

BOARD OF EDUCATION OF HARFORD COUNTY
DECISION ON
THE 2024 EDUCATIONAL FACILITIES MASTER PLAN
AND COMPREHENSIVE MAINTENANCE PLAN

June 10, 2024
June 24, 2024

Background Information:

The Rules, Regulations and Procedures for the Administration of the Public-School Construction Program (PSCP) require that each Local Education Agency (LEA), submit annually, an amended copy of the Educational Facilities Master Plan (EFMP) by July 1, 2024. Additionally, the PSCP requires each LEA to prepare and submit an updated Comprehensive Maintenance Plan by October 1, 2024.

Discussion:

The EFMP is a planning tool that addresses the LEA's projected facility needs. Coordinating with HCPS stakeholders and the Harford County Government, the plan is reviewed and updated annually. The 2024 EFMP includes all the essential elements required by the State and has been reviewed by the appropriate school system personnel. The Capital Improvement Projects proposed in this plan will be the basis for the FY26 Capital Improvement Program. The EFMP Table of Contents and the Timeline of Capital Improvement Projects are attached.

The Timeline of Capital Projects includes project funding needs through FY 2032. The major project timeline has been updated to match anticipated funding, delaying the start of all listed projects by one year. The changes impact the start and end dates of the Old Post Road replacement School and Bel Air Middle School projects.

The State completes a facility assessment of all public schools in Maryland. The results of that assessment provide updated facility condition data. HCPS utilizes the resulting data with identified facility needs, capacity demands, Blueprint requirements and funding outlook to update the capital improvement priorities in the out years. HCPS has multiple capital needs. During the presentation, we will discuss anticipated State and local funding and the impact on the long-term capital plan.

The Comprehensive Maintenance Plan is a tool to develop and improve the facilities maintenance program. Utilizing the guidelines prescribed by the Interagency Committee, the Department of Facilities reviews and updates the plan annually. The 2024 Comprehensive Maintenance Plan Table of Contents is attached.

The information, analysis, and conclusions within these two documents serve as a guide in the development of the priorities for the Capital Improvement Program.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education endorse the 2024 Educational Facilities Master Plan and the 2024 Comprehensive Maintenance Plan for submission to the State.

Future Focused: HCPS Facilities Master Plan & Comprehensive Maintenance Plan



Discussion of current and long-term construction, maintenance, operation, and funding needs, which rely on State & Local Capital Investment.

June 10, 2024

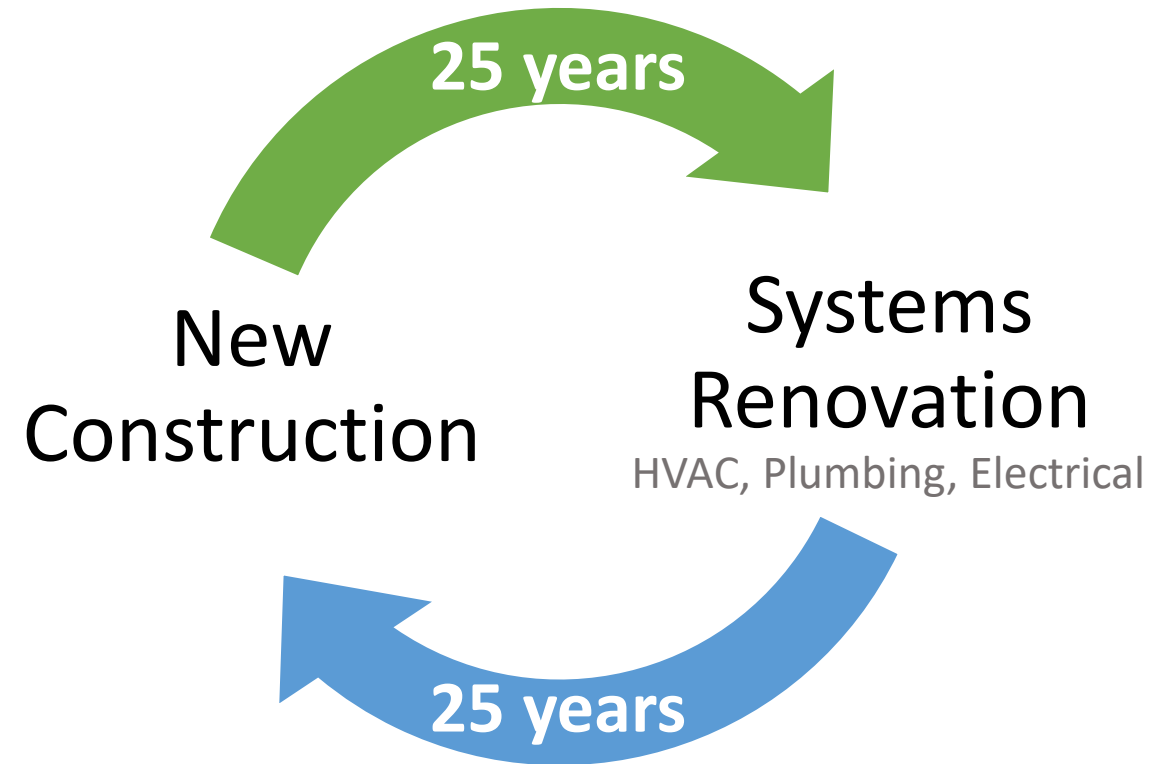
June 24, 2024

School Building Life Cycle



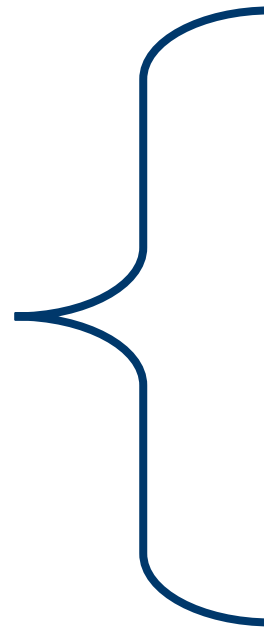
50 Years

School building life expectancy



Current Practice due to Funding

1 Project
Every 2 Years



New Construction

or

Limited
Reconstruction/
Systems Renovation

Current Timeline due to Funding

$$55 \times 1 \times 2 =$$

Schools

Project

Years



110 Year

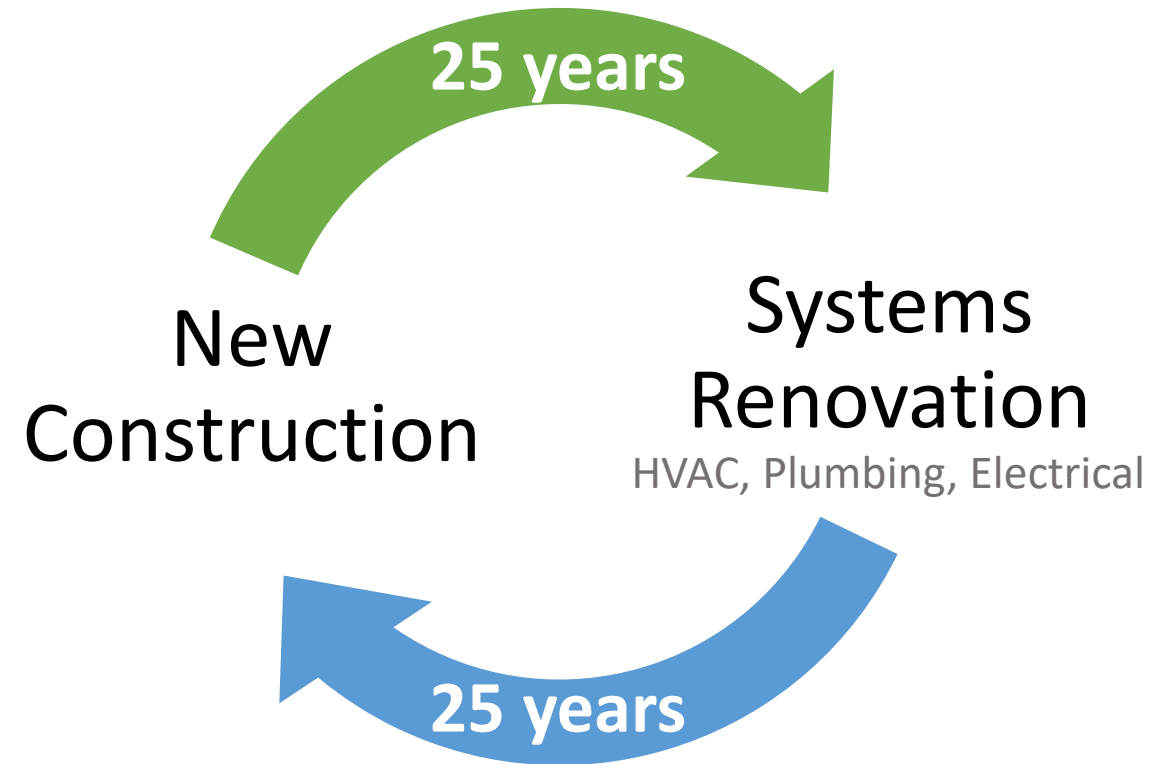
Construction cycle
per school for
renovations and/or
new construction.

Best Practice



Each year

Start 1 new construction project & 2 systems renovations.



Funding Sources

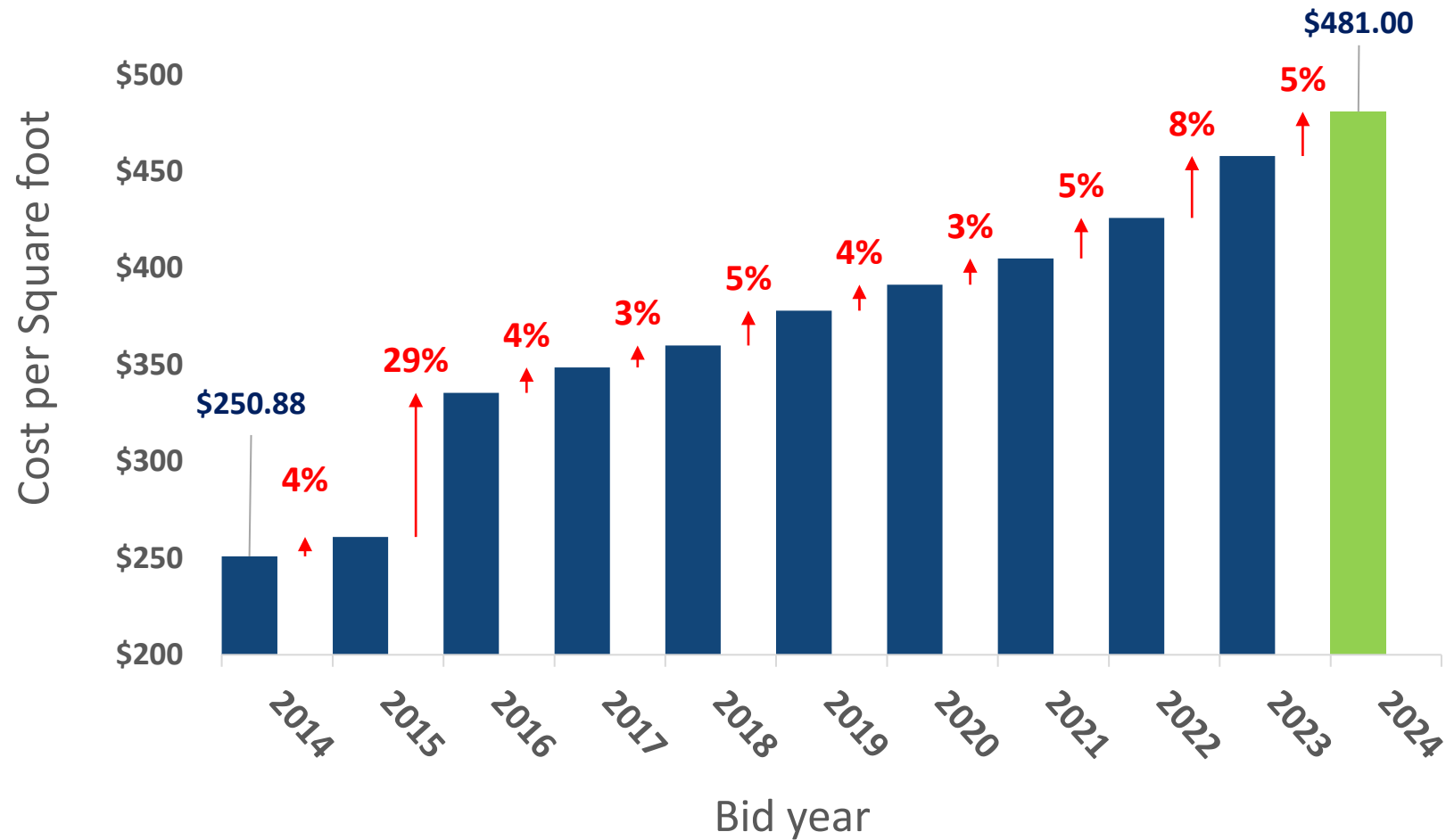


- State budget divides available capital funding to the 24 districts based on population & wealth.
- Average yearly capital funding from the State is \$15 million.



