

Operations 101



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, support, 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**.

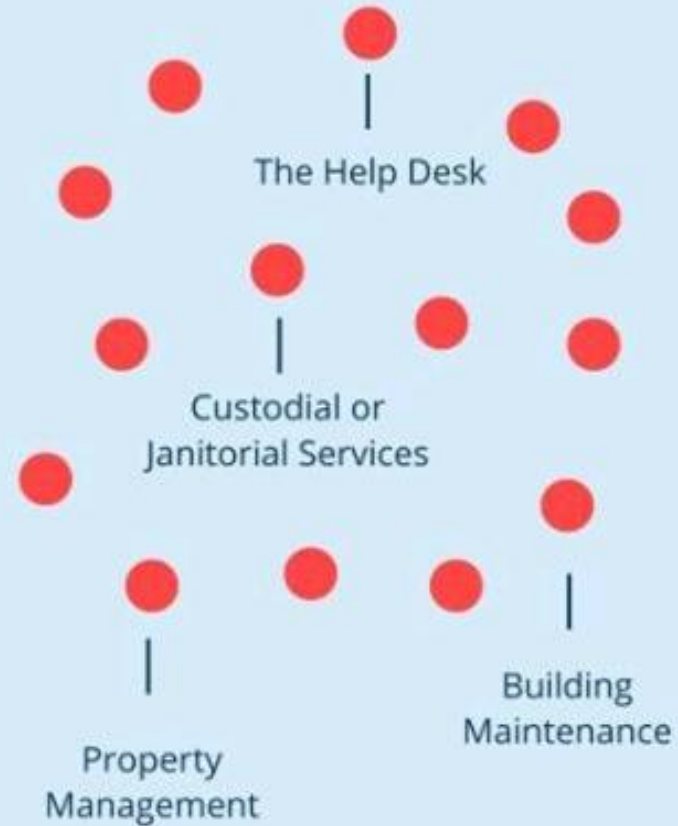


Questions

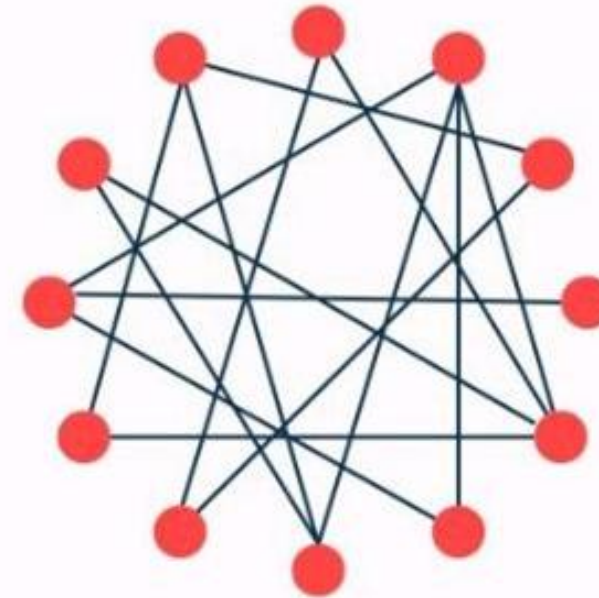
*During the presentation - we **welcome** your participation - asking questions and sharing your experiences*

Facilities Operations

What People Think FM is



What FM Actually is



Facility managers wear many hats, overseeing building operations, emergency response, sustainability planning, project management, and more. Their strategic contributions go beyond operations, influencing an organization's strategy and positively impacting the bottom line.

*This does not fully encompass everything a facility manager does.



Facilities Operations



- ☐ Facilities Management
- ☐ Preventive Maintenance
- ☐ Building Renovations/Construction
- ☐ Custodial Operations
- ☐ Maintenance Operations
- ☐ Grounds Operations
- ☐ Transportation
- ☐ Security
- ☐ Technology

District Standards & Budgeting

- ❑ 5-year plan (**Capital Plan**) and **budgeting** and the Facility conditions assessment
- ❑ **Day-to-Day Facilities Operations** - Custodial, Maintenance, Grounds **standards**
Including: Staffing, Staff training, Safety training, PM program
Equipment standardization, Inventory and Procurement

District Standards & Budgeting

☐ 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)

Proper Planning for the Future

- Working closely with your team of architects and engineers to ensure you have a good plan for the future
- Ensure that annually you update your board on the overall conditions of the facilities and remind them of upcoming large projects such as construction and major equipment replacements.
- Keeping detailed repair records will provide you the support you need to justify the replacement of failing/aging equipment.
- Add new equipment to a long term plan to ensure its replacement does not get overlooked and that it ends up on the 5 year plan early enough to plan for its expenditure.



