Ceilings, Floors</b>	<b>Maintain Communication/Clock Systems Continued</b>
Cabinets (Built-In)	Time Clocks
Counters	Local Area Network (LAN) Systems
Door Stops & Bumpers	Classroom Telephones
Flag Ropes, Flag Holders, & Hardware Repairs	TV Signal Distribution Systems
Floor Sanding (Non-Safety Related)	Video Surveillance Systems
Mailboxes and Handrails	
Metal cages & gates	<b>Maintain Plumbing Systems</b>
Signage - Office Names	Toilet Seats (Non-Mechanical)
Signage - Outdoor (Non-code)	Toilet Stalls/Partitions
Signage - Room Numbers	
Vinyl wall covering	<b>Maintain Non-Built-In Equipment</b>
Window Guards	Banners, Bags, Tarps, Straps, Belts & Utility Covers
Window Screens	Bookcases
Wood Posts and Signs	Broken Glass Pictures
	Cabinets (Non-Built-In)
<b>Maintain Paint Surfaces</b>	Cafeteria Tops (Moveable)
Interior Painting	Chairs - Wood & Metal
	Computer & Lab Tables
<b>Maintain Lockers</b>	Couches, Recliners
Lockers	Desk Easels
	Desks
<b>Maintain Chalkboards &amp; Tackboards</b>	Display Cases
Chalkboards	File Cabinets
Cork Boards	Floor Jack Repair
Tack Strip	Formica Counters & Edges (Moveable)
	Furniture
<b>Maintain Curtains &amp; Blinds</b>	Furniture & Equipment Moves
Window Blinds	Key Cases
Window Curtains	Key Drop Boxes
Window Film	Lift Truck Repair
Auditorium, Stage, & Fieldhouse Curtains & Tracks	Mailbox Units
Stage Curtains - Asbestos	Man Lift Repair
Window Shades	Office Counters, Gates
	Pencil Blocks
	Picture Frames
<b>Maintain Locks</b>	Portable Room Dividers
Custom Locking Devices for Equipment	Seats and Backs
Duplicate Keys	Secure Tables to Floor
Keyless Entry	Shelves
Interior Door Closers Not Code Related	Storage Racks
Rekey Locks	Tables
	Teacher Workstations
<b>Maintain Ventilating Systems</b>	Vincent's Agribusiness Vehicles
Air Conditioning - Window Units	Vinyl/Cloth Upholstery & Furniture
<b>Maintain Communication/Clock Systems</b>	Washers and Dryers
Access Control Systems	
Walkie-Talkies & Base Stations	
Master Clock/Bells	
PA Systems	
Score Boards	

**EDUCATIONAL MAINTENANCE****Maintain Grounds**

Tot Lot Equipment

Benches &amp; Bleacher Seats

Parking Lot Car Stops

**Hazardous Material**

Disposal of Chemical Waste (Educationally Generated)

Chemical Hygiene Laboratory Standard

**Maintain Audio Visual Equipment**

Audio Cassette Players/Recorders

Boom Boxes

Camcorders

CD Players

Compact Stereos

Impaired Hearing Devices

Language Lab Equipment

Laser Disc Players

Microphones

Movie Screens

Phonographs

Professional Audio/Video Editing Systems

Projectors-Filmstrips, Overhead, Slide, Video, 16mm Movie

Radios-AM/FM

TV'S

VCR'S

**Maintain Office Equipment**

Book Binders

Calculators-Desktop

Copiers

Digital Duplicators

Fax Machines

Folders-Electric

Laminators

Staplers-Electric

Stencil Makers

Time Stamps

Typewriters

**Maintain Computer Equipment**

File Server

CD Roms Drives

Computer -Desktop

Computer-Laptop/Notebook

Digital Camera

Disk Drives

Keyboards

Printers-Dot Matrix, Inkjet, Laser, Thermal

Computer Video Monitor

**Maintain Home Economics Equipment****Maintain Industrial & Graphic Arts Equipment**

Benders

Cutters

Drills

Lathes

Lexan Guards on Machines in Wood &amp; Metal Shops

Milling Machine

Offset Presses

Photographic/Photoprocessing Equipment

Planes

Repairs to Program Vehicles

Routers

Saws

Welders

**Maintain Physical Education Equipment**

Basketball Standards, Backboards &amp; Goals

Bleachers

Gym Equipment

Hair Dryers

Tennis Nets/Courts &amp; Soccer Goals

Wrestling &amp; Gym Mats

**Maintain Science Equipment****Maintain Art Equipment**

Ceramic Kilns

Foundry Furnaces

Heat Furnaces

Kilns

**Maintain Toys & Bicycles**

Pool &amp; Billiard Tables

Toys, Games, Wood Blocks

**Vandalism Repairs Within the School**

In-School Vandalism &amp; Misuse