- State funded projects require a match of county funds.
- All projects needed outside of state funds require local funds.
- Current Harford County Government administration has indicated an annual \$50 million allocation to HCPS (Total Capital includes construction & other major needs, e.g. technology).
- HCPS provides the County with a list of projects based on need and county chooses projects to fund.

Challenge: Rising Costs



Challenge: Delays

| MAJOR PROJECTS | FY24 23-24 | FY25 24-25 | FY26 25-26 | FY27 26-27 | FY28 27-28 | FY29 28-29 | FY30 29-30 | FY31 30-31 | FY32 31-32 |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Homestead/Wakefield ES Replacement School State Rated Capacity = 1100 | C | C | O | | | | | | |
| New Combination Harford Academy & Elementary School State Rated Capacity Harford Academy SRC = 200 Elementary School SRC = 700 | P | Delayed | C | C | O | | | | |
| Old Post ES Replacement School State Rated Capacity = 1154 | | | | P | C | C | O | | |
| Bel Air Middle School Addition/Modernization or Replacement Pending Scope Study | | | | | | P | C | C | O |
| See Facility Needs Summary | | | | | | | | P | C |

Revised timeline due to Harford Academy delay.

**P = Planning
Local Funding**

**C = Construction
State and Local Funding**

**O = Occupancy
No funding**

Challenges: Impact to HCPS

Current funding does not meet the safety needs of our system. *For a sustainable cycle we need 1 new building, and 2 systems renovations started each year.*

- Example: HDMS/HS new construction was around \$100 million dollars.



Buildings not receiving timely systems renovations or new construction are *increasingly more expensive to operate & maintain.*

- Increased systems failures and emergency school closures occurring.

HCPS's other capital needs (unrelated to aging buildings) are *insufficiently supported.*

- Examples:
 - Changing space needs due to Blueprint
 - Building capacity insufficient due to areas with growing enrollment
 - Vehicles and technology require replacement

What's Next

BOE Education Facilities & Comprehensive Plan Presentation & Vote June 24, 2024

Delayed timeline from Harford Academy is the main impact of this vote.

Submit Education Facilities & Comprehensive Plan Presentation to the State July 1, 2024

Prepare State & Local Capital Requests for presentation in September 2024

We will continue to discuss how our decisions and funding trends impact the Capital Budget.

Concerted, thoughtful, and collaborative advocacy to improve our local funding and to change our current practice of one project ever two years.



Educational Facilities Master Plan (EFMP)

- A comprehensive look at our facilities, their conditions, projected enrollments and needs across the school system.
- The 2024 EFMP includes all the essential elements required by the state and has been reviewed by the appropriate school system personnel.
- It serves as a basis for discussion of the FY2026 Capital Improvement Program.

Comprehensive Maintenance Plan

- A system-wide maintenance management plan for the maintenance of buildings, grounds, and fixed equipment through repairs or replacement during the 50-year life expectancy of the building.

Capital Improvement Program

- Financial tool for state and local budgeting.
- Planning Capital Improvements based on HCPS needs and long-term goals.

BOE Vote June 24th:
Requesting Approval for State Submission.

**Continue
Conversations**

How we Set Priorities in the Plan

Priorities are frequently reevaluated based on emergency system failures, new legislation, and new home construction in the county (building capacity).

State Assessment

- All public schools in the State
- Facility Condition Index (FCI)
- Ranking of School facilities statewide
- Ranking of School facilities within HCPS
- Access to data

Capacity Demands

- Evaluating capacity concerns
- Expanding program needs
- Potential area of need
- Anticipated timeline
- Addition / New School

Identified Facility Needs

- Reoccurring system failures
- Increasing workorders
- Increasing maintenance Costs

Blueprint Requirements

- Expansion of Pre-K
- Support spaces

State Assessment: School Facility Conditions

| Facility Condition Index | State Assessment Facility Condition Descriptions | # HCPS Schools | |
|--------------------------|---|----------------|----------------------------|
| 15% and below | Feels like a new building! | 3 | Feels like new |
| 15-30% | Good condition. Comfortable. Appears to be in good overall repair. Generally, everything operates as intended. | 2 | Good, Comfortable |
| 30-45% | Condition is satisfactory, although some repairs are needed. Does not generally feel uncomfortable anywhere in the occupied spaces of the facility. | 9 | Satisfactory, Need Repairs |
| 45-60% | Visibly in need of repair. Conditions verge on uncomfortable with some areas of the facility worse than others. Building generally functions OK, but occasionally becomes unreliable. | 25 | Visibly Need Repairs |
| Above 60% | Building functions have become unreliable. Not esthetically or environmentally comfortable in some or all areas of the facility. | 13 | Unreliable, Uncomfortable |

} 38 Schools

The **decisions** and **advocacy** we contemplate now will impact the **safety, capacity, service, and academic and enrichment programs** for our students and families for the next

100 Years!

Educational Facilities Master Plan (EFMP)

- Purpose
 - State requirement
 - According to the Rules, Regulations, and Procedures for the Administration of the Public-School Construction Program
 - July 1 annual submission date
 - Planning tool
 - Basis for Capital Improvement Program
 - Snapshot of where we are
 - Opportunity to make a comprehensive review of facility needs
- The 2024 EFMP includes all the essential elements required by the state and has been reviewed by the appropriate school system personnel. It serves as a basis for discussion of the FY2026 Capital Improvement Program.

2024 Major Capital Projects

| MAJOR PROJECTS | FY24 23-24 | FY25 24-25 | FY26 25-26 | FY27 26-27 | FY28 27-28 | FY29 28-29 | FY30 29-30 | FY31 30-31 | FY32 31-32 |
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| See Facility Needs Summary | → | | | | | | | P | C |

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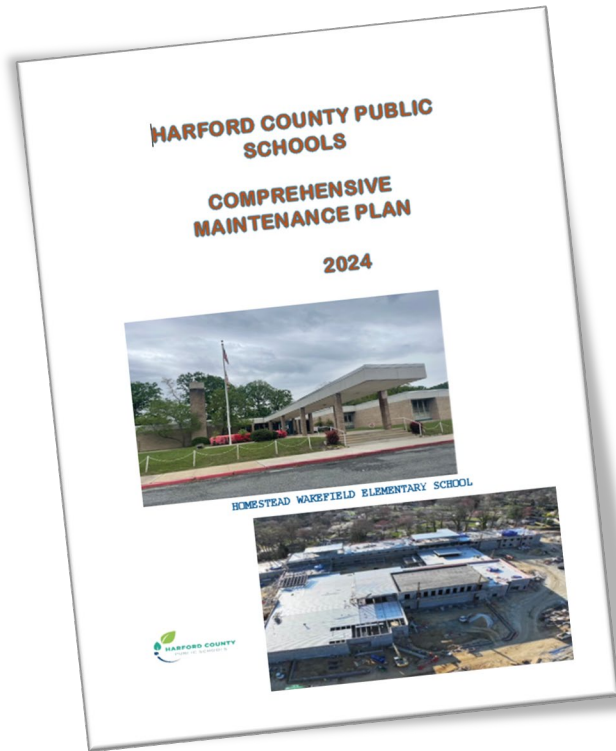
**C = Construction
State and Local Funding**

**O = Occupancy
No funding**

Future Capital Needs

| SCHOOL | TYPE OF PROJECT | FISCAL YEAR | 2024 Changes |
|-----------------------------------|------------------------------------|-------------|--|
| C. Milton Wright High School | Limited Renovation | TBD | <p>Major projects Deferred</p> <ul style="list-style-type: none"> Old Post Road Elementary School Bel Air Middle School <p>Systemic Project Deferred</p> <ul style="list-style-type: none"> C. Milton Wright High School Southampton Middle School <p>All future needs Deferred</p> |
| Prospect Mill Elementary School | Roof Replacement | FY 25 | |
| North Harford High School | Roof Replacement | FY 26 | |
| Old Post Elementary School | Replacement | FY 27 | |
| Southampton Middle School | HVAC Systemic | FY 27 | |
| Hall's Cross Roads | Roof Replacement | FY 27 | |
| Darlington Elementary | Roof Replacement | FY 28 | |
| Riverside Elementary | Roof Replacement | FY 29 | |
| Bel Air Middle School | Addition - Renovation | FY 29 | |
| Havre de Grace Elementary School | Scope study needed | TBD | |
| Edgewood Middle School | HVAC Systemic / Limited Renovation | TBD | |
| Meadowvale Elementary School | Scope study needed | TBD | |
| Magnolia Elementary School | Scope study needed | TBD | |
| Existing Harford Academy Building | Renovation | TBD | |

CMP Components



Bleacher Inspections and Repairs

Boiler Inspections

Boiler Replacements

Fire Alarm Replacements

Floor Covering Replacements

HVAC System Replacements

Painting

Paving – Overlay & Maintenance

Roof Replacements

Cleaning of On-Site Wastewater Systems

Underground Storage Tanks

Compliance Overview

Investigation of an Indoor Air Quality

Problem Form

Periodic Surveillance Form

Building Efficiency & Sustainability Survey

Work Order Program Screenshot

Work Order Comparisons

Work Order Report by Location

Work Order by Craft Fiscal Year

Work Order Summary by Craft

Organizational Chart

Investigation of an Indoor Air Quality

Problem Form

Periodic Surveillance Form

Building Efficiency & Sustainability Survey

Preventive Maintenance

Preventive Maintenance Inspection

Frequency

Preventive Maintenance Task Listing

Preventive Maintenance Air Filter

Discussion and Decision

The Superintendent of Schools recommends that the Board of Education endorse the 2024 Educational Facilities Master Plan and the 2024 Comprehensive Maintenance Plan for submission to the State.