- Work with your Architect/Engineer to understand full project scope.
 - Code compliance
 - Energy Code
 - Other equipment/system impacts
 - Changing technology
 - Electrical service
 - Energy efficiency improvements
 - Equipment lead times
- This is a living document
 - It's a tool...it's not meant to be rigid
 - Flexibility to respond to urgent needs

Description	Priority	2020 Cost	2021 Cost (w/Inflation)	2022 Cost (w/Inflation)	2023 Cost (w/Inflation)	2024 Cost (w/Inflation)	2025 Cost (w/Inflation)	2026 Cost (w/Inflation)	2027 Cost (w/Inflation)	2028 Cost (w/Inflation)	Priority 4: 10 Years or More	Priority 5: Other Directed Work											
DRILL				0%	12%		4%		4%	4%													
Bed-Gate Rd Entrance: Full depth replacement near sweeping pavement with drainage course improvements and drainage structure modifications	5	\$	16,750	\$	20,250																		
Main Parking Lot: Pavement Improvements - Crack fill and seal coat, allowance for full depth replacement with drainage course improvements and structure modifications (TPS), allowance for mill and overlay (surface course) adjacent areas	1	\$	218,750			\$	246,141																
Access Road (north of school): Crack fill and seal coat.	3	\$	6,250																				
Access Road and Stadium Parking (west of school): Full depth replacement of areas in poor condition, 25% mill and overlay (surface course) adjacent areas.	2	\$	100,000			\$	130,630																
Drainage Issue Near Maintenance Shop: Regrade grass area to provide positive drainage to adjacent structures.	2	\$	1,250			\$	1,643																
Loading Dock Area: Full depth removal, replace dumpster area with concrete.	2	\$	40,625			\$	53,139																
Access Road (north of school, south of stadium): 65% Full depth replacement to parking, crack fill and seal coat adjacent areas.	3	\$	30,250																				
Access Road (west of school, south of stadium and Stadium Access): 75% Full depth replacement, 25% mill and overlay (surface course).	2	\$	200,000			\$	241,641																
Athletic Field Fence and External Classroom Patio: Full depth replacement of asphalt north in poor condition.	2	\$	25,000			\$	31,090																
Access Road (south of school): 75% full depth replacement, 25% mill and overlay (surface course).	3	\$	147,500																				
Access Road (east of school): Full depth replacement.	3	\$	50,000																				
Edge Restraint Improvements: Concrete edge restraints at edge of pavement Main Parking Lot.	1	\$	34,375	\$	41,549																		
Edge Restraint Improvements: Concrete edge restraints at edge of pavement Fire Road.	2	\$	21,875			\$	26,699																
Protein Control Improvements: Broken control shield, permanent turf replacement mat, and sign age - Main Parking Lot.	2	\$	6,250			\$	8,125																
INTERIOR																							
Interior Bricks/Glass Improvements (Allowance)	5	\$	800,000																				
EXTERIOR																							
Install sealant all around the corners	2	\$	500			\$	653																
Refract hangers	2	\$	3,140																				
Install sealant all around window frames and casing.	2	\$	400			\$	1,047																
Remove failing sealant and install new sealant at coping joints	2	\$	1,750			\$	3,125																
Refract/replace standing seam metal roof at area of missing stone guards	2	\$	4,000																				
Roof 1 - Johnson	3	\$	40,500																				
Tank paint facing brick piers and a metal marine (Allowance)	3	\$	40,000																				
Replace sealant at exterior control joints	2	\$	5,000																				
Remove window penetration joints	2	\$	20,000			\$	26,146																
Miscellaneous exterior work	3	\$	150,000																				
LIFE SAFETY																							
Address all "urgent" violations in IIS Survey	1	\$	3,440	\$	3,146																		
Address all "urgent" violations in IIS Survey	2	\$	45,500			\$	49,646																
Address all "nonurgent" violations in IIS Survey	3	\$	500																				
MECHANICAL SYSTEMS																							
Kitchen (007): Replace kitchen hood	2	\$	55,500			\$	62,520																
Kitchen (007): Install backflow preventer at water connection to sinkline equipment	2	\$	600			\$	695																
Kitchen (007): Install sanitation equipment discharge hoses to terminate above (beyond) roof eave.	2	\$	320			\$	423																
Office: Toilet Rooms (077): Install ADA trap stop at ADA Sanitary.	3	\$	500																				
Replace Chiller at Auditor wing (050/040)	2	\$	351,000			\$	375,754																
Replace Roof Unit (02000) including controls	3	\$	417,500																				
Replace Building Automation System	3	\$	1,412,500																				
Science Prep (077): Install backflow preventer in filter/purification equipment (TPS).	2	\$	650			\$	695																
ELECTRICAL SYSTEMS																							
There are 10 locations where smoke detectors are required including EACP and NAC panel locations and corridor fire door locations. Add ten (10) smoke detectors.	2	\$	15,625			\$	20,442																
Because of the nature of voice speakers that do not give the same audibility as horns, there are not enough speakers/visual devices throughout the building for loud voice coverage. The recommended adding eighty five (85) additional speakers/visual devices.	3	\$	132,813																				
There is not a CO detector in the boiler rooms. Add Carbon Monoxide detector.	2	\$	2,100			\$	2,962																
Relocate three panels	3	\$	37,500																				
Replace three two-recessed with GFCI type	2	\$	5,250			\$	6,940																
Replace or install all of the 100-watt fixtures with new LED fixtures.	3	\$	8,125																				
Add emergency egress into the rest of the building.	3	\$	750,000																				
Replace the existing exterior lights with new LED lights.	3	\$	96,875																				
Add twenty six LED emergency battery lights.	2	\$	24,375			\$	31,690																
Add six 10-watt signs.	2	\$	3,625			\$	7,100																
NORTH HIGH SCHOOL CAPITAL PLANNING TOTALS		\$	9,491,075	\$	23,220	\$	44,725	\$	315,754	\$	1,678,997	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

