

Operations 101



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INVEST IN **YOURSELF** IGNITE **OTHERS**



Introductions

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Today we will talk about the relationship between the **facilities management** and the **business office** - the importance of the collaboration and the teamwork.

During the presentation we will focus on what Facilities Management job is about and how it ties in with the Business Office. We will provide real life examples; you will learn about leadership, communication, collaboration, budget, staffing, preventive maintenance / inspections, training, and **where to seek support**.



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Questions

*During the presentation - we **welcome** your participation - asking questions and sharing your experiences*



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District Standards

- ❑ 5-year plan (Capital Plan) and **budgeting** and the Facility conditions assessment
- ❑ **Custodial** procedures standards
- ❑ **Maintenance** management standards
- ❑ **Grounds** maintenance standards
- ❑ Building efficiency goals
- ❑ Inventory and Procurement
- ❑ Employee safety training
- ❑ Staff Training



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Facilities Operations

- ❑ Facilities Management
- ❑ Building Renovations/Construction
- ❑ Custodial Operations
- ❑ Maintenance Operations
- ❑ Grounds Operations



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Inspections & Testing

INSPECTIONS:

- ROE - Annual Building / Life Safety Inspections
- Office of the Illinois State Fire Marshal (OSFM)
- Fire Safety Inspection (Fire Alarm Extinguishers)
- Elevator and Lifts
- Health Department (pools & kitchen)
- Food service equipment

TESTING:

- Lead-mandate
- Asbestos / Mold / Air Quality
- AED Battery
- Eyewash and emergency showers
- Emergency lights (30 sec & 90 min)



Inspections & Testing

HEALTH/LIFE SAFETY ANNUAL INSPECTION CHECKLIST (ROE)