2024 EDUCATIONAL FACILITIES MASTER PLAN



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| Town of Bel Air Use of BAHS Auditorium | |
| HCCAB Use of HCPS Facilities | |
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- Middle School Attendance Areas
- High School Attendance Areas
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- Boundary Adjustments for Current Fiscal Year

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- Relocatable Classroom Inventory
- 2023-24 Programs and Services by School HCPS
- School Locator Map
- School Map with Legislative Districts
- Undeveloped HCPS Site Inventory
- Parks and Recreation School Use List
- Floor Plan Abbreviations
- Facilities Inventory Section Format

ELEMENTARY SCHOOLS – FORM 101.1 & CURRENT FACILITIES INVENTORY DATA

- Abingdon Elementary School
- Bakerfield Elementary School
- Bel Air Elementary School
- Church Creek Elementary School
- Churchville Elementary School
- Darlington Elementary School
- Deerfield Elementary School
- Dublin Elementary School
- Edgewood Elementary School
- Emmorton Elementary School
- Forest Hill Elementary School
- Forest Lakes Elementary School
- Fountain Green Elementary School
- George D. Lisby Elementary School
- Hall's Cross Roads Elementary School
- Havre de Grace Elementary School
- Hickory Elementary School
- Homestead-Wakefield Elementary School
- Jarrettsville Elementary School
- Joppatowne Elementary School
- Magnolia Elementary School
- Meadowvale Elementary School
- Norrisville Elementary School
- North Bend Elementary School
- North Harford Elementary School
- Old Post Road Elementary School
- Prospect Mill Elementary School
- Red Pump Elementary School
- Ring Factory Elementary School
- Riverside Elementary School
- Roye Williams Elementary School
- William S. James Elementary School
- Youth's Benefit Elementary School



MIDDLE SCHOOLS - FORM 101.1 & CURRENT FACILITIES INVENTORY DATA

Aberdeen Middle School
Bel Air Middle School
Edgewood Middle School
Fallston Middle School
Magnolia Middle School
North Harford Middle School
Southampton Middle School

HIGH SCHOOLS - FORM 101.1 & CURRENT FACILITIES INVENTORY DATA

Aberdeen High School
Bel Air High School
C. Milton Wright High School
Edgewood High School
Fallston High School
Joppatowne High School
North Harford High School

COMBINATION SCHOOLS - FORM 101.1 & CURRENT FACILITIES INVENTORY DATA

Havre de Grace Middle/High School
Patterson Mill Middle/High School

SPECIALTY SCHOOLS - FORM 101.1 & CURRENT FACILITIES INVENTORY DATA

Swan Creek School
Harford Technical High School
Harford Academy School

OTHER FACILITIES - FORM 101.1 & CURRENT FACILITIES INVENTORY DATA

Administrative Building
Facilities-Hickory Annex
Forest Hill Annex-Food Services
Harford Glen Environmental Center

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Elementary School
Middle School
High School

SECTION 7: FACILITY UTILIZATION AND NEEDS

Facility Needs Analysis
Facility Needs Summary – Form 101.3
Timeline of Capital Projects

Note: HCPS digital enrollment data was uploaded with the EFMP in excel format and not within this document.

LEA: HARFORD COUNTY PUBLIC SCHOOLS

DATE: June 24, 2024

| EXISTING AND/OR PROPOSED SCHOOL | TYPE OF PROJECT | GRADES | SRC | ENROLLMENTS | | JUSTIFICATION FOR PROJECT | PLANNING REQUEST FISCAL YEAR |
|---|--------------------|-----------|------|-------------|--|--|------------------------------|
| | | | | Actual 2022 | 7th Year | | |
| Combination Special Education Public Day School (Harford Academy) & New Elementary School | Replacement | PreK - 12 | 200 | 142 | 142 + New Elementary School (598 capacity) | Create a new free-standing special educational facility and a new elementary school to add elementary capacity. | FY 26 |
| Harford Technical High School | Limited Renovation | 9-12 | 1135 | 979 | 979 | This is a limited renovation project to replace aging systems and address educational facility needs. | FY 24 |
| Aberdeen Middle School | HVAC Systemic | 6-8 | 1624 | 1086 | 1130 | A systemic renovation to address system failures in the building including, HVAC, building controls, electrical fire alarm, sprinkler, exterior doors and windows. | FY 24 |
| Havre de Grace Elementary School | Roof Replacement | PreK-5 | 542 | 566 | 589 | Replace the end of life aged roof to address frequent leaks and and increased | FY 24 |
| C. Milton Wright High School | Limited Renovation | 9-12 | 1613 | 1269 | 1354 | This is a limited renovation project to replace aging systems and address educational facility needs. | TBD (Not Approved FY25) |
| Prospect Mill Elementary School | Roof Replacement | PreK-5 | 611 | 587 | 596 | Replace the end of life aged roof to address frequent leaks and and increased | FY 25 |
| Old Post Elementary School | Replacement | PreK-5 | 984 | 844 | 852 | This is a replacement project to replace a three building aging elementary school. | FY 26 |
| North Harford High School | Roof Replacement | 9-12 | 1210 | 848 | 876 | Replace the end of life aged roof to address frequent leaks and and increased | FY 26 |
| Southampton Middle School | HVAC Systemic | 6-8 | 1444 | 1175 | 1230 | A systemic renovation to address system failures in the building including, HVAC, building controls, electrical fire alarm, sprinkler, exterior doors and windows. | FY 27 |
| Hall's Cross Roads | Roof Replacement | PreK-5 | 552 | 454 | 454 | Replace the end of life aged roof to address frequent leaks and and increased | FY 27 |

LEA: HARFORD COUNTY PUBLIC SCHOOLS

DATE: June 24, 2024

| EXISTING AND/OR PROPOSED SCHOOL | TYPE OF PROJECT | GRADES | SRC | ENROLLMENTS | | JUSTIFICATION FOR PROJECT | PLANNING REQUEST FISCAL YEAR |
|----------------------------------|---|--------|------|-------------|----------|--|------------------------------|
| | | | | Actual 2022 | 7th Year | | |
| Darlington Elementary | Roof Replacement | K-5 | 157 | 101 | 101 | Replace the end of life aged roof to address frequent leaks and and increased | FY 28 |
| Riverside Elementary | Roof Replacement | PreK-5 | 588 | 440 | 514 | Replace the end of life aged roof to address frequent leaks and and increased | FY 29 |
| Bel Air Middle School | Addition - Renovation | 6-8 | 1243 | 1,138 | 1,218 | This is a renovation and addition project to replace aging infrastructure and address future capacity needs. | FY 29 |
| Havre de Grace Elementary School | Scope study needed. Multi-Systemic or Addition - Renovation | PreK-5 | 542 | 566 | 589 | This school has multiple systemic needs as well as capacity concerns. HCPS would like to complete a scope study to look at options to address the systemic concerns, modernize the facility, and add capacity for | TBD |
| Edgewood Middle School | HVAC Systemic Potential Limited Renovation | 6-8 | 1295 | 1000 | 1009 | A systemic renovation to address system failures in the building including, HVAC, building controls, electrical fire alarm, sprinkler, exterior doors and windows. | TBD |
| Meadowvale Elementary School | Scope study needed. Multi-Systemic or Addition - Renovation | PreK-5 | 568 | 541 | 594 | This school has multiple systemic needs as well as capacity concerns. HCPS would like to complete a scope study to look at options to address the systemic concerns, modernize the facility, and add capacity for the anticipated growth in this area. | TBD |
| Magnolia Elementary School | Scope study needed. Multi-Systemic or Addition - Renovation | PreK-5 | 561 | 500 | 534 | This school has multiple systemic needs as well as capacity concerns. HCPS would like to complete a scope study to look at options to address the systemic concerns, modernize the facility, and add capacity for the anticipated growth in this area. | TBD |
| Halls Cross Roads | HVAC Systemic | PreK-5 | 552 | 454 | 454 | This school has systemic needs. School is in process of a chiller replacement project. | TBD |
| Church Creek Elementary | HVAC Systemic | PreK-5 | 819 | 725 | 757 | This school has systemic needs. | TBD |

LEA: HARFORD COUNTY PUBLIC SCHOOLS

DATE: June 24, 2024

| EXISTING AND/OR PROPOSED SCHOOL | TYPE OF PROJECT | GRADES | SRC | ENROLLMENTS | | JUSTIFICATION FOR PROJECT | PLANNING REQUEST FISCAL YEAR |
|-----------------------------------|-----------------|--------|-----|-------------|----------|---|------------------------------|
| | | | | Actual 2022 | 7th Year | | |
| Existing Harford Academy Building | Renovation | N/A | N/A | N/A | N/A | The school will be repurposed for another use to be determined. Options include, but are not limited to, utilizing for expansion space for Harford Technical High School. | TBD |

2024 EDUCATIONAL FACILITIES MASTER PLAN

Timeline of Capital Projects

Capacity, Modernization and Addition Projects

Key
 Planning - Local Funding
 Construction - State and Local Funding
 Occupancy - No Funding
 SRC - State Rated Capacity

| MAJOR PROJECTS | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | Comments |
|--|---|---|-------|---|-------|-------|-------|-------|---|
| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | |
| Homestead/Wakefield ES Replacement School (SRC= 1100) | C | O | | | | | | | Construction documents were approved and the project was scheduled to BID April 21, 2022, however, has been postponed due to the Town of Bel Air Planning Commission desire to have a connector road from East and West MacPhail Road across the Bel Air Campus. On December 8, 2022, a Consent Order was issued allowing HCPS to move forward with the project on a separate timeline than the connector road dispute. HCPS received bids on March 9, 2023, the project has started and is on schedule to open for the 25/26 School Year. |
| New Combination Harford Academy & Elementary School (Harford Academy SRC = 200) (Elementary School SRC = 700) | Delayed working with county to obtain property within the PFA | C | C | O | | | | | The BOE approved a scope study in September, 2009 to replace the school on the Bel Air Campus. Due to funding constraints and Bel Air campus planning, the project was deferred. The BOE voted September of 2021 to replace the school on the Schuck's Road campus. In 2022, the BOE approved a plan to balance enrollment within the County. The plan included adding elementary capacity by building a combination John Archer & Elementary School on Schuck's Road. On April 25, 2022, the BOE approved a contract to complete the feasibility study. During the State site approval process, the Maryland Department of Planning directed HCPS to work with the county to either extend the PFA to include the Campus Hills site or locate a new site within the existing PFA. This has delayed the start of the construction for this project. HCPS worked with the County to obtain a centrally located site within the PFA. HCPS has submitted the property to the State Clearing house and the site was approved. Education Specifications were submitted to MSDE and HCPS anticipates the approval letter by July 2024. Update feasibility layouts are being developed for the new site. |
| Old Post ES Replacement School (SRC = 1154) | | Delayed one year due to funding constraints | P | C | C | O | | | This project has been planned to follow Homestead/Wakefield ES and John Archer School for a number of years. The BOE approved a scope study recommendation to replace the school in August, 2009. This project was the #2 priority on the list of recommendations in the EFMP. HCPS receive a waiver for an updated feasibility Study March 22, 2024. Due to funding constraints and the delayed Harford Academy Project, this project has been delayed one year. HCPS will move into the Education Specification process in 2024/2025. |
| Bel Air Middle School Addition/Modernization or Replacement Pending Scope Study | | | | Delayed one year due to funding constraints | P | C | C | O | The BOE approved a plan to balance enrollment November of 2021. Part of that plan included adding Bel Air Middle School to the major projects timeline to address capacity and systemic needs. The school is 60 years old and has not had any building upgrades in 27 years. A scope study would be required to determine the best way to address the needs; but it would be either a modernization and addition project, or a full replacement. With the current timeline of one major project at a time, the project could be completed and occupied for the 31/32 school year. |
| Addition/Modernization or Replacement | | | | | | | P | C | Address Schools having major systemic needs as well as program and capacity insufficiencies. See the Facility Needs Summary for needs identified. |

The above timeline is subject to change based on available funding.

Last update June 2024

HARFORD COUNTY PUBLIC SCHOOLS

COMPREHENSIVE MAINTENANCE PLAN

2024



HOMESTEAD WAKEFIELD ELEMENTARY SCHOOL



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BOARD OF EDUCATION OF HARFORD COUNTY
INFORMATIONAL REPORT
PRESENTATION OF
THE 2024 EDUCATIONAL FACILITIES MASTER PLAN
AND COMPREHENSIVE MAINTENANCE PLAN

June 10, 2024

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Discussion:

The EFMP is a planning tool that addresses the LEA's projected facility needs. Coordinating with HCPS stakeholders and the Harford County Government, the plan is reviewed and updated annually. The 2024 EFMP includes all the essential elements required by the State and has been reviewed by the appropriate school system personnel. The Capital Improvement Projects proposed in this plan will be the basis for the FY26 Capital Improvement Program. The EFMP Table of Contents and the Timeline of Capital Improvement Projects are attached.