Proper Planning for the Future

EXECUTING THE PLAN

- Communicate with your team
 - Set annual budget w/ CSBO
 - Update your Board of Education
 - Notify building leadership in advance
- Funding the Work
 - Annual O&M budget
 - Leverage Health & Life Safety funds
 - Utility rebate programs
 - Grants & tax incentives
 - Life cycle analysis



The Importance of Preventive Maintenance



What is preventive maintenance?

Preventive maintenance (PM) is a **proactive approach** to facilities management that focuses on identifying and addressing potential issues before they become major problems.

Importance

Effective PM creates a reliable environment for education, minimizes disruptions from equipment failures, and contributes to the longevity of facilities.

The Importance of Preventive Maintenance

1. Cost Savings

- PM is cheaper than emergency repairs cost
- Extends equipment life
- Scheduled, opposed to unscheduled



2. Energy Efficiency

Regular maintenance can improve energy efficiency by ensuring systems operate as intended, leading to lower utility bills.



3. Health Benefits

Properly maintained systems contribute to better indoor air quality, reducing health issues related to poor ventilation and pollutants.



Key Components of a PM Plan

Program Structure

- Organize equipment by type and criticality to prioritize maintenance efforts on essential systems.
- Adapt maintenance schedules to address the specific needs of different seasons.



Record-Keeping

- Use CMMS software to your advantage
- Compile repair data to justify replacement
- Share information with stakeholders for transparency

What needs to be serviced?

- Motors
- Pumps
- Bearings
- Belts
- Coils
- Dampers
- Filters



Tools (Equipment Inventory / Cost)