- Administrative and General Building Requirements**
- Safety reference plans (1)
 - School safety drills (2)
 - Annual review of crisis plans (3)
 - Hold-open devices (4)
 - Unobstructed exits (5)
 - Emergency lighting + exit signs (6)
 - Testing of emergency lighting (7)
 - Flam/comb liquids + chemicals (8)
 - Fire alarm system (9)
 - Fire alarm audibility (10)
 - Manual fire alarm station (11)
 - ITM of fire alarm systems (12)
 - Functional sprinkler system (13)
 - Clearance above storage (14)
 - Functional standpipe system (15)
 - Fire extinguishers (16)
 - Safety glazing (17)*
 - Shower/eye wash stations (18)*
 - Alcohol hand-rub-dispensers (19)
 - Decorative vegetation (20)
 - Space heaters (21)
 - Curtains, draperies, and decorations (22)
 - Interior wall, ceiling and floor finishes (23)
 - Extension cords/multiple plug adaptors (24)
 - Electrical systems (25)
 - Carbon monoxide detection (26)
 - Security locking (27)
- (P)-applies only when film & chemicals used. Not digital photo labs** **(A)-applies only if classified as assembly**
- Arts and Crafts Rooms**
- Fire-rated construction (28)
 - Fire detectors (29)
 - Spray finishing (30)
 - Limited Spraying Spaces (31)
 - Electrical Wiring & Equip (32)
 - Kiln exhaust (33)
 - Kiln fuel switch (34)
 - Eye glasses (35)*
 - Toxic art supplies (36)*
- Corridors**
- Number of exits (108)
 - Dead-end travel (109)
 - Illuminated exit signs (110)
 - Emergency lighting (111)
 - Fire-rated construction (112)
 - Width of corridors (113)
 - Storage in corridors (114)
 - Artwork (115)
- Exhaust inspections (180)**
- Filter maintenance (181)
 - Fire extinguishing systems (182)
- Library/Media Center (A)**
- Posted occupancy loads (189)
 - Number of exits (190)
 - Means of egress arrange (191)
 - Illuminated exit signs (192)
 - Emergency lighting (193)
 - Fire-rated construction (194)
 - Fire detectors (195)
- Stages with Storage Under**
- Fire-rated constr (265)
 - Storage only (266)
 - Fire detectors (267)
 - Sprinklers (268)
- Stairwells**
- Properly maintained (272)
 - Stair enclosure (275)
 - No storage (276)
 - Fire detector (277)
- Mechanical & Furnace Rooms**
- Fire-rated construction (198)
 - Fire detectors (199)
 - Storage of combustibles (200)
- Music Practice Rooms**
- Sound proofing (202)
- Photo Developing Labs**
- Fire-rated construction (208) (P)
 - Fire detector (209) (P)
 - Exhaust fan (210) (P)
 - Chemical storage (211)
- Science Laboratories**
- Fire-rated construction (225)
 - Fire detector (226)
 - Exhaust fan (227)
 - Fume hood exhaust (228)
 - Eye glasses (229)*
 - Chemical storage (230)
 - Emergency fuel switch (231)
- Shower and Locker Rooms**
- Number of exits (235)
 - Illuminated exit signs (236)
 - Exhaust fan (237)*
 - Vapor-proof lights (238)*
- Stages (Large)+Accessory Rooms**
- Illuminated exit signs (243)
 - Emergency lighting (244)
 - Fire-rated construction (245)
 - Proscenium wall protection (246)
 - Curtains and scenery (247)
 - Sprinklers and ventilators (248)
 - Standpipes (249)
- Stages (Small)**
- Illuminate exit signs (256)
 - Emergency lighting (257)
 - Curtains+scenery (258)
 - Fire detectors (259)
- Home Economics and Family Services Rooms**
- Fire-rated construction (151)
 - Fire detector (152)
 - Exhaust fan (153)
- Industrial Technology Labs**
- Fire-rated construction (161)
 - Fire detectors (162)
 - Welding booth exhaust (163)
 - Eye glasses (164)*
- Kitchens**
- Fire-rated construction (176)
 - Fire detectors (177)
 - Fire extinguishers (178)
 - Cooking hood exhaust (179)
- Auditoriums**
- Posted occupancy loads (37)
 - Number of exits (38)
 - Means of egress arrange (39)
 - Illuminated exit signs (40)
 - Emergency lighting (41)
 - Fire-rated construction (42)
 - Fire detectors (43)
- Automotive Shops**
- Fire-rated construction (51)
 - Fire detectors (52)
 - Spray paint rooms (53)
 - Limited Spraying Spaces (54)
 - Electrical Wiring & Equip (55)
 - Welding booth exhaust (56)
 - Eye glasses (57)*
- Bleachers and Grandstands**
- Inspection/maintenance (63)*
 - Storage underneath (64)
 - Structures underneath (65)
- Boiler Room**
- Door swing (69)
 - Fire-rated construction (70)
 - Housekeeping (71)
 - Fire detectors (72)
 - Emergency fuel switch (73)
 - Inspection posted (74)
- Cafeteria (A)**
- Posted occupant loads (80)
 - Number of exits (81)
 - Means of egress arrange (82)
 - Illuminated exit signs (83)
 - Emergency lighting (84)
 - Fire-rated construction (85)
 - Fire detectors (86)
- Classrooms**
- Doors unlocked (93)
 - Fire-rated construction (94)
 - Door glass-vision panel (95)
 - Classroom door swing (96)
 - Artwork in classrooms (97)
- Elevator and Conveying Systems**
- Does not obstruct egress (121)
 - Certificate of Inspection (122)
- Exterior Items**
- Exterior stairs maintained (123)
 - Fire lanes (124)
 - Fire dept connection (125)
 - Fire hydrants (126)
- Greenhouses**
- Fire-rated construction (132)
 - Fire alarm systems (133)
 - Fire detectors (134)
- Gym and Multipurpose Rooms**
- Posted occupant loads (138)
 - Number of exits (139)
 - Means of egress arrange (140)
 - Illuminated exit signs (141)
 - Emergency lighting (142)
 - Fire-rated construction (143)