The Timeline of Capital Projects includes project funding needs through FY 2033. The major project timeline has been updated to match anticipated funding, delaying the start of all listed projects by one year. The changes impact the start and end dates of the Old Post Road replacement School and Bel Air Middle School projects.

The State completes a facility assessment of all public schools in Maryland. The results of that assessment provide updated facility condition data. HCPS utilizes the resulting data with identified facility needs, capacity demands, Blueprint requirements and funding outlook to update the capital improvement priorities in the out years. HCPS has multiple capital needs. During the presentation, we will discuss anticipated State and local funding and the impact on the long-term capital plan.

The Comprehensive Maintenance Plan is a tool to develop and improve the facilities maintenance program. Utilizing the guidelines prescribed by the Interagency Committee, the Department of Facilities reviews and updates the plan annually. The 2024 Comprehensive Maintenance Plan Table of Contents is attached.

The information, analysis, and conclusions within these two documents serve as a guide in the development of the priorities for the Capital Improvement Program.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education accept the presentation of the 2024 Educational Facilities Master Plan and the 2024 Comprehensive Maintenance Plan.

HARFORD COUNTY PUBLIC SCHOOLS

COMPREHENSIVE MAINTENANCE PLAN

PURPOSE OF THE PLAN

This comprehensive maintenance plan is established to develop, maintain, and/or improve the maintenance program of the public school system to support the delivery of educational programs and services and to provide a safe and healthy environment as effectively and efficiently as possible.

OBJECTIVES OF MAINTENANCE

The primary objective of the maintenance program is the maintenance of buildings, grounds, and fixed equipment through repairs or replacement during the 40-year life expectancy of the building. Specifically, this can be further broken down as follows:

- 1.) To provide buildings which function at top efficiency.
- 2.) To maintain the plant buildings and grounds and fixed equipment in such a manner as to eliminate or reduce to acceptable levels - fires, accidents, and safety hazards.
- 3.) To provide continuous use of facilities without disruptions to the educational program.
- 4.) To protect public property by planned, scheduled, and repair/ preventive maintenance.
- 5.) To conserve energy by ensuring that the maximum results are obtained with minimum expenditure of energy.
- 6.) To provide a maintenance program which will produce the maximum amount of maintenance for the minimum dollars expended.

MAINTENANCE CATEGORIES

Scheduled Maintenance

- 1.) Preventive Maintenance - It is the goal of a preventive maintenance program that equipment will be inspected and serviced as required to prevent costly failures. Attached to this Comprehensive Maintenance Plan is a detailed summary of the Preventive Maintenance Program. Along with this narrative is a TASK LISTING for one of the identified areas for Preventive Maintenance (Make-up Air Unit). Additionally, a list of thirty-three (33) identified areas of mechanical equipment is attached that is the major thrust of the program as well as the filter, drive belt and filter frame specifications.
- 2.) Scheduled Repairs - Scheduled maintenance has the goal of keeping the facilities in proper operating condition through regular service of equipment and facilities. It is, therefore, imperative that a schedule be established to ensure proper budgeting.

The schedule itself is not an exact timetable because the exact month or even year of a failure or breakdown cannot be determined in advance. Rather, it is a prediction indicating that over a

period of time a piece of equipment must be replaced or serviced if it is expected to function properly. The frequencies used are those recommended by the Interagency Committee or are based on local experiences and conditions.

Repairs or replacements are not made strictly by the schedules but are made based on the necessity of corrective action. The schedule or replacement must be flexible but will be accurate from a long-range budget-planning standpoint.

- 3.) Modernization and Alterations – Fence replacement at Forest Hill Elementary School, Emmorton Elementary School, and Meadowvale; sidewalk, curb, drain and gutter replacement at William S. James Elementary School and Emmorton Elementary School; sewer pipe correction at Meadowvale Elementary School; replace exterior lighting at Edgewood Middle School; replacements of 20 doors at Meadowvale Elementary School; wheelchair lift replacement at Hall’s Cross Roads Elementary School.
- 4.) Preventive maintenance and repair on the boilers, sprinkler systems, stage rigging, and fire alarm systems throughout Harford County Public Schools. Preventive maintenance was performed at all three (3) natatorium locations.

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Unscheduled Maintenance

- 1.) **Unscheduled Repairs** - Requests for repairs are received through our computerized work order system. They are then reviewed, prioritized, and assigned to appropriate personnel for completion. Acknowledgment copies are signed by school personnel when work is complete. A total of 18,021 work orders were submitted between 7/1/2023 – 5/7/2024. During that time period 16,094 work orders were completed. This computerized system allows for accurate inventory control and accurate tracking of labor, materials/parts, and all associated departmental costs. Currently, all buildings are set up to submit work requests electronically.
- 2.) **Vandalism and Security Related Repairs** - Facilities is prepared to respond to any acts of vandalism or problems relating to proper building security twenty-four (24) hours a day seven (7) days a week.

While specifics relating to this area cannot be identified in advance, historical information and community trends are used to forecast needs.

Deferred Maintenance

- 1.) As a part of the prioritizing process, it becomes necessary, due to budget constraints, to defer some projects. This activity occurs in a minimal amount. Some other projects are deferred because of personnel shortages and are addressed later.

Capital Improvement Program

The Comprehensive Maintenance Plan (CMP) incorporates and mirrors many components of the CIP. Specific categories of the CMP are boiler replacement, floor covering replacement, fire alarm replacement, resurfacing, roof, HVAC, and vehicle replacement. Priorities are established with both programs in tandem.

BLEACHER INSPECTIONS AND REPAIRS

| School | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|----------------------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Aberdeen High | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out |
| Bel Air High | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out |
| C. Milton Wright High | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out |
| Edgewood High | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out |
| Fallston High | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out |
| Harford Technical High | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out |
| Joppatowne High | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out |
| North Harford High | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out |
| Patterson Mill High/Middle | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out |
| Aberdeen Middle | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Bel Air Middle | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Edgewood Middle | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Fallston Middle | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Havre de Grace High/Middle | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out | In/Out |
| Magnolia Middle | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| North Harford Middle | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Southampton Middle | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Abingdon Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Church Creek Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Deerfield Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Emmorton Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Forest Hill Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Forest Lakes Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Fountain Green Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Joppatowne Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| North Bend Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Prospect Mill Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Red Pump Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Ring Factory Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Swan Creek | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |
| Youth's Benefit Elementary | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor | Indoor |

BOILER INSPECTIONS

| School | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|---|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| Aberdeen High | X | X | | X | | X | |
| Bel Air High | | | X | | X | | X |
| C. Milton Wright High | X | X | | X | | X | |
| Edgewood High | X | X | | X | | X | |
| Fallston High | | | X | | X | | X |
| Harford Technical High | | | X | | X | | X |
| Joppatowne High | X | X | | X | | X | |
| Patterson Mill High/Middle | | | X | | X | | X |
| Aberdeen Middle | X | X | | X | | X | |
| Bel Air Middle – Pent Houe 24 Boiler Room 23 | | | X | | X | | X |
| Edgewood Middle | | | X | | X | | X |
| Fallston Middle | | | X | | X | | X |
| Havre de Grace Middle/High | | | X | | X | | X |
| Magnolia Middle | X | X | | X | | X | |
| North Harford Middle | X | X | | X | | X | |
| Southampton Middle | | | X | | X | | X |
| Abingdon Elementary | X | X | | X | | X | |
| Bakerfield Elementary | | | X | | X | | X |
| Church Creek Elementary | X | X | | X | | X | |
| Churchville Elementary | X | X | | X | | X | |
| Deerfield Elementary | X | X | | X | | X | |
| Emmorton Elementary (3) | X | X | | X | | X | |
| Forest Hill Elementary | X | X | | X | | X | |
| Forest Lakes Elementary | X | X | | X | | X | |
| Fountain Green Elementary | | | X | | X | | X |
| Hall’s Cross Roads Elementary | X | X | | X | | X | |
| Havre de Grace Elementary | | | X | | X | | X |

BOILER INSPECTIONS

| School | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|------------------------------|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| Hickory Elementary | | | X | | X | | X |
| Homestead/Wakefield-Primary | X | X | | | | | |
| Jarrettsville Elementary | | | X | | X | | X |
| Joppatowne Elementary | | | X | | X | | X |
| Magnolia Elementary | | | X | | X | | X |
| Meadowvale Elementary | X | X | | X | | X | |
| North Bend Elementary | | | X | | X | | X |
| North Harford Elementary | | | X | | X | | X |
| Red Pump Elementary | X | X | | X | | X | |
| Ring Factory Elementary | | | X | | X | | X |
| Swan Creek | X | | | X | | X | |
| Old Post Road – Primary | X | X | | X | | X | |
| Old Post Road – Intermediate | X | X | | X | | X | |
| William S. James Elementary | X | X | | X | | X | |
| Youth’s Benefit Elementary | X | X | | X | | X | |
| Harford Academy | | | X | | X | | X |
| A. A. Roberty | | | X | | X | | X |
| Harford Glen | | | X | | X | | X |
| Facilities | | | X | | X | | X |

BOILER REPLACEMENTS

| School | Date Installed | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|--------------------------------|----------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Aberdeen High (2) | 2004 | | | | | | | |
| Bel Air High (6) | 2009 | | | | | | | |
| C. Milton Wright High (2) | 1978 | | | | | | | X |
| Edgewood High (6) | 2010 | | | | | | | |
| Fallston High (5) | 2015 | | | | | | | |
| Harford Technical High (3) | 00,01 | | | | X | | | |
| Joppatowne High (2) | 2022 | | | | | | | |
| Patterson Mill Middle/High (2) | 2006 | | | | | | | |
| Aberdeen Middle (2) | 2003 | | | | X | | | |
| Bel Air Middle (5) | 22,00 | | | | | | | |
| Edgewood Middle (6) | 2005 | | | | | | | |
| Fallston Middle (2) | 1992 | | | | | | | |
| Havre de Grace Middle/High (4) | 2021 | | | | | | | |
| Magnolia Middle (4) | 2015 | | | | | | | |
| North Harford Middle (4) | 2008 | | | | | | | |
| Southampton Middle (4) | 2010 | | | | | | | |
| Abingdon Elementary (3) | 2023 | | | | | | | |
| Bakerfield Elementary (2) | 1999 | | | | | | | |
| Church Creek Elementary (5) | 93,16 | | | | X | | | |
| Churchville Elementary (4) | 1998 | | | | | | | |
| Deerfield Elementary (2) | 2010 | | | | | | | |
| Emmorton Elementary (3) | 1993 | | | | | | | |
| Forest Lakes Elementary (2) | 1997 | | | | | | | |
| Fountain Green Elementary (2) | 1993 | | | | X | | | |
| Hall's Cross Roads Elem. (2) | 1993 | | | | | | | |
| Havre de Grace Elementary (2) | 1989 | | | | | | | |
| Hickory Elementary (2) | 1996 | | | X (Burner) | | | | |
| Homestead Elementary | 1984 | | | | X | | | |
| Jarrettsville Elementary (3) | 2012 | | | | | | | |

BOILER REPLACEMENTS

| School | Date Installed | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|---------------------------------|----------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Joppatowne Elementary (2) | 2009 | | | | | | | |
| Magnolia Elementary (2) | 1974 | | | | | | X | |
| Meadowvale Elementary (2) | 1991 | | | | | | | |
| North Bend Elementary (2) | 2021 | | | | | | | |
| North Harford Elementary (2) | 2013 | | | | | | | |
| Red Pump Elementary (3) | 2011 | | | | | | | |
| Ring Factory Elementary (2) | 1990 | | | | | | | |
| Swan Creek (2) | 2023 | | | | | | | |
| Old Post Road– Primary (2) | 1974 | | | | | | | |
| Old Post Road–Intermediate (2) | 2012 | | | | | | | X |
| William S. James Elementary (4) | 2014 | | | | | | | |
| Youth’s Benefit (4) | 2017 | | | | | | | |
| Harford Academy (2) | 2009 | | | | | X | | |
| A. A. Roberty (1) | 2006 | | | | X | | | |
| Harford Glen (4) | 2018/2020 | | | | | | | |

