

# Creating Standard Procedures for Successful Facilities Management

This presentation is to be informative and not to promote specific products, services companies, etc. Illinois ASBO Sponsored Programs are permitted to promote products and services in accordance with the Service Associate Ethics Policy and Code of Conduct.

# Introductions

Name: First, Last, designation. Role: (Speaker, Moderator)  
- *Job Title, School District, Business Name*



Name: Sean Gordon, CPMM. Role: (Speaker)  
- *Director of Buildings and Grounds*  
*Community Consolidated School District 93*



Name: V.P. Trinh, ALA, GGP, LEED-AP. Role: (Speaker)  
- *Associate Principal*  
*ARCON Associates*



# ILLINOIS ASBO ETHICS STATEMENT

*This information is for the presenters only, please remove this slide before your presentation.*

- The Moderator will help ensure the Illinois ASBO Code of Ethics is adhered to throughout the presentation and ensuing audience discussion.
- Moderators are given the authority to ask any attendee to leave if they become combative with presenters.
- This presentation is to be informative and not to promote specific products, services, companies, etc.
- If a vendor is a presenter and uses the presentation as a platform to “sell” their product or services, the Moderator has the authority to stop the presentation if the presenter refuses to modify their content.
- Any vendor presenter who violates these regulations may be excluded from presenting at future presentations.

# Presentation Outline

- Leveraging/Building Relationships
- Processes
- Facility Planning
- District Standards
- Testing
- Inspection
- Building Codes
- Resources

# Leveraging and Building Relationships

- Architect
- Engineer
- Security
- Cleaning Suppliers
- RCX Retro Commissioning
- Contractors
  - Roofing
  - Flooring
  - MPE
  - Furniture



# Processes

- Snow Removal
- On Call/Callouts
- Power Monitoring
- FA Monitoring
- BAS





# District Standards

- Keys
- Finishes
  - Paint
  - Flooring and Base
  - Ceiling Tile
  - Colors
- Electrical
  - Lights
  - Controls
  - Identification
  - Attic Stock
- Project Manual Specs.
  - Digital Archive
  - Device Allowance
  - Training, Training, Training!  
Video
  - Attic Stock



# Facility Planning

- Long Range Facility Plan
- 10 Year Life Safety Survey
- ADA Accessibility
- Gender Fluid Facility
- Security





# Long Range Facility Plan

Legend:

Life Safety Items
Best Practice/Owner Request Items
Long Range/Maintenance Items

	Locations, Room No.	Priority Code	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Specification (s)	Units of measure		Labor code	*Work Type	Estimated cost	Estimated Completion Date
<b>SORTED BY ESTIMATED COMPLETION DATE</b>													
A-2	Fire Rated Doors - Testing	b	185.390.f.i	Doors appear to be new, but do not have fire labeling.	Provide testing of doors to determine if they are fire rated.			EA	12			\$2,500.00	2018
A-3	Girls and Boys Locker Rooms & Teacher's Lounge B106	a	185.370.m.5.b	Doors swing into the rooms and do not allow proper egress.	Replace doors and frames and modify walls to allow doors to swing in the direction of egress.			EA	3			\$18,000.00	2018
A-5	Corridor outside Classroom 113	a	185.380.c.9	Direction of door swing causes a dead end corridor condition.	Replace doors and frame with double swing type.			EA	1			\$10,000.00	2018
A-8	Building Fire Separation	a	185.340.b.2	The building needs to be separated into 14,500 SF areas by fire walls and doors.	Replace several corridor doors and provide fire safing above ceilings in numerous locations.			EA	4			\$40,000.00	2018
A-9	Numerous Stairway Door Openings	a	185.390.h.2.c.i	The stairway enclosure must create a 45 minute fire separation.	Remove and replace doors and frames with fire rated doors and frames.			EA	5			\$36,000.00	2018
AM-11	Science Room 26		Federal Glazing Legislation	All existing cabinets contain glass doors which are not tempered.	Replace plate glass with tempered safety glass at tall cabinet doors.			LS				\$1,500.00	2018
AM-14	Home Economics Room 13			District desires to incorporate STEM into curriculum.	Provide options to remodel existing room to become Science/STEM lab.			Ls				TBD	2018
AM-17	Sump Pit next to P.E. office			Water comes in through hole in foundation wall and possibly around perimeter of room.	ARCON recommending repairs at ductwork above roof and televising of plumbing lines.			LS				TBD	2018
AM-20	Entire School			Asbestos containing materials suspected in several locations.	Recommend hiring a testing company to provide a thorough review of existing conditions.			LS	3			By Owner	2018

# Testing

- Lead-mandated
- Asbestos-mandated
- IAQ-voluntary for now
- Soil LPC-663-mandated for haul off
- Concrete-good practice
- MPE Commissioning-mandated
  - 2015 IBC and subcodes