District				Date:
School				Inspected by:
School Address				
Administration and General Building Requirements				
Y	N	N/A	(Code references found in the Glossary)	Remarks
			1	Safety reference plans
			2	School safety drills
			3	Annual review of crisis plans
			4	Hold-open devices
			5	Unobstructed exits
			6	Emergency lighting and illuminated exit signs
			7	Testing of emergency lighting and exit signs
			8	Flammable/combustible liquids + chemicals
			9	Fire alarm system
			10	Fire alarm audibility
			11	Unobstructed manual fire alarm stations
			12	Inspection, testing, maintenance fire alarm system
			13	Functional sprinkler system
			14	Clearance above storage
			15	Functional standpipe system
			16	Fire extinguishers
			17	Safety glazing*
			18	Emergency shower and eye wash stations*
			19	Wall-mounted alcohol hand-rub dispensers
			20	Decorative vegetation
			21	Space heaters
			22	Curtains, draperies, and decorations
			23	Interior Wall, ceiling, and floor finishes
			24	Extension cords/multiple adaptors
			25	Electrical systems
			26	Carbon monoxide detection
			27	Security locking
Specific Requirements for Rooms and Spaces				
Y	N	N/A	Arts and Crafts Rooms	Remarks
			28	Fire-rated construction and door closers
			29	Fire detectors
			30	Spray finishing operations using flammable finishes
			31	Limited spraying spaces
			32	Explosion proof fixtures
			33	Kiln exhaust fan
			34	Kiln fuel switch
			35	Eye glasses*
			36	Toxic art supplies*
Y	N	N/A	Auditoriums	Remarks
			37	Posted occupancy load
			38	Number of exits
			39	Means of egress arrangement
			40	Illuminated exit signs
			41	Emergency lighting
			42	Fire-rated construction and door closers
			43	Fire detectors

Illinois State Board of Education
Health/Life Safety Glossary
occupancy

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(A)-applies only if classified as assembly