FIRE ALARM REPLACEMENTS

| School | Date Installed | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|----------------------------|----------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Aberdeen High | 2004 | | | | | | | |
| Bel Air High | 2009 | | | | | | | |
| C. Milton Wright High | 1996 | | | | X | | | |
| Edgewood High | 2010 | | | | | | | |
| Fallston High | 2009 | | | | | | | |
| Harford Tech. High | 2000 | | | X | | | | |
| Joppatowne High | 2020 | | | | | | | |
| North Harford High | 2005 | | | | | | | |
| Patterson Mill High/Middle | 2007 | | | | | | | |
| Aberdeen Middle | 2000 | X | | | | | | |
| Bel Air Middle | 2023 | | | | | | | |
| Edgewood Middle | 2005 | | | | | | X | |
| Fallston Middle | 1993 | X | | | | | | |
| Havre de Grace Middle/High | 2021 | | | | | | | |
| Magnolia Middle | 2014 | | | | | | | |
| North Harford Middle | 2003 | | | | | | | |
| Southampton Middle | 2003 | | | | | X | | |
| Abingdon Elementary | 2018 | | | | | | | |
| Bakerfield Elementary | 2000 | | | | | | | |
| Bel Air Elementary | 2018 | | | | | | | |
| Church Creek Elem. | 1994 | X | | | | | | |
| Churchville Elem. | 2000 | | | | | | | |
| Darlington Elementary | 2016 | | | | | | | |
| Deerfield Elementary | 2010 | | | | | | | |
| Dublin Elementary | 2012 | | | | | | | |
| Edgewood Elementary | 2001 | | | | | | | |
| Emmorton Elementary | 2010 | | | | | | | |
| Fountain Green Elem. | 2023 | | | | | | | |

FIRE ALARM REPLACEMENTS

| School | Date Installed | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|-----------------------------|----------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Forest Lakes Elementary | 1997 | | | | | | | |
| George D. Lisby @ Hillsdale | 2021 | | | | | | | |
| Hall's Cross Roads Elem. | 1997 | | | | | | | |
| Havre de Grace Elem. | 2022 | | | | | | | |
| Hickory Elementary | 1997 | | | | | | | |
| Homestead Elementary | 2009 | | | X | | | | |
| Jarrettsville Elementary | 2010 | | | | | | | |
| Joppatowne Elementary | 2009 | | | | | | | |
| Magnolia Elementary | 2009 | | | | X | | | |
| Meadowvale Elem. | 2001 | | | | | | | |
| Norrisville Elementary | 2011 | | | | | | | |
| North Bend Elementary | 2020 | | | | | | | |
| North Harford Elem. | 2002 | | | | | | | |
| Prospect Mill Elem. | 2012 | | | | | | | |
| Red Pump Elem. | 2011 | | | | | | | |
| Ring Factory Elem. | 2007 | | | | | | | |
| Riverside Elementary | 2018 | | | | | | | |
| Roye-Williams Elem. | 2021 | | | X | | | | |
| Swan Creek | 1965 | | | | | | | |
| Old Post Rd. – Intermediate | 2013 | | | | | X | | |
| Old Post Rd.– Primary | 2014 | | | | | X | | |
| William S. James Elem. | 2004 | | | | | | | |
| Youth's Benefit Elementary | 2017 | | | | | | | |
| Harford Academy | 2006 | | | X | | | | |
| Harford Glen – Bldg. A | 1997 | | | | X | | | |
| Harford Glen – Bldg. B | 1997 | | | | X | | | |
| Harford Glen – Cafeteria | 2014 | | | | X | | | |

FLOOR COVERING REPLACEMENTS

| School | Date Installed | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|------------------------------|----------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Aberdeen High | 2003 | | | | | | | |
| Bel Air High | 2009 | | | | | | | |
| C. Milton Wright High | 2010 | | | | | | | |
| Edgewood High | 2010 | | | | | | | |
| Fallston High | 2001 | | | | | | | |
| Harford Technical High | 2000 | | | | | | | |
| Joppatowne High | 2003 | | | | | | | |
| North Harford High | 2006 | | | | | | | |
| Patterson Mill Middle/High | 2007 | | | | | | | |
| Aberdeen Middle | 2003 | | | | | | | |
| Bel Air Middle (Media) | 2012 | | | | | | | |
| Edgewood Middle | 2003 | | | | | | | |
| Fallston Middle | 2022 | | | | | | | |
| Havre de Grace Middle/High | 2021 | | | | | | | |
| Magnolia Middle | 2000 | | | | | | | |
| North Harford Middle | 1997 | | | | | | | X |
| Southampton Middle | 2000 | | | | | | | |
| Abingdon Elementary | 2021 | | | | | | | |
| Bakerfield Elementary | 2000 | | | | | | | |
| Bel Air Elementary | 2008 | | | | | | | |
| Church Creek Elementary | 1994 | X | | X | | | | |
| Churchville Elementary | 1998 | | | | | | X | |
| Churchville Elementary – Gym | 2021 | | | | | | | |
| Darlington Elementary | 2016 | | | | | | | |
| Deerfield Elementary | 2010 | | | | | | | |
| Dublin Elementary | 2011 | | | | | | | |
| Edgewood Elementary | 2002 | | | | | | | |
| Emmorton Elementary | 2021 | | | | | | | |

FLOOR COVERING REPLACEMENTS

| School | Date Installed | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|---------------------------------|----------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Forest Hill Elementary | 2000 | | | | | | | |
| Fountain Green Elementary | 2023 | | | | | | | |
| Forest Lakes Elementary | 1997 | | | | | | | |
| George D. Lisby Elem. (VCT) | 1968 | | | | | | | |
| Hall's Cross Roads Elementary | 2017 | | | | | | | |
| Havre de Grace Elementary | 2012 | | | | | | | |
| Hickory Elementary | 1997 | | | | | X | | |
| Homestead Elementary | 2009 | | | | | | | |
| Jarrettsville Elementary | 2007 | | | | | | | |
| Joppatowne Elementary | 2009 | | | | | | | |
| Magnolia Elementary | 2021 | | | | | | | |
| Meadowvale Elementary | 2001 | | | | | | | |
| Meadowvale Elementary – Gym | 2020 | | | | | | | |
| Norrisville Elementary | 1997 | | | | | | | |
| North Bend Elementary | 2014 | | | | | | | |
| North Bend Elementary - Gym | 2020 | | | | | | | |
| North Harford Elem. (VCT) | 1997 | | | | | | | |
| Prospect Mill Elementary | 2006 | | | | | | | |
| Red Pump Elementary | 2011 | | | | | | | |
| Ring Factory Elementary -Carpet | 2010 | | | | | | | |
| Ring Factory Elementary - Gym | 2021 | | | | | | | |
| Riverside Elementary (Media) | 2010 | | | | | | | |
| Roye-Williams Elementary | 2021 | | | | | | | |
| Swan Creek (Media) | 2007 | | | | | | | |
| Old Post Road – Primary | 1997 | | | | | | | |
| Old Post Road – Intermediate | 1997 | | | | | | | |
| William S. James Elementary | 1997 | | | | X | | | |
| Youth's Benefit Elementary | 2017 | | | | | | | |
| Harford Academy (VCT) | 1998 | | | | | | | |

HVAC SYSTEM REPLACEMENTS

(Roof Top Units and Chillers)

| School | Date Installed | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|----------------------------|----------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Aberdeen High | 2005 | | | | | | | |
| Bel Air High | 2009 | | | | | | | |
| C. Milton Wright High | 2001 | | | | X | | | |
| Edgewood High | 2010 | | | | | | | |
| Fallston High | 2016 | | | | | | | |
| Harford Technical High | 1998 | X | | | X | | | |
| Joppatowne High | 2022 | | | | | | | |
| North Harford High | 2007 | X | | | | | | |
| Patterson Mill High/Middle | 2020 | | | | | | | |
| Aberdeen Middle | 2014 | | | | | | | |
| Bel Air Middle | 2007 | | | | | | | |
| Edgewood Middle | 2018 | | | | | X | | |
| Fallston Middle | 2019 | | | | | | | |
| Havre de Grace Middle/High | 2021 | | | | | | | |
| Magnolia Middle | 2014 | | | | | | | |
| North Harford Middle | 2015 | | | | | | | |
| Southampton Middle | 2010 | | | | | X | | |
| Abingdon Elementary | 2001/ 1992 | | | | | | | |
| Bakerfield Elementary | 1998 | | | | | | | |
| Church Creek Elementary | 2013 | | | | | | | |
| Churchville Elementary | 2017 | | | | | | | |
| Darlington Elementary | 2015 | | | | | | | |
| Dublin Elementary | 2015 | | | | | | | |
| Edgewood Elementary | 2001 | | | | | | X | |
| Emmorton Elementary | 2013 | | | | | | | |
| Forest Hill Elementary | 2022 | | | | | | | |

HVAC SYSTEM REPLACEMENTS

(Roof Top Units and Chillers)

| School | Date Installed | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|-----------------------------------|----------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Forest Lakes Elementary | 2014 | | | | | | | |
| Fountain Green Elem. | 2009 | X | | | | | | |
| George D. Lisby Elem. @ Hillsdale | 2021 | | | | | | | |
| Hall's Cross Roads Elem. | 2010 | | | X | | | | |
| Harford Glen | 2009 | | | | X | | | |
| Havre de Grace Elem. | 2013 | | | | | X | | |
| Hickory Elementary | 2019 | | | X (Burner) | | | | |
| Homestead Elementary | 2007 | X | | | | | | |
| Jarrettsville Elementary | 2012 | | | | | | | |
| Magnolia Elementary | 2003 | | | X | | | | |
| Meadowvale Elementary | 2002 | | | | | | X | |
| Norrisville Elementary | 2014 | | | | | | | |
| North Bend Elementary | 2020 | | | | | | | |
| North Harford Elem. | 2012 | | | | | | | |
| North Harford High | 2006 | | | | X | | | |
| Patterson Mill Middle/High | 2006 | | | | | | | |
| Prospect Mill Elementary | 2016 | | | | | | | |
| Red Pump Elementary | 2011 | | | | | | | |
| Ring Factory Elementary | 2015 | | | | | | | |
| Riverside Elementary | 2018 | | | | | | | |
| Roye-Williams Elementary | 2018 | | | | | | | |
| Old Post Rd – Intermediate | 2012 | | | | | | | |
| Old Post Rd – Primary | 1996 | | | | | | | |
| William S. James Elementary | 2014 | | | | | | | |
| Youth's Benefit Elementary | 2017 | | | | | | | |
| Harford Academy | 2009 | | | | | | | |
| K Buildings (Total of 14) | 68,70 | | | | | | | |

PAINTING

| School | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|----------------------------|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| Aberdeen High | | | | | | | |
| Bel Air High | X | X | | | | | |
| C. Milton Wright High | | | | | | X | |
| Edgewood High | | | | | | | X |
| Fallston High | | | | | | | |
| Harford Technical High | | | | X | | | |
| Joppatowne High | | | X | | | | |
| North Harford High | | | | | X | | |
| Aberdeen Middle | | | | X | | | |
| Bel Air Middle | | | X | | | | |
| Edgewood Middle | | | | | | X | |
| Fallston Middle | X | X | | | | | |
| Havre de Grace Middle/High | | | | | | | |
| Magnolia Middle | | | | | | | |
| North Harford Middle | | | | | | | X |
| Patterson Mill Middle/High | | | | | | | |
| Southampton Middle | | | | | | | |
| Abingdon Elementary | | | | | | | |
| Bakerfield Elementary | | | | | | | |
| Bel Air Elementary | X | X | | | | | |
| Church Creek Elementary | X | X | | | | | |
| Churchville Elementary | | | | | | | X |
| Darlington Elementary | | | | | | | |
| Deerfield Elementary | | | | | | X | |
| Dublin Elementary | | | | | | | |
| Edgewood Elementary | | | | | | | |
| Emmorton Elementary | | | | | | | |
| Forest Hill Elementary | | | | | | | X |