# Inspections

- Regional Office of Education (ROE)
  - Annual Building/Life Safety Inspections
  - Building and Occupancy Permits
- Office of the Illinois State Fire Marshal (OSFM)
  - Fire Safety Inspection
  - Fire Alarm
  - Extinguishers
  - Elevators and Lifts- Illinois Elevator Safety Rules
  - Ansul
  - Hoods
  - Food Service Equipment
- Burglar/Security-good practice, may be covered in contract
- Special Inspections/Third Party Inspections



# Building Codes

- ISBE 23 ILLINOIS ADMINISTRATIVE CODE 180, SECTION 180.60
  - 2015 International Building Code (IBC) and its subcodes
  - Design contract executed on or after July 1, 2016
- Accessibility
  - 2015 IBC
  - Illinois Accessibility Code (71 Ill. Adm. Code 400)
- Plumbing
  - 2015 IPC and IBC
  - Illinois Plumbing Code (77 Ill. Adm. Code 890)

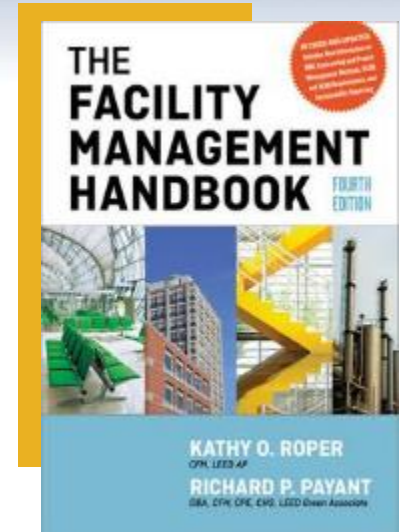
# 2015 ICC Transition from 2009

Code Reference		Section Title	Description of Change	Cost Implication
Code	Section			
2015 IECC	C402.4.2	Building Envelope Requirement: Minimum skylight fenestration area	Minimum skylight fenestration area - Calls out specific requirements for certain occupancies that have enclosed space greater than 2,500 sq. ft. floor area, and ceiling heights greater than 15 ft., requiring the total daylight zone under skylights must cover at least half of the floor area.	Increase
2015 IECC	C405.2	Electrical Power and Lighting Systems: Lighting Controls	Lighting controls requirements are mandatory and shall be specified in Sections C405.2.1, C405.2.2, C405.2.3, C405.2.4, and C405.2.5. Mandatory lighting controls except for emergency or security areas meant to be continually lighted, interior exit stairways, ramps and passageways, and emergency egress lighting that is normally off.	Increase
2015 IECC	Table C402.1.3 and Table C402.1.4	Opaque Thermal Envelope Insulation Component Minimum Requirements, R-Value Method	<ul style="list-style-type: none"> <li>• R-Value of insulation entirely above deck increased from R-20 to R30</li> <li>• R-Value for metal building roofs increased to R19 + 11 with a liner system</li> <li>• R-Value of insulation in metal building walls increased to R13 + 13</li> <li>• R-Value of unheated slabs increased from 0 to R-10 for 24" below grade</li> <li>• Slab insulation in heated slabs must go below grade for 36"</li> </ul>	Increase
2015 IBC	423.4	Storm Shelters: Group E Occupancies	In areas where the shelter design wind speed for tornados is 250 MPH in accordance with Figure 304.2(1) of ICC 500, all Group E occupancies with an aggregate occupant load of 50 or more shall have a storm shelter constructed in accordance with ICC 500. The shelter shall be capable of housing the total occupant load of the Group E occupancy.	Increase
2015 IECC	C408	Systems Commissioning	System Commissioning - Mechanical systems and service water heating systems in buildings where the total mechanical equipment capacity exceeds 480,000 Btu/h, cooling capacity and 600,000 Btu/h combined service water-heating and space-heating capacity must have systems commissioned by a registered design professional or approved agency. Lighting controls must be functionally tested as well. Specifics for commissioning are called out for the plan, balancing, testing, reports and documentation requirements.	Increase
2015 IBC	915	Carbon Monoxide Detections	The carbon monoxide (CO) alarm provisions have been relocated, reformatted and revised; the scope has been modified to exclude Group 1-3 occupancies while adding Group E occupancies. Existing Buildings to comply with IFC Chapter 11	Increase



# Resources

- The Facility Management Handbook 4E
  - Kathy O. Roper
  - Richard P. Payant
- Good School Maintenance
  - IASB
- IASBO
  - M & O or Facilities PDC
  - ROE Local Groups
  - Social Events





# *Questions and Answers*

*We thank you for your time!*

# Presenters:

## MODERATOR INFO:

Name, Job Title; School District, Business  
(123) 456-7890; email

## PANELISTS INFO:

Sean Gordon, Director of Buildings and Grounds  
Community Consolidated School District  
630-539-3330; gordons@ccsd93.com

V.P. Trinh, Associate Principal  
ARCON Associates  
630-495-1900; vptrinh@arconassoc.com