Building	Year Purchased/Leased	Make	Model	VIN	License Plate #	Assigned to	Mileage July 2023	Mileage January 2024	January	February	March	April	May	June	Annually	Total to Date
West	2013	Ford	F250 Pickup	1FTBF2B63DEB36023	M195212	Foreman/Engineer	30476	33176			1,967.00				3,012.00	11,773.00
West	2014	Ford	F450 Dump	1FDUF4HY2FEB12095	M201550	Grounds/Maintenance	6152	6466							640.00	8,161.50
District	2018	Ford	F150 Super Pickup	1FTFX1E57JKE86697	M216909	Construction Manager									155.00	5,541.00
District	2018	Ford	Econoline E150	1FTYE9ZM1JKB28929	M126910	Courier			820.00						820.00	4,802.00
North	2023	Nissan	Rogue	JN8BT3BB1PW474213	M237122	Driver Ed									45.00	45.00
North	2023	Nissan	Rogue	5N1BT3AB8PC817979	M237069	Driver Ed									45.00	45.00
North	2023	Chevrolet	Bolt	1G1FT6S04P4123167	M238150	Driver Ed									45.00	45.00
North	2011	Chevrolet	Collins Bus	1GB3G2BG2B1110645	M187297	Athletics	55305	56021							795.00	9,962.00
North	2013	Chevrolet	Collins Bus	1GB3G2BG0D1100053	M193587	Athletics	48966	49521		785.00					785.00	15,775.00
North	2013	Chevrolet	Collins Bus	1GB3G2BGXD1152905	M195805	Athletics	52457	52851							0.00	9,682.50
North	2014	Chevrolet	Collins Bus	1GB3G2BG8E1191297	M201500	Athletics	43519	44503	1,275.00						1,275.00	12,244.50
North	2022	Chevrolet	Trans Tech Bus	1GB3GRB7XN1203958	M236487	Athletics	4664	5996							365.00	365.00
North	2020	Ford	F250 Pickup	1FTBF2B68LED60581	M228967	Grounds/Maintenance	3685	4208		440.00					640.00	950.00
North	2013	Ford	F250 Pickup	1FTBF2B68DEB36020	M195210	Grounds	14295	14394		455.00					825.00	10,027.00
North	2014	Ford	F450 Dump	1FDUFHY6FEB12097	M202621	Grounds	4808	4964		455.00					660.00	5,530.00
South	2023	Nissan	Rogue	5N1BT3BB9PC823336	M237179	Driver Ed	148	1434		45.00					90.00	90.00
South	2023	Nissan	Rogue	5N1BT3AB9PC787830	M238894	Driver Ed	22	1115		45.00					90.00	90.00
South	2023	Nissan	Rogue	5N1BT3BB3PC822537	M237178	Driver Ed	127	1791		45.00					90.00	90.00
South	2011	Chevrolet	Collins Bus	1GB3G2BFXB1111591	M187298	Athletics	56197	58239	2,285.00						3,330.00	12,275.00
South	2013	Chevrolet	Collins Bus	1GB3G2BG3D1100399	M193588	Athletics	45090	46524		2,220.00					6,450.00	18,201.00
South	2013	Chevrolet	Collins Bus	1GB3G2BG2D1153563	M195803	Athletics	47519	49161							805.00	11,149.00
South	2014	Chevrolet	Collins Bus	1GB3G2BG4E1187487	M201501	Athletics	43584	45374							2,980.00	11,375.00
South	2022	Chevrolet	Trans Tech Bus	1GB3GRB71N1203900	M236489	Athletics	3258	5638	205.00						320.00	320.00
South	2020	Ford	F250 Pickup	1FTB2B6XLED60579	M228966	Maintenance		37572							225.00	400.00
South	2013	Ford	F250 Pickup	1FTBF2B61DEB36022	M195209	Grounds	35926	3914							790.00	6,754.00
South	2014	Ford	F450 Dump	1FDUF4HY4FEB12096	M202604	Grounds	7431	7717							1,650.00	7,474.00
Transitions S*	2020	Dodge	Grand Caravan	2C7WDGBG0KR777937	M515	Teachers/Aides									235.00	982.00
Transitions S	2020	Dodge	Grand Caravan	2C4RDGBG7LR198259	M228964	Teachers/Aides									200.00	1,210.00
Transitions S	2011	Dodge	Grand Caravan	2D4RN4DG7BR795809	M187993	Teachers/Aides									792.00	2,076.00
Transitions S	2017	Dodge	Grand Caravan	2D4RN4DG3BR795807	M187996	Teachers/Aides									2,005.00	7,115.00
Transitions N*	2020	Dodge	Grand Caravan	2C7WDGBGXKR793496	M514	Teachers/Aides				171.00					371.00	566.00
Transitions N	2011	Dodge	Grand Caravan	2D4RN4DG5BR795808	M187994	Teachers/Aides									850.00	1,017.50
Transitions N	2020	Dodge	Grand Caravan	2C4RDGBG5LR198258	M228965	Teachers/Aides									0.00	848.00
									8,221.00	4,661.00	1,967.00	0.00	0.00	0.00	46,837.00	273,438.50