PAINING

| School | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|-------------------------------|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| Forest Lakes Elementary | | | | | X | | |
| Fountain Green Elementary | | | | X | | | |
| George D. Lisby @ Hillsdale | | | | | | | |
| Hall's Cross Roads Elementary | | | | | X | | |
| Havre de Grace Elementary | | | | X | | | |
| Hickory Elementary | | | X | | | | |
| Homestead Elementary | | | | | | | |
| Jarrettsville Elementary | | | | | | | X |
| Joppatowne Elementary | X | X | | | | | |
| Magnolia Elementary | | | X | | | | |
| Meadowvale Elementary | | | | | | | |
| Norrisville Elementary | | | | | | X | |
| North Bend Elementary | | | | | | | |
| North Harford Elementary | | | | | X | | |
| Prospect Mill Elementary | | | | | | | |
| Red Pump Elementary | | | | | | | |
| Ring Factory Elementary | | | | | | | |
| Riverside Elementary | | | X | | | | |
| Roye-Williams Elementary | | | | | | | |
| Swan Creek | | | | | | | |
| Old Post Road - Primary | | | | | | X | |
| Old Post Road - Intermediate | | | | | | X | |
| Wm. S. James Elementary | | | X | | | | |
| Youth's Benefit | | | | | X | | |
| Harford Academy | | | | X | | | |

PAVING – OVERLAY & MAINTENANCE

| School | Planned FY 24 | Actual FY 24 | Planned FY 24 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|----------------------------|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| Aberdeen High – South | | | | | | | |
| Bel Air High | | | | | | | |
| C. Milton Wright High | | | | | | | |
| Edgewood High | | | | | | | |
| Fallston High | | | | | | | |
| Harford Technical High | | | X | | | | |
| Joppatowne High | | | | | | | |
| North Harford High | | | | | | | |
| Aberdeen Middle | | | | | X | | |
| Bel Air Middle | | | | | | | |
| Edgewood Middle | | | | | | | |
| Fallston Middle | | | | | | | |
| Havre de Grace Middle/High | | | | | | | |
| Magnolia Middle | | | | | | | |
| North Harford Middle | | | | X | | | |
| Patterson Mill Middle/High | | | | | | | |
| Southampton Middle | | | | | | | |
| Abingdon Elementary | | | | | | | |
| Bakerfield Elementary | | | | | | | |
| Bel Air Elementary | | | | | | | |
| Church Creek Elementary | | | | | | | |
| Churchville Elementary | | | | | | | |
| Darlington Elementary | | | | | | | |
| Deerfield Elementary | | | | | | | |
| Dublin Elementary | | | | | | | |
| Edgewood Elementary | | | | | | | |
| Emmorton Elementary | | | | | | | |

PAVING – OVERLAY & MAINTENANCE

| School | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|------------------------------------|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| Forest Hill Elementary | | | | | | | |
| Forest Lakes Elementary | | | | | | | |
| Fountain Green Elementary | | | | | | | |
| George D. Lisby Elem. At Hillsdale | | | | X | | | |
| Hall’s Cross Roads Elementary | | | | | | | |
| Havre de Grace Elementary | | | | X | | | |
| Hickory Elementary | | | | | | | |
| Homestead Elementary | | | | | | | |
| Jarrettsville Elementary | | | | | | | |
| Joppatowne Elementary | | | | | | | |
| Magnolia Elementary | | | | | | | |
| Meadowvale Elementary | | | | | | | |
| Norrisville Elementary | | | | | | | |
| North Bend Elementary | | | | | | | |
| North Harford Elementary | | | | | | | |
| Prospect Mill Elementary | | | | | | | |
| Red Pump Elementary | | | | | | | |
| Ring Factory Elementary | | | | | | | |
| Riverside Elementary | | | | | | | |
| Roye-Williams Elementary | | | | | | | |
| Swan Creek | | | | | | | |
| Old Post Road – Primary | X | | | | | | |
| Old Post Road-Intermediate | X | | | | | | |
| William S. James Elementary | | | | | | | |
| Youth’s Benefit Elementary | | | | | | | |
| Harford Academy | | | | | | | |
| Hickory Annex | | | | | | | |

ROOF REPLACEMENTS

| School | Date Installed | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|----------------------------|------------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Aberdeen High | 2004 | | | | | | | |
| Bel Air High | 2009 | | | | | | | |
| C. Milton Wright High | 1995, 2003, 2006 | | | | | | | |
| Edgewood High | 2010 | | | | | | | |
| Fallston High | 2008, 2011 | | | | | | | |
| Harford Technical High | 1998, 1999 | | | | | | | |
| Joppatowne High | 2008, 2018 | | | | | | | |
| North Harford High | 1993, 1999, 2007 | | | | X | | | |
| Aberdeen Middle | 2020 | | | | | | | |
| Bel Air Middle | 2021 | | | | | | | |
| Edgewood Middle | 1997, 2005 | | | | | | | |
| Fallston Middle | 1993, 2006 | | | | | | | |
| Havre de Grace Middle/High | 2020 | | | | | | | |
| Magnolia Middle | 2002 | | | | | | | |
| North Harford Middle | 2008 | | | | | | | |
| Patterson Mill Middle/High | 2007 | | | | | | | |
| Southampton Middle | 2009 | | | | | | | |
| Abingdon Elementary | 1992, 2001 | | | | | | | |
| Bakerfield Elementary | 2022 | | | | | | | |
| Bel Air Elementary | 2007 | | | | | | | |
| Church Creek Elementary | 1994, 2001 | | | | | | | |
| Churchville Elementary | 2016 | | | | | | | |
| Darlington Elementary | 1993 | | | | | | X | |
| Deerfield Elementary | 2010 | | | | | | | |
| Dublin Elementary | 2006 | | | | | | | |
| Edgewood Elementary | 2001 | | | | | | | |
| Emmorton Elementary | 1994 | | | | | | | |
| Forest Hill Elementary | 2000 | | | | | | | |

ROOF REPLACEMENTS

| School | Date Installed | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|-------------------------------|------------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Forest Lakes Elementary | 1997 | | | | | | | |
| Fountain Green Elementary | 1993 | | | | | | | |
| George D. Lisby @ Hillsdale | 2014 | | | | | | | |
| Hall's Cross Roads Elementary | 1992 | | | | | X | | |
| Havre de Grace Elementary | 2023 | | | | | | | |
| Hickory Elementary | 2020 | | | | | | | |
| Homestead Elementary | 1985, 1997 | | | | | | | |
| Jarrettsville Elementary | 2003 | | | | | | | |
| Joppatowne Elementary | 1994, 1995, 2008 | | | | | | | |
| Magnolia Elementary | 2001 | | | | | | | |
| Meadowvale Elementary | 2001 | | | | | | | |
| Norrisville Elementary | 1996, 1997 | | | | | | | |
| North Bend Elementary | 2011 | | | | | | | |
| North Harford Elementary | 2018 | | | | | | | |
| Prospect Mill Elementary | 1993, 2011 | X | | X | | | | |
| Red Pump Elementary | 2010 | | | | | | | |
| Ring Factory Elementary | 2010 | | | | | | | |
| Riverside Elementary | 1993, 1995 | | | | | | | X |
| Roye Williams Elementary | 1993, 1995, 2004 | | | | | | | |
| Swan Creek | 2022 | | | | | | | |
| Old Post Road-Prim | 1991, 1992, 1999 | | | | | | | |
| Old Post Road-Int | 1997 | | | | | | | |
| William S. James Elementary | 1995 | | | | | | | |
| Youth's Benefit Elementary | 2017 | | | | | | | |
| Harford Academy | 2005 | | | | | | | |

CLEANING OF ON-SITE WASTEWATER SYSTEMS

| School | Planned FY 24 | Actual FY 24 | Planned FY 25 | Planned FY 26 | Planned FY 27 | Planned FY 28 | Planned FY 29 |
|--|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| Aberdeen High – Grease Trap | X | X | X | X | X | X | X |
| Bel Air High – (2) Grease Traps | X | X | X | X | X | X | X |
| Edgewood High – (2) Grease Traps | X | X | X | X | X | X | X |
| Fallston High – WWTP & Grease Trap | X | X | X | X | X | X | X |
| Harford Technical High - WWTP & Grease Traps | X | X | X | X | X | X | X |
| North Harford High - WWTP & Grease Trap | X | X | X | X | X | X | X |
| Fallston Middle – Grease Trap | X | X | X | X | X | X | X |
| North Harford Middle – Grease Trap | X | X | X | X | X | X | X |
| Patterson Mill Middle/High - Grease Trap | X | X | X | X | X | X | X |
| Churchville Elementary – Septic Tank | X | X | X | X | X | X | X |
| Darlington Elementary - Septic Tank | X | X | X | X | X | X | X |
| Deerfield Elementary – Grease Trap | X | X | X | X | X | X | X |
| Dublin Elementary – Septic Tank | X | X | X | X | X | X | X |
| Edgewood Elementary – Grease Trap | X | X | X | X | X | X | X |
| Forest Hill Elementary–Septic Tank & Grease Trap | X | X | X | X | X | X | X |
| Jarrettsville Elementary – Septic Tank | X | X | X | X | X | X | X |
| Norrisville Elementary–Septic Tank &Grease Trap | X | X | X | X | X | X | X |
| North Bend Elementary – Septic Tank | X | X | X | X | X | X | X |
| North Harford Elementary – Septic Tank | X | X | X | X | X | X | X |
| Prospect Mill Elementary – Grease Trap | X | X | X | X | X | X | X |
| Red Pump Elementary – Grease Trap | X | X | X | X | X | X | X |
| Youth’s Benefit – WWTP & Grease Trap | X | X | X | X | X | X | X |
| Harford Glen – Grease Trap | X | X | X | X | X | X | X |
| Harford Glen House – Septic Tank | X | X | X | X | X | X | X |
| Harford Academy – Grease Trap | X | X | X | X | X | X | X |
| Havre de Grace Middle/High – Grease Trap (2) | X | X | X | X | X | X | X |