June 2023

(P)-applies only if film & chemicals used. Not digital photo labs



Inspections & Testing

Inspection Needed	Vendor	Vendor Contact	District Contact	EAST	WEST	W - Biester	NORTH	SOUTH
Acid Neutralizing Basins	Paul Buddy		Foremen	July			July	July
AED's	School Health	Mike Marcus	Beth Dolan-Heipp	September	September	September	September	September
Air Compressors								
Ansul Systems (summer)	Cintas	Jordan Townsend - TownsendJ@cintas.com - 815-295-7059	Building Engineer	March (1)	March (1)		March (1)	March (1)
Ansul Systems (winter)	Cintas	Jordan Townsend - TownsendJ@cintas.com - 815-295-7059	Building Engineer	September (1)	September (1)		September (1)	September (1)
Asbestos (3 year)	Pekron	Terry O'Grady - 219-473-0600 TOGrady@pekron.net	Marta / APO's					
Asbestos (6 months)	Pekron	Terry O'Grady - 219-473-0600 TOGrady@pekron.net	Marta / APO's					
Backflow (annually)	Cintas	Jordan Townsend - TownsendJ@cintas.com - 815-295-7059	Building Engineer	May (12)	May (11)	May (5)	May (8)	May (2)
Backstops (annually)	Paddock	Jay Henrikson - Jay@paddockbleachers.com - 815-861-4001	Foremen	May		May	May	May
BAS Systems (quaterly)								
Bleachers - Indoor	Paddock	Jay Henrikson - Jay@paddockbleachers.com - 815-861-4001	Foremen	May		May	May	May
Bleachers - Outdoor	Paddock	Jay Henrikson - Jay@paddockbleachers.com - 815-861-4001	Foremen	May	May		May	May
Boilers (start-up)	Helm	Maria Dierking - mdierking@helmgroupp.com - 815-990-0496	Building Engineer	November	November	November	November	November
Boilers (operating)	Helm	Maria Dierking - mdierking@helmgroupp.com - 815-990-0496	Building Engineer					
Boilers (shut-down)	Helm	Maria Dierking - mdierking@helmgroupp.com - 815-990-0496	Building Engineer					
Chillers (start-up)	Carrier	Kyle Feller - kyle.feller@Carrier.com - 331-291-2373	Building Engineer	May	May	May	May	May
Chillers (operating)	Carrier	Kyle Feller - kyle.feller@Carrier.com - 331-291-2373	Building Engineer	July	July	July	July	July
Chillers (operating)	Carrier	Kyle Feller - kyle.feller@Carrier.com - 331-291-2373	Building Engineer	October	October	October	October	October
Chillers (annual pm / tube cleaning)	Carrier	Kyle Feller - kyle.feller@Carrier.com - 331-291-2373	Building Engineer	February	February	February	February	February
Cooling Towers (start-up, shut-down, pm annually)			Building Engineer					
Clean Agent Building Engineered Systems	Cintas	Jordan Townsend - TownsendJ@cintas.com - 815-295-7059	Building Engineer					
Curtain - Fireproofing (5 years)	Coit (5-yr, not quoted)	Joel - joelcoit@comcast.net	Foremen					
Curtain - Hoists, cabeling (annual)		Joel - joelcoit@comcast.net	Foremen					
Dry Chemical Pre-Action Systems	Cintas	Jordan Townsend - TownsendJ@cintas.com - 815-295-7059	Building Engineer					
Elevator Fire Systems	Cintas	Jordan Townsend - TownsendJ@cintas.com - 815-295-7059	Building Engineer					
Elevators/Lifts Inspections (annually, East semi-annually)	Lakeland Larsen	Julie Donnelley - Julie@llec - 708-309-8673	Building Engineers					
Elevators/Lifts PM's (bi-monthly)	Lakeland Larsen	Julie Donnelley - Julie@llec - 708-309-8673	Building Engineers					
Emergency Lighting - 30 second test (monthly)	Foremen							
Emergency Lighting (annually)	Cintas	Jordan Townsend - TownsendJ@cintas.com - 815-295-7059	Building Engineer	June (234)	May (143)	June (67)	May (240)	May (182)
Exterior Window Cleaning (semi-annually)	Program One	Maria Martinez - maria1@programone.net - 847-298-5953	Foremen	Spring Break / August	Spring Break / August	Spring Break / August	Spring Break / August	Spring Break / August
Eye Wash Stations (annually)	Foremen							
Fieldhouse Flooring (annually)	Veteran's Floors	Michelle Christer 815-708-7931	Marta	8/5/24-8/6/24		8/1/24-8/2/24	7/31/24-8/1/24	8/8/24-8/9/24
Fire Alarm Systems (annually)	Cintas	Jordan Townsend - TownsendJ@cintas.com - 815-295-7059	District under contract with Esscoe 21	May (1)	May (1)	? July (1)	June (1)	June (1)
Fire Curtains	Tiffin Scenic	Bob Brodner	APO's	July	July	July	July	July
Fire Department Inspections	Fire Departments		APO's					



CE

Fostering Relationships

- Architect / Engineers / Consultants
- Contractors / Vendors / Restoration Specialists
- Insurance Team / Legal Team
- Other District Departments
(IT, Transportation, Accounting, Purchasing)
- The Board of Education
- The Village / Fire Marshall / Police Dept.
- ROE
- Colleagues
- Your Team**



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Resources

The Facility Management Handbook

IASBO - Training and Certifications:

- CPMM - Certified Professional Maintenance Manager
- CPS - Certified Plant Supervisor
- FOP - Facilities Professional Development
- PDC - Professional Development Committees
- Regional Groups
- Annual Conference
- Professional Development & Events
- Micro credentials, Leadership Training, etc.

ISSA Events

Purchasing **Co-Ops** - SIPC, Sourcewell, Omnia
Vendors and **ROE**



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Questions and Answers

We thank you for your time!



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Presenters

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