Tools (Capital Improvement Plan)

Category	Description	Priority	[YYYY] Cost	Priority 1 [YYYY+1] Cost (w/ 4% Escalation)	Priority 1 [YYYY+2] Cost (w/ 4% Escalation)	Priority 2 [YYYY+3] Cost (w/ 4% Escalation)	Priority 2 [YYYY+4] Cost (w/ 4% Escalation)	Priority 2 [YYYY+5] Cost (w/ 4% Escalation)	Priority 3 [YYYY+6] Cost (w/ 4% Escalation)	Priority 3 [YYYY+7] Cost (w/ 4% Escalation)	Priority 3 [YYYY+8] Cost (w/ 4% Escalation)	Priority 3 [YYYY+9] Cost (w/ 4% Escalation)	Priority 4 [YYYY+10] Cost (w/ 4% Escalation)
[BUILDING NAME]													
STRUCTURE													
ST1	[LOCATION: ISSUE DESCRIPTION]	1											
ST2	[LOCATION: ISSUE DESCRIPTION]	2											
ST3	[LOCATION: ISSUE DESCRIPTION]	3											
ST4	[LOCATION: ISSUE DESCRIPTION]	4											
CATEGORY SUBTOTAL:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ROOF													
R1	[LOCATION: ISSUE DESCRIPTION]	1											
R2	[LOCATION: ISSUE DESCRIPTION]	2											
R3	[LOCATION: ISSUE DESCRIPTION]	3											
R4	[LOCATION: ISSUE DESCRIPTION]	4											
CATEGORY SUBTOTAL:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTERIOR													
A1	[LOCATION: ISSUE DESCRIPTION]	1											
A2	[LOCATION: ISSUE DESCRIPTION]	2											
A3	[LOCATION: ISSUE DESCRIPTION]	3											
A4	[LOCATION: ISSUE DESCRIPTION]	4											
CATEGORY SUBTOTAL:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FIRE PROTECTION													
FP1	[LOCATION: ISSUE DESCRIPTION]	1											
FP2	[LOCATION: ISSUE DESCRIPTION]	2											
FP3	[LOCATION: ISSUE DESCRIPTION]	3											
FP4	[LOCATION: ISSUE DESCRIPTION]	4											
CATEGORY SUBTOTAL:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PLUMBING													
P1	[LOCATION: ISSUE DESCRIPTION]	1											
P2	[LOCATION: ISSUE DESCRIPTION]	2											
P3	[LOCATION: ISSUE DESCRIPTION]	3											
P4	[LOCATION: ISSUE DESCRIPTION]	4											
CATEGORY SUBTOTAL:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MECHANICAL													
M1	[LOCATION: ISSUE DESCRIPTION]	1											
M2	[LOCATION: ISSUE DESCRIPTION]	2											
M3	[LOCATION: ISSUE DESCRIPTION]	3											
M4	[LOCATION: ISSUE DESCRIPTION]	4											
CATEGORY SUBTOTAL:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ELECTRICAL													
E1	[LOCATION: ISSUE DESCRIPTION]	1											
E2	[LOCATION: ISSUE DESCRIPTION]	2											
E3	[LOCATION: ISSUE DESCRIPTION]	3											
E4	[LOCATION: ISSUE DESCRIPTION]	4											
CATEGORY SUBTOTAL:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
[BUILDING NAME] TOTAL:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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)*

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

☐ 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)

(A)-applies only if classified as assembly

☐ 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)

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)

☐ Stages with Storage Under

☐ Fire-rated constr (265)

☐ Storage only (266)

☐ Fire detectors (267)

☐ Sprinklers (268)

Stairwells

☐ Properly maintained (272)

☐ Illuminated exit signs (273)

☐ Emergency lighting (274)

☐ Stair enclosure (275)

☐ No storage (276)

☐ Fire detector (277)

Storage/Supply/Closets

☐ Fire-rated constr (283)

☐ Fire detector (284)

☐ Classroom/janitor's (285)

Swimming Pools

☐ Occup loads (289) (A)

Number of exits (290) (A)

☐ Egress arrange (291) (A)