UNDERGROUND STORAGE TANKS

| SCHOOL | TEST TYPE | PRODUCT | GALLONS | TANK NO. | INSTALL | LAST | PASS/ FAIL | TEST | TYPE OF TANK | TEST PIPES | MAN | CERTON FILE |
|--|--------------|---------|---------|----------|---------|------|---------------|---------|-----------------|------------|-----|----------------|
| | | | | | DATE | TEST | | COMPANY | | PLACED | WAY | |
| SPILL BUCKET INSPECTIONS ARE TO BE CONDUCTED ANNUALLY ON ALL USTs | | | | | | | | | | | | |
| 2024 | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 2025 | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 2026 | | | | | | | | | | | | |
| HALL'S CROSS ROADS | CATHODI C | #2 OIL | 10000 | 1 | 1987 | 2020 | P | Eldreth | Steel | YES | YES | YES |
| 2027 | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 2028 | | | | | | | | | | | | |
| FALLSTON MIDDLE | SUMP | #2 OIL | 20000 | 1 | 1993 | 2017 | P | Rellek | ST-FRP | YES | YES | YES |
| HALL'S CROSS ROADS | SUMP | #2 OIL | 10000 | 1 | 1987 | 2017 | P | Eldreth | Steel | YES | YES | YES |
| HOMESTEAD ELEM | SUMP | #2 OIL | 10000 | 1 | 1966 | 2017 | P | Eldreth | Steel | YES | YES | YES |
| MAGNOLIA ELEM. | SUMP | #2 OIL | 10000 | 1 | 1990 | 2017 | P | Eldreth | ST-FRP | YES | YES | YES |
| NORTH HARFORD ELEM. | SUMP | #2 OIL | 10000 | 1 | 1984 | 2017 | P | Eldreth | Steel | YES | NO | YES |
| OLD POST ROAD | SUMP | #2 OIL | 10000 | 1 | 1990 | 2017 | P | Eldreth | Steel | NO | YES | YES |
| 2031 | | | | | | | | | | | | |
| HALL'S CROSS ROADS | CATHODI C | #2 OIL | 10000 | 1 | 1987 | 2020 | P | Eldreth | Steel | YES | YES | YES |
| 2033 | | | | | | | | | | | | |
| FALLSTON MIDDLE | SUMP | #2 OIL | 20000 | 1 | 1993 | 2017 | P | Rellek | ST-FRP | YES | YES | YES |
| HALL'S CROSS ROADS | SUMP | #2 OIL | 10000 | 1 | 1987 | 2017 | P | Eldreth | Steel | YES | YES | YES |
| HOMESTEAD ELEM | SUMP | #2 OIL | 10000 | 1 | 1966 | 2017 | P | Eldreth | Steel | YES | YES | YES |
| MAGNOLIA ELEM. | SUMP | #2 OIL | 10000 | 1 | 1990 | 2017 | P | Eldreth | ST-FRP | YES | YES | YES |
| NORTH HARFORD ELEM. | SUMP | #2 OIL | 10000 | 1 | 1984 | 2017 | P | Eldreth | Steel | YES | NO | YES |
| OLD POST ROAD | SUMP | #2 OIL | 10000 | 1 | 1990 | 2017 | P | Eldreth | Steel | NO | YES | YES |
| HALL'S CROSS ROADS | CATHODI C | #2 OIL | 10000 | 1 | 1987 | 2020 | P | Eldreth | Steel | YES | YES | YES |

COMPLIANCE OVERVIEW

Environmental compliance requirements impact every area of facilities. Regulations dictate close attention to issues such as asbestos containing materials, integrated pest management, underground storage tank systems, wastewater, lead containing materials, hazardous substances, storm water management, carbon monoxide, drinking water quality, indoor air, and radon. Compliance encompasses the conditions, safety and operation of all the buildings and occupants throughout the school system and the Department of Facilities personnel. When age and condition of buildings and equipment warrant additional monitoring, environmental personnel ensure acceptable performance is maintained by visual and quantitative analysis. Monitoring of water treatment is performed in accordance with the Lead and Copper Rule and Safe Drinking Water Act. Additionally, water system corrosion control is administered as prescribed by Maryland Department of Environment (MDE). Concerns about indoor air quality are addressed by bi-annual site assessments. Any additional mechanical work required is coordinated through the Department of Facilities. Monitoring for radon has been done in buildings throughout Harford County Public Schools. Follow-up actions including remediation and monitoring has been performed at sites where radon levels indicated. Additional monitoring will also be performed periodically to ensure continued acceptable radon levels in Harford County Public Schools buildings. Harford County Public Schools Facilities responds effectively to the constantly increasing number and complexity of Environmental Regulations.



INVESTIGATION OF AN INDOOR AIR QUALITY PROBLEM

Date Notified: _____ Who Reported: _____

Position: _____

Building: _____

Building Location: _____

Designated Investigator: _____

Position: _____

On-Site Evaluation: Date: _____ Time: _____

People Present: _____

I. Description of problem/symptoms:

II. Physical assessment:

III. Recommendation:

Signatures: Investigator: _____ Date: _____

Principal: _____ Date: _____



HARFORD COUNTY PUBLIC SCHOOLS
PERIODIC SURVEILLANCE

Periodic surveillance shall be performed formally by Harford County Public School personnel approximately every six months. Please return form Ryan Barrie, Environmental Specialist, in the Facilities Department.

| | |
|-------------|---------------------------------|
| _____ | _____ |
| School Name | Today's Date |
| _____ | _____ |
| Date Noted | Performed by: Name and Position |

Changes in Material: _____

Conditions:

HCPS Building Efficiency and Sustainability Survey

School: _____ Date: _____
 Rooms Inspected: _____ Inspected by: _____

This survey is to be used to evaluate the efficiency of the HCPS site including the building and surrounding grounds. It is meant to be a useful tool in determining areas of progress in addressing efficiency and conservation issues, as well as identifying additional areas of concern. The areas inspected in this checklist are outlined in the administrative procedure's documents for HCPS.

| Site Grounds | Y | N | Comment |
|--|----------|----------|----------------|
| Outside security lights are functioning | | | |
| Outside security lights are off in day-light hours | | | |
| Outside parking and sidewalk lights are functioning | | | |
| Outside parking and sidewalk lights are off during day-light hours | | | |
| Recycling and waste receptacles are on-site and properly used | | | |
| Recycling receptacles are available for community and event use | | | |
| Appropriate use of shading and canopy use | | | |
| Evidence of Ground Erosion or run-off | | | |
| | | | |
| Building Envelope | Y | N | |
| Exterior doors and windows are functioning properly and draft free | | | |
| Weather stripping and caulk are appropriate and functioning | | | |
| Structure is sound with no serious penetrations or areas of draft | | | |
| Window coverings are used appropriately to maximize daylight use | | | |
| Window coverings are closed in evening hours to resist temp change | | | |
| Recycling and waste receptacles are on-site and properly used | | | |
| | | | |
| Resource usage | Y | N | |
| Sinks and water fountains appear to be functioning and leak free | | | |
| Toilets are functioning and do not appear to be running | | | |
| Paper towel and toilet paper dispensers are functioning | | | |
| | | | |
| Electrical | Y | N | Comment |
| Light level is appropriate for needs | | | |
| Light level is appropriately efficient i.e. fluorescent | | | |
| Lights are off in unoccupied areas of the building | | | |
| Fixtures are clean and functioning | | | |
| Accent lighting is minimal and appropriately used | | | |
| Half-lighting or task-lighting is used where appropriate | | | |

| | Y | N | Comment |
|--|---|---|---------|
| Other | | | |
| Evidence of educational materials stressing conservation | | | |
| Evidence of exceptional environmental stewardship | | | |
| | | | |
| COMMENTS OR SUGGESTIONS: | | | |
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Please return to: Facilities Department

July 2019

HARFORD COUNTY PUBLIC SCHOOLS

Preventive Maintenance

July 2024

Status/Remarks

Preventive maintenance is the proactive application of proper inspection and servicing techniques to plant and equipment systems associated with the Harford County Public Schools on a continuous selective cyclical and routine basis.

With the augmentation of a Computerized Maintenance Management System, this approach will afford the advantage of protecting capital investment by permitting the application of adjustments, replacement of wear and tear components and calibration of devices under controlled conditions, and either effecting quick, simple solutions or else generating pertinent work orders to the cognizant maintenance section for repair before the equipment fails or breaks down.

Representative Accomplishments

1. Essential Equipment Preventive Maintenance Field Audits of the entire school system, an open-ended and ongoing process, including the formulation & usage of projections for new school facilities, those schools undergoing major renovation/reconstruction & the prompt replacement of projection data with actual data – complete with impact analysis – upon the completion of the new/major renovation/reconstruction activity.
2. The formulation & periodic updating of equipment task listing criterion for over 30 major and sub-equipment categories serving as a basis upon which to plan, organize, analyze & process a high volume of data.
3. The development, utilization, and continuous revision of an analytical technique of a Preventive Maintenance Subtotals Equipment Task Network, to include the establishment of per unit annual coverage capability factors, as the essential vehicle to array and manage the equipment regarding frequency and specifics of PM service intervals within the five major HCPS geographical school zones delineated by PM. This approach facilitates obtaining maximum economy and efficiency.
4. The identification of selective essential rates of coverage of the school system, given the available PM staffing levels, system size & criticality of service to specify realistic initial/modified program implementation levels as well as to provide a sound foundation and benchmarking for future expansion.
5. The application of functional, durable identification labeling to the thousands of items of equipment audited - to include ongoing updating, as required (replacements, modifications, etc.). This includes innovative classroom ceiling grid labeling for those equipment installations aloft above ceiling level.

CONTINUED

6. Development, utilization, and continuous updating of logistical system encompassing the PM Team HVAC air filter/frame general specifications, comprehensive expendables inventory instruments for drive belts, air filter media and air filter frames and procurement contract rider for the last 3(+) consecutive years with the Baltimore and/or Howard County Public School Systems and pricing request/order procedures. Some samples are included.
7. The implementation of an Electric Service Entrance Equipment Maintenance/PM Program to provide much needed attention to the Main Electrical Services at the schools on a regular basis to include substantial follow-up on deficiencies encountered. Proactive role in the implementation of a MABE funded Thermographic Imaging/Infrared Testing thrust for electrical distribution equipment which further assists the Maintenance/PM action by helping uncover incipient deficiencies before they cause unscheduled electrical outages, equipment damage or possibly fire.

A sample Preventive Maintenance checklist for annual indirect gas fired make-up air unit inspections is attached. The generation/modification of PM checklists is an evolving, ongoing process.

HARFORD COUNTY PUBLIC SCHOOLS
Preventive Maintenance Program
JULY 2022
Preventive Maintenance Inspection Frequency

| Item | Description | A | Bi-A | Semi-A | Tri-A | <u>Quar</u> | Semi-Q | Mo. | Bi-Mo. | FI* | *** a. |
|------|--|-------------|-------------|--------|-------|-------------|--------|---------|--------|-----|-----------|
| 1. | Air Handling Unit (AHU) | X | | X** | | X | | | | X | |
| 2. | Circulator Pump (CP) | c. X | | | | | | | | | |
| 3. | Circulator Pump (CP)>/=50HP | | | | c. X | | | | | | X |
| 4. | Exhaust Fan (EF) | X | | | | | | | | | |
| 5. | Vane Axial Exhaust Fan (VAEF) | a · x | a · x | | | | | b. X | | | |
| 6. | Heat Pump (HP) – General | | | X | | | | | | X | |
| 7. | Heat Pump (HP) – Relocatable | | | | | | X | | | | |
| 8. | Water to Air Geothermal Heat Pump | X | | X | | | | X | | | |
| 9. | Roof Top Unit (RTU) | X | | | | X | | | | X | |
| 10. | Return Air Fan (RAF) | X | | | | | | X | | | |
| 11. | Supply Air Fan (SAF) | X | | X | | | | X | | X | |
| 12. | Air Cleaner/Purifier | | | X** | | | | X | | | |
| 13. | Unit Heater Ventilator Electrical(UHV-E) | | | X | | X | | | | X | |
| 14. | Energy Recovery Ventilator | X | | | | X | | X | | | |
| 15. | Energy Recovery Unit (ERU) | X | | X | | X | | X | | | |
| 16. | Electric Unit Heater (EUH) | | | X | | | | | | | |
| | Cabinet Unit Heater Electrical (CUH) | X | | | | X | | | | | |
| 18. | A/C Only Unit (Electrical) | | | X | | X | | | | X | |
| 19. | Fan Coil Unit Electrical (FCU) | X | | | | X | | | | | |
| 20. | Fan Powered Mixing Box Electrical (FPMB) | | | X | | X | | | | | |

Preventive Maintenance Inspection Frequency

| Item | Description | A | Bi-A | Semi-A | Tri-A | Quar | Semi-Q | Mo. | Bi-Mo. | Fl.* | *** a. |
|------|---|----------|------|--------|-------|------|--------|-----|--------|------|-----------|
| 21. | UHV – Gas | | | X | | | | | | | |
| 22. | Unit Heater – Gas (GUH) | | | X | | | | | | | |
| 23. | Indirect Gas Fired Make-up Air Unit | Sample X | | X | | X | | | | | |
| 24. | UHV – Water/Steam | | | X | | X | | | | X | |
| 25. | Cabinet Unit Heater – Water Steam (CUH) | X | | | | | | | | X | |
| 26. | Fan Coil Unit – Water/Steam (FCU) | x | | | | X | | | | X | |
| 27. | A/C only Unit (Water/Steam) | | | X | | X | | | | | |
| 28. | Horizontal A/C Unit (H A/C) | | | X | | | | | X | | |
| 29. | Fan Powered Mixing Box – Water/Steam (FPMB) | | | X | | X | | | | X | |
| 30. | Unit Heater (UH) Water/Steam | | | X | | | | | | | |
| 31. | Wall Fan (WF) | x | | | | | | | | | |
| 32. | Water Cooler (WC) | | | X | | | | | | | |
| 33. | Window A/C (WAC) | | | X | | | | | | | |

Sample Preventive Maintenance Checklist attached.

