

CCPS Facility Services

FACTS

Supply and Demand

Currently Facility Services processes over **14,000** work orders each year performing maintenance on everything from copiers to portable classrooms. There are **86** different crafts people in Facility Services Department who respond to requests from **61** schools and **10** support buildings that make up Chesterfield County Schools. Most of these people are on call **24/7**.

Office Machine Repair

- Each year there are over **100,000,000** copies made using copy machines.
- Chesterfield County Schools have **504** copy machines (different makes & models) in schools and other support buildings.
- There are **5** trained technicians responsible for maintenance and repair of all copy machines.
- There are **2** trained technicians to repair and maintain all fax machines, security systems, typewriters, cash registers, sewing machines and other complex equipment used in schools by teachers and students.

Audio / Visual Shop

- There are **3** trained technicians to handle the maintenance and repairs for all PA systems / scoreboards, lighting system and sound system.
- There are **3** technicians responsible to repair and maintain all projectors, televisions, DVD equipment and digital projectors for the entire school system.
- **One** trained technician maintains approximately **1,990** phones throughout Chesterfield School system.
- There are **3** employees handling all receiving and shipping of new A/V equipment for every school in CCPS.

Keys and Locks

- Keys and locks Division have **3** Locksmiths to service all CCPS buildings and support buildings.
- Each locksmith will make approximately **3,900** keys totaling **11,700** keys made each year.
- The key and lock division receive **emergency** work orders asking for hundreds of keys to be made due to security breaches or police reported vandalisms within the school.
- Locks on approximately **15,900** doors require continuous maintenance to ensure their proper working order.

Heat, Ventilation and Air Conditioning

- There is 7,630,442 Sq. Ft. of heated and air-conditioned space in Chesterfield County Schools and support buildings not including 316 mobile classrooms.
- HVAC Equipment in most schools will operate 7 days a week because of school activities and building rentals.
- The HVAC department has 15 trained mechanics and 2 helpers. All mechanics are trained in refrigeration, electronics, electricity, pneumatics, sheet metal, air quality and computers.
- The average temperature goal is between 70 and 76 degrees.

Plumbing / Mechanical Division

- There are **5** trained plumbing Technicians that repair and service over **500** miles of piping throughout the **70** plus buildings in Chesterfield County School Systems.
- The plumbing division manages both potable and non-potable water that exists in each building.
- There are over **100,000** fixtures in Chesterfield County Schools that need constant maintenance, repair, or updating with new parts.
- Plumbing Technicians are trained in plumbing, drains, venting systems electrical systems and solar systems.

Refrigeration / Kitchen Division

- Refrigeration and Kitchen has **6** certified technicians to service over **70** buildings within Chesterfield County Schools. These buildings include school kitchens, all Physical Education areas, Home Living Cooking Centers and all other areas that require cold storage.
- There are over **100** walk-in refrigerators and freezers to service and maintain for maxim efficiency.
- Hundreds of Ice machines, milk boxes, water coolers, steam cookers and convection ovens require consistent maintenance.
- Training occurs anytime equipment is updated or installed.

Custodial Services

- Every school day there are **398** custodians & **14** team leaders in all school locations that provide cleaning services to 61 school buildings.
- One custodian is responsible for cleaning on average **20,000 sq. ft.** in an 8-hour day, the equivalent to **10** single-family dwellings.
- Each night the total custodial staff and the team leaders are responsible for building security and cleaning of approximately **7,780,000 Sq. Feet.**

Warehouse Services

- The warehouse provides mail service to **140** Chesterfield County Schools and Chesterfield Government buildings, carrying over **3,000,000** pieces of mail using **6** mail carriers.
- The Warehouse's **10** truck drivers move everything from books to furniture throughout the **70** plus schools buildings and handle inventories totaling an annual sum of **\$5,000,000.**
- The warehouse provides additional support to other Chesterfield County programs such as The Christmas Mother program and Assist with the delivery of voting machines for all government elections.

Photo ID Division

- In this division **1 employee** maintains a database of over **8,000 CCPS employees** for photo ID's, and is required to take pictures in the studio, schools and other support areas.
- Each year on average **600 new employees** are processed and another **1,200 employees** are transferred between schools resulting in replacement photo ID cards.
- This division develops bid specifications and evaluates equipment for an annual Audio / Visual contract that is utilized by the counties of Chesterfield, Henrico, Hanover, Powhatan and the cities of Richmond and Colonial Heights.
- This division maintains accountability for all fixed asset items in the Department of Facility Services totaling **\$13,000,000.00**.

Sign / Cabinet Division

- Each year **1,500** signs are designed, created and installed providing directions throughout the CCPS buildings.
- In the Chesterfield School System there are **1,750** exterior exit doors that have numbered signs to be used in **Emergencies** by Police, Fire Department and Rescue Squad; maintenance of these signs are critical.
- Most cabinets because of their needs are designed, created, and installed with custom countertops for individual schools and the surrounding support buildings.
- Because of the specialized equipment used to create cabinets and signs, maintaining proficiency due to changing technologies becomes critical.