☐ Exit signs (292) (A)

☐ Emerg lighting (293) (A)

Fire-rated constr (294) (A)

☐ Vapor-proof lights (295)*

☐ Exhaust fan (296)*

☐ IDPH equipment (297)*

☐ Fire extinguisher (298)

☐ Fire detectors (299)

Teachers Workrooms and Lounges

☐ Fire-rated constr (301)

☐ Fire detector (302)

☐ Exhaust fan (303)

Time-Out Rooms

Ceiling height (304)

Safe construction (305)

Locking (306)

Monitoring (307)

Toilets

☐ Exhaust fan (309)*

Woodworking Shop

☐ Fire-rated constr (315)

☐ Fire detectors (316)

☐ Fire extinguishers (317)

☐ Sawdust collector (318)

☐ Eye glasses (319)*

☐ Housekeeping (320)

Tools (Annual Health/Life Safety)

District		Date:			
School					
School Address		Inspected by:			
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

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

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June 2023

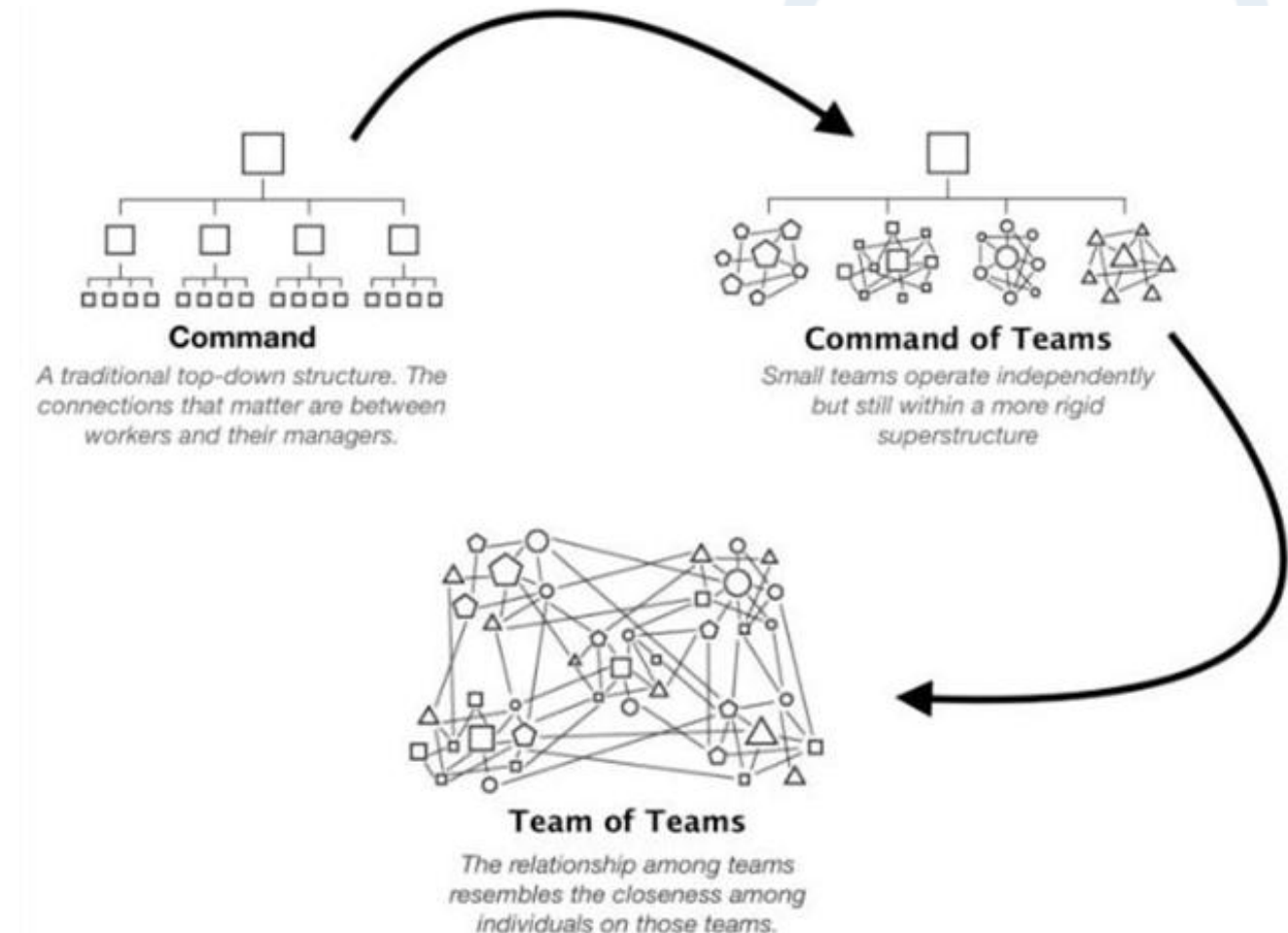
(A)-applies only if classified as assembly

