

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

FACILITIES MANAGEMENT DEPARTMENT

APRIL 11, 2016

Background Information:

The Facilities Management Department is responsible for the operations, maintenance, planning and construction of fifty-four (54) school facilities and three (3) administrative facilities owned and operated by Harford County Public Schools (HCPS). Its primary purpose is to provide the technical skills and expertise required to establish and manage a Comprehensive Maintenance Program, Energy Management Program, and Capital Improvement Program through the coordination of facilities management policies, procedures and initiatives.

The department manages facilities requirements for approximately 180 buildings, 6,232,751 square feet of building area and 1,891 acres of HCPS property that are located throughout Harford County.

Discussion:

This presentation will outline the mission and vision of the department, structure, responsibilities, accomplishments, and initiatives. The purpose is to provide a greater understanding of the role of the Facilities Management Department within the HCPS education system.

The department's vision is to provide the best learning environment for HCPS students. Its mission is to provide clean and optimally maintained buildings and grounds. The department strives to accomplish its mission by delivering a comprehensive facilities management program for all school facilities, developing and providing preventive maintenance services to efficiently operate building systems and to extend the useful life of these systems.

Through its Comprehensive Maintenance Program the department provides the technical skills and expertise required to maintain HCPS building assets. Maintenance requirements are addressed by personnel that are trained and skilled in various trade disciplines to include plumbing, electrical, roofing, mechanical, environmental, grounds, carpentry, and a variety of other building maintenance areas.

Through its Energy Management Program the department implements a multi-faceted approach to managing utility resources. The department optimizes energy resources by coordinating energy management activities, improving the operation and maintenance of the building equipment, and completing various capital improvements. Energy management initiatives couple physical facility improvements with utility monitoring, tracking and consumption analysis for the purpose of optimizing energy use and improving the quality of the indoor environment.

Under the HCPS Capital Improvements Program (CIP) and the department ensures that school facilities, building systems and components, and site amenities are maintained, repaired, or replaced in a timely manner. Various planning and construction activities are managed for the purpose of improving educational facilities for HCPS students and staff. The department utilizes demographic data, enrollment trends, and other pertinent information to plan school modernization projects, school additions, or new school construction as required to accommodate current and projected student population or to address the needs of an aging facility inventory that does not meet HCPS educational program requirements.

Additional requirements of HCPS' facilities management program are addressed at the local school level by custodial personnel. Custodial staff are responsible for the day-to-day operations and cleaning of HCPS school buildings and grounds. Under HCPS Custodial Services Program, custodial personnel are responsible for housekeeping activities, lawn maintenance, mechanical systems operations, and the removal of snow and ice from sidewalks during inclement weather. The Facilities Management Department provides technical assistance to schools through various staff development and training activities as well as through routine building inspections and audits.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education accept this report.