Pest Control Division

- There is **1** pest control specialist in Facility Services for Chesterfield County Schools.
- The approximate area serviced for pest control in the Chesterfield County School System is **7,780,000 sq. ft.** and **5,000** acres of surrounding land.
- Health and safety is top priority when it comes to Chemical control, so the use of Integrated Pest Management (**IPM**) is an alternative way to control pests while keeping safety first.
- This division maintains a current and secured inventory stock of necessary supplies to control pests for all areas serviced.

Mobile Classrooms

- Mobile classroom division has **4** personnel that are responsible for relocating all mobile classrooms for CCPS and meeting all Chesterfield County building code requirements.
- Currently there are **318** mobile classrooms being used in the CCPS as instructional classrooms or office space.
- Service, repairs and maintenance to mobile classrooms are done on a daily basis as well as through scheduled maintenance.
- Special services include the building of entrance decks with steps, ramps and special needs entryways.
- In recent years 70-90 trailer parts must be moved and set up for use within the time frame of student dismissal in the late June and teachers returning in late August.

Boiler Division

- There are **4** certified and trained technicians to service boilers and water heaters for each school and support buildings in Chesterfield County.
- Every boiler system has to be kept at the highest level of performance to pass state inspection.
- Constant training is important for safety of the technicians, students and employees.
- Boiler technicians will work with other tradesman on a regular basis to promote cross training and to insure efficient operations.

Roofing Division

- There are **4** roofing service specialists to maintain and service over **7,780,000** Sq. Feet. This does not include other buildings such as Petersburg Governors School, Chesterfield County garages and Bus facilities.
- Roofing specialists are Osco certified because of dangers dealing with hot materials and other products containing chemicals.
- Training for the use of new products and techniques is done on a regular basis.
- Roofing specialist must be requested anytime someone needs to breach a building wall or roof area because of possible water leakage.

Carpentry Division

- There are 7 carpenters that work in Facilities Service for Chesterfield County Schools.
- Each year carpenters are responsible for replacement or repair of over **15,900** doors in the CCPS buildings.
- Carpenters will build and assemble each year approximately **2,400** board feet of shelves and construct **700-1000** feet of fire-rated walls.
- Carpenters assist the mobile classroom division with field maintenance of **318** mobile classrooms. They repair or replace **640** doors, **100** ramps and **540** stoops & steps.

Energy Management Division

- There are **5** personnel who monitor heat, air conditioning and lighting controls to **64** buildings **24/7**.
- Control boxes, sensors and valves used for monitoring are located in approximately **8,000** offices, classrooms and cafeteria freezers/coolers that control the environment throughout school system.
- Repair, maintenance and replacement of any sensor, control box or valve that is used for monitoring is done by one of the divisions five personnel.
- Energy management works with HVAC to insure all **7,780,000 sq. ft.** of environmental space is in proper working order. Notification is given to appropriate technicians when equipment is not in proper working order.

Electrical Division

- There are **8** certified electricians in Facilities Services responsible for maintaining the electrical power distribution to **61** schools, **10** support buildings and **318** mobile classrooms.
- One electrician is dedicated for maintaining and servicing **1,600** parking lot lights and all exterior lights throughout the school system and support buildings.
- The electrical division maintains and services all school speed limit signs located on the roadway to help ensure traffic safety.
- Electrician's assist other trades people daily in the performance of their duties and work closely with the schools facility coordinators on all electrical matters.

Glass Installation Shop

- There are **3** glass technicians to service and maintain all windows in **59** schools, **11** support buildings and **318** mobile classrooms.
- Glass installers are on call **24/7** because of the **emergency** need to secure a school from weather or vandalism.
- Currently each year the total number of windowpanes that need replacing in schools exceeds **3,600** and in mobile classrooms over **1,080** panes were replaced. Some window repairs require 2 installers because of their enormous weight-these panels can weigh over 300 pounds each.
- Because glass and other replacement materials such as lexan have fire and safety requirements, the technicians have been certified to install the correct materials according to the building codes.

Welding Division

- There is **1** certified welder to service all **70** buildings in the Chesterfield School System and he's on call **24/7** for **emergencies**.
- This past year the welding shop welded over **52,000** feet of material that was used in fabrication or repairs. Other trades in the performance of their duties constantly need the design, fabrication and installation of specially made brackets to complete their work task.
- Education in chemistry is important because welders use acetylene and oxygen which produces **extreme heat** and **open flames**. A welder must be knowledgeable about different metals that produce harmful gases during welding for the health and safety of everyone.
- Safety is always first and foremost when working in the school environment.

Lockers & Tile Division

- There is **1** team leader and **2** technicians that service and repair approximately **35,000** lockers in Chesterfield County Schools.
- This includes all hallway and gym lockers for middle and high schools in Chesterfield County.
- These same technicians will daily answer all calls concerning the service and repair of vandalized or damaged ceiling, wall or floor tiles inside the **70** CCPS buildings.
- Locker & tile technicians will regularly assist school facility coordinators inside their school during the performance of their duties.

We are currently working on additional Facility facts pages, so more pages will follow.