Tools (Preventive Maintenance cost)

INSPECTION	Vendor	Vendor Contact	EAST	WEST	W - Biester/FH	NORTH	SOUTH	Administration Office	McClain Center
Ansul Systems (Summer)	Cintas	Service and Scheduling: Brian Harmon harmondb@cintas.com	Due 7/20/25	Due 7/20/25		Due 7/20/25	Due 7/20/25		
Ansul Systems (Winter)	Cintas	Service and Scheduling: Brian Harmon harmondb@cintas.com	1/20/25 @ 7AM	1/20/25 @ 10 AM		1/20/25 @ 11:30 AM	1/20/25 @ 8:30 AM		
Extinguishers (annually) *no bells or whistles. Repairs done at inspection.	Cintas	Service: Gina Hamann hamanng@cintas.com 630-692-7570 Scheduling: Leanna Buchanan buchaanl@cintas.com 630-692-7540	6/10-6/11 @ 6AM	5/27-6/6 @ 6 AM w. Sat 5/31	5/27-6/6 @ 6 AM w. Sat 5/31	6/9-6/13 @ 6AM	6/16-6/20 @ 6AM	5/27-6/6 @ 6 AM	5/27-6/6 @ 6 AM
Emergency & Exit Lighting (annually) Repairs done at inspection. *no bells or whistles.	Cintas	Service: Gina Hamann hamanng@cintas.com 630-692-7570 Scheduling: Leanna Buchanan buchaanl@cintas.com 630-692-7540	6/10-6/11 @ 6AM	5/27-6/6 @ 6 AM w. Sat 5/31	5/27-6/6 @ 6 AM w. Sat 5/31	6/9-6/13 @ 6AM	6/16-6/20 @ 6AM	5/27-6/6 @ 6 AM	5/27-6/6 @ 6 AM
Clean Agent Building Engineered Systems (semi-annually) done w. dry chem/spray booth	Cintas	Service and Scheduling: Brian Harmon harmondb@cintas.com	ASI Inspection 5/28	ASI Inspection 5/29	ASI/Standpipe Inspection 5/28-5/29	ASI/AHI Inspections 5/27/25 @ 10:00 AM	ASI Inspection 5/27/25 @ 11:00 AM	ASI Inspection 5/29	
Dry Chemical Pre-Action Systems / Sprayboths (semi-annually) done w/ clean agent	Cintas	Service and Scheduling: Brian Harmon harmondb@cintas.com	ASI Inspection 5/28	ASI Inspection 5/29	ASI/Standpipe Inspection 5/28-5/29	ASI/AHI Inspections 5/27/25 @ 10:00 AM	ASI Inspection 5/27/25 @ 11:00 AM	ASI Inspection 5/29	
Fire Pumps (annually) done with dry & wet sprinkler systems. *no bells or whistles.	Cintas	Service: Max Madanat madanatm@cintas.com Scheduling: Amy Modic modica@cintas.com	5/28/25 @ 11:00	5/28/25 @ 9:30			5/28/25 @ 8:00		
Sprinkler Systems - Wet & Dry (annually) done with hydrants and standpipes. *no bells or whistles.	Cintas	Service: Max Madanat madanatm@cintas.com or Marc Cummins cumminsm@cintas.com Scheduling: Tracy Henley henleyt@cintas.com	ASI Inspection 5/28	ASI Inspection 5/29	ASI/Standpipe Inspection 5/28-5/29	ASI/AHI Inspections 5/27/25 @ 10:00 AM	ASI Inspection 5/27/25 @ 10:00 AM	ASI Inspection 5/29	
Fire Dept. Connection Hydro (5 years) will get notification if due after inspections are uploaded to compliance	Cintas	Service: Max Madanat madanatm@cintas.com or Marc Cummins cumminsm@cintas.com Scheduling: Tracy Henley henleyt@cintas.com	will get notification if due after inspections are uploaded to compliance	will get notification if due after inspections are uploaded to compliance	will get notification if due after inspections are uploaded to compliance	will get notification if due after inspections are uploaded to compliance	will get notification if due after inspections are uploaded to compliance	will get notification if due after inspections are uploaded to compliance	
Curtain - Fireproofing (5 years)	Coit	Joel Horowitz JoelCoit@comcast.net c708-296-5142	Little Theater - 5/30/25			Little Theater (Due in 29)	Aud & Little Theater 2021 (due in 2026)		
Fire Shutters *2-year price freeze	Door Systems	Dan Fiske dan.fiske@doorsystems.com	5/27/2025	5/28/2025	5/28/2025	5/29/2025	5/30/2025		
Hazardous Waste Removal (Summer) *IEPA Donald R. Buiz Donald.R.Buiz@illinois.gov (1x every 3 yrs for free, otherwise use the vendor listed)	E-Environmental	Chris Ciolino 847-774-4542 c.ciolino@e-enviro.com		5/27 All items should be moved to one location		5/27 All items should be moved to one location	5/27 All items should be moved to one location		
Hazardous Waste Removal (Winter) *IEPA Donald R. Buiz Donald.R.Buiz@illinois.gov (1x every 3 yrs for free, otherwise use the vendor listed)	E-Environmental	Chris Ciolino 847-774-4542 c.ciolino@e-enviro.com							
Elevator Fire Systems	Essco / Lakeland Larsen	Karen kniewerth@essco.com 847-307-3230 and Jenna Hanson 847-249-4433 jenna@ilec.com	Upon Completion	Upon Completion	5/27/25 4th @ 11 AM	5/27/25 1st @ 8 AM	5/27/25 2nd @ 9 AM	5/27/25 3rd @ 10 AM	
Fire Alarm Systems & Fire Doors (annually)	Essco	Karen kniewerth@essco.com 847-307-3230	Replacement Year ^	Replacement Year ^	5/27-5/28 and 6/9 per Nate	5/27-5/30, 6/30-7/3, 7/30	5/27-5/30, 6/2-6/5, 6/30	7/25/25	
Fire Alarm Sensitivity Testing (2-5 years depending on jurisdiction) Required by Village not State. Gus Cisneros, our PM on the install side, has informed me that you will have zoned devices that will require individual testing for sensitivity. Most devices (those that are addressable) will most likely not require sensitivity testing as the device will report an off condition to the panel if the detector goes outside its sensitivity range per the manufacturer. I am waiting for confirmation on device counts that will require sensitivity testing during the inspection so that we can give you pricing.	Essco	Karen kniewerth@essco.com 847-307-3230	Done in 2024	Due in 2025	Done in 2024	Done in 2024	Done in 2023		