* Air filter change and inspection service only – custom, variable frequency.

**Selectively applied, custom service.

*** Overhaul/General Take-Down Inspection. Frequency TBD, hourly basis.

• At selective essential rates of coverage. PM service frequencies are custom tailored to each facility.

Not all PM service frequencies apply to all schools.

- a. By others – Outside the scope of PM
- b. Or at every 720 hrs. of operation using retrofitted elapsed run time hour meter.
- c. Or, for 1760 rated RPM machine motors, at each 7400 hours of accumulated run time (4250 hrs., machine pumps) – NEMA 280-360 fr; 3500 hours NEMA 360-5800; with prescribed periodic purging and replacement of lubricant – or per manufacturer’s instructions – using retro-fitted elapsed run time hours metering.

HARFORD COUNTY PUBLIC SCHOOLS
TASK LISTING FOR PREVENTIVE MAINTENANCE
CLASSIFICATIONS FORM
GAS FIRED MAKE-UP AIR UNIT (560IGFMUAU) ANNUAL INSPECTION
(FALL)

SAFETY PRECAUTIONS

- Lock-out the gas and the electrical power to the unit before performing any maintenance or service operations on this equipment.
- Wait for all rotating components to come to a complete stop prior to entering the equipment.
- Clear snow away from roof mounted units. Keep the snow clear of the intake, access doors and any vent piping.
- Do not allow water or solvents to enter the motor or bearings. Motors and bearings should never be sprayed with steam, water or solvents.
- Exercise caution when venting the coils. High pressure and/or high temperature fluids can cause serious injury.

GENERAL INSPECTION PROCEDURES

1. ***Fan Wheel:*** Keep the fan wheel clean for proper operation. Accumulated dirt and oil will cause imbalance.
2. ***Cooling Coils***
 - a. Inspect the coil for signs of corrosion and/or leaks. Repair any leaks as required.
 - b. Inspect coil surface for foreign material. If the coil surface needs to be cleaned, then direct the cleaning agent into the leaving airside so that foreign material will be washed out of the coil rather than being pushed farther into it.
 - c. Inspect and clean the drain pan to prevent the growth of algae and other organisms. Add condensate drain capsules as needed.
3. ***Chilled Water Coils***
 - a. Test the circulating fluid for sediment, corrosive products, and biological contaminants and take the necessary corrective measures.
 - b. Maintain adequate fluid velocities and proper filtering of the fluid.
 - c. If automatic air vents are not utilized, periodic venting of the coil is recommended to remove accumulated air.

4. *Evaporative Coolers*

- a. Shut off the water and drain all the lines when the outside temperature drops below 45°F.
- b. Remove drain plugs for the winter.
- c. Clean all interior parts of any mineral deposits or foreign materials that may have built-up during the cooling season.
- d. Replace any worn or non-functioning parts.

5. *Gas Line*

- a. Remove the drip leg and clean any liquid or debris that may have accumulated.
- b. After cleaning the drip leg, reattach it.

6. ***Vent Piping:*** Remove any debris from the drip legs in the combustion air and exhaust pipes.

7. ***Burners and Orifices:*** Before each heating season examine the burners and gas orifices to make sure they are clear of any debris such as spider webs, etc. Then clean the burners as follows:

- a. Turn off both electrical and gas supplies to the unit.
- b. Disconnect union between manifold and gas valve.
- c. Remove manifold and burner assembly.
- d. Inspect and clean orifices and burners as necessary. Avoid using any hard or sharp instruments which could cause damage to the orifices or burners.
 1. Remove any soot deposits from the burner with a wire brush.
 2. Clean the ports using an aerosol degreaser or compressed air.
 3. Wipe the inside of the burner clean. Cleaning the burner with a degreaser will retard the future build-up of dirt.
 4. Before reinstalling the burner assembly, look down the heat exchanger tubes to make sure they are clear of any debris.
 5. Reinstall manifold and burner assembly, reconnect wire leads and gas supply piping.
 6. Turn on the electrical power and gas supply.
 7. Follow the start-up procedure to light the burners and verify proper operation.

8. *Heat Exchanger*

- a. Check the heat exchanger annually for cracks.
 - b. If a crack is detected, the heat exchanger should be replaced before the unit is put back into operation.
 - c. Airflow across the heat exchanger should be checked to make sure the blower is operating properly.
9. ***Flue Collector Box:*** The flue passageway and flue collector box should be inspected prior to each heating season and cleared of any debris.
10. ***Electrical Wiring:*** The electrical wiring should be checked annually for loose connections or deterioration.

Tools needed to complete the Preventive Maintenance:

| | | |
|----------------|--------------|--------------------------------------|
| Hand Tools | Wire Brush | Fiberglass step ladder, as required. |
| VOM | Respirator | Full face safety goggles |
| H2O Test Kit | Pipe Cleaner | Portable Air Compressor |
| Vacuum Cleaner | | |

Materials List: Coil Cleaner, Aerosol Degreaser, Condensate Drain Tabs

Special Notes:

1. Coordination with Energy Manager required in advance if building is otherwise shut-down by EMS – e.g., schools closed.
2. Disconnect and secure to the OFF position, all sources of power to the equipment prior to servicing, per standard Lock-Out Tag-Out Procedures. In the case of the exception in which the equipment must be temporarily energized for troubleshooting, observation, diagnostic measurements or related servicing actions, **exercise extreme caution.**
3. Check all work and restore power upon completion of the Preventive Maintenance work activity.
4. For further technical details, refer to the instruction manual.
5. Safety glasses and gloves required as needed.

PREVENTIVE MAINTENANCE – AIR FILTER ORDER FORM

| ITEM NO. | QTY (ea., or as noted) | SIZE ("or as indicated) | POLY ROLL (Spec 1) | POLY PAD (Spec 2) | PAD FRAME (Spec 3) | POLY BAG HDR (Spec 4) | RIGID PAD (Spec 5) | POLY T/A (Spec 6) | OTHER | OTHER | TAG BOXES | UNIT PRICE \$ | SUB TOTAL \$ |
|----------|---------------------------|----------------------------|-----------------------|----------------------|-----------------------|--------------------------|-----------------------|----------------------|-------|-------|-----------|---------------|--------------|
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**SUBTOTAL: [Grand Total If PGS 2/3
Not Used]**

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AIR FILTER/FRA
ORDER PRICE REQUEST

WILL CALL/FAX/E-MAIL

PLEASE CALL/FAX/E-MAIL ORDER
FOR CONFIRMATION

TRACKING P.O. #: _____

Date: _____

PM Zone: _____

PREVENTIVE MAINTENANCE – AIR FILTER ORDER FORM

| ITEM NO. | QTY (ea., or as noted) | SIZE ("or as indicated) | FOAM ROLL (Spec 7) | PLEAT-STANDARD CAPACITY (Spec 8) | RIGID BOX NH (Spec 9) | BAG EXTENDED SURFACE (Spec 10) | PLEAT MERV 8 (Spec 11) | FOAM PLASTIC FRAME (Spec 12) | OTHER | OTHER | TAG BOXES | UNIT PRICE \$ | SUB TOTAL \$ |
|----------|---------------------------|----------------------------|-----------------------|-------------------------------------|--------------------------|-----------------------------------|---------------------------|---------------------------------|-------|-------|-----------|---------------|--------------|
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SUBTOTAL:

GRAND TOTAL [If P3 Is Not Used]:

AIR FILTER/FRAME ORDER PRICE REQUEST

WILL CALL/FAX/E-MAIL PLEASE CALL/FAX/E-MAIL
FOR CONFIRMATION

TRACKING P.O. #: _____

Date: _____
PM Zone: _____

PREVENTIVE MAINTENANCE – AIR FILTER ORDER FORM

| ITEM NO. | QTY (ea., or as noted) | SIZE ("or as indicated) | RIGID BOX SH (Spec 13) | POLY BAG WIRE (Spec 14) | PLEAT-MERV 11 ® FARR HR (Spec 15) | EXTEN SUR SEP; 65% FLA-PRECI (Spec 16) | BAG DUSTLOC® CUBE MTL HDR (Spec 17) | BAG DUSTLOC® CUBE WIRE HDR (Spec 18) | OTHER | OTHER | TAG BOXES | UNIT PRICE \$ | SUB TOTAL \$ |
|----------|------------------------|-------------------------|------------------------|-------------------------|-----------------------------------|--|-------------------------------------|--------------------------------------|-------|-------|-----------|---------------|--------------|
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SUBTOTAL:

GRAND TOTAL:

AIR FILTER/FRAME
ORDER PRICE REQUEST

WILL CALL/FAX/E-MAIL PLEASE CALL/FAX/E-MAIL
FOR CONFIRMATION

TRACKING P.O. #: _____

Date: _____
PM Zone: _____

PREVENTIVE MAINTENANCE – AIR FILTER ORDER FORM

| ITEM NO. | QTY (ea., or as noted) | SIZE ("or as indicated) | PLEAT MERV 6 FARR® (Spec 19) | PLEAT PNL MERV 7 AIRGUARD (Spec 20) | PLEAT RIGID BOX 65% NH (Spec 21) | PLEAT RIGID BOX 65% SH (Spec 22) | Au MET MESH Preci-aire (Spec 23) | POLY RING (Spec 24) | OTHER | OTHER | TAG BOXES | UNIT PRICE \$ | SUB TOTAL \$ |
|----------|---------------------------------|-------------------------------|---------------------------------------|---|---|---|---|---------------------------|-------|-------|--------------|---------------------|--------------------|
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SUBTOTAL:

GRAND TOTAL:

AIR FILTER/FRAME
 WILL CALL/FAX/E-MAIL
 PLEASE CALL/FAX/E-MAILORDER
 PRICE REQUEST FOR CONFIRMATION

TRACKING P.O. #: _____
 Date: _____
 PM Zone: _____

PREVENTIVE MAINTENANCE – AIR FILTER ORDER FORM

| ITEM NO. | QTY (ea., or as noted) | SIZE ("or as indicated) | RESERVED | RESERVED | RESERVED | RESERVED | RESERVED | OTHER | OTHER | OTHER | TAG BOXES | UNIT PRICE \$ | SUB TOTAL \$ |
|----------|------------------------|-------------------------|----------|----------|----------|----------|----------|-------|-------|-------|-----------|---------------|--------------|
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SUBTOTAL:

GRAND TOTAL:

AIR FILTER/FRAME
ORDER PRICE REQUEST

WILL CALL/FAX/E-MAIL PLEASE CALL/FAX/E-MAIL
FOR CONFIRMATION

TRACKING P.O. #: _____
Date: _____
PM Zone: _____

WORK ORDER PROGRAM



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- New Work Order
- Reports
- Services
- Account Setup

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WORK ORDERS BY STATUS

Last 10 Work Requests

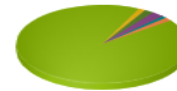
Period

Request Totals

- 93 New Request
0 UNASSIGNED
37 In Approval Process
2 PMs
- 4345 Work In Progress
1296 PMs
- 323406 Complete
43897 PMs
- 5045 Closed Work Orders
1606 PMs
- 2996 Declined
361 PMs
- 30 Parts on Order
- 8271 Duplicate Request
267 PMs
- 6002 Void
1747 PMs
- 33 On Hold
- 1 Waiting More Information
- 19 Open Extended
- 8 Pending