Tools (Partnership with Vendors)

- ❑ Custodial / Maintenance Provider
(if outsourced services)
- ❑ Furniture Vendors -
draw layout / design /
3D images
- ❑ Flooring Manufacturers -
flooring patterns / design / 3D
images
- ❑ Consumables Vendors -
additional services available



Fostering Relationships

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.
- ☐ Regional Office of Education
- ☐ Colleagues (peer-to-peer)
- ☐ **Your Team**



Additional Resources

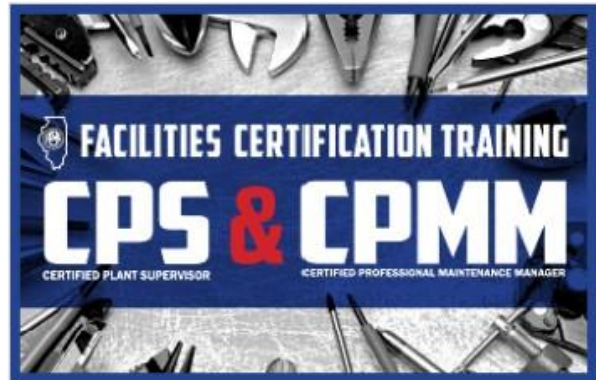
The **Facility Management Handbook**

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**



Questions and Answers

We thank you for your time!

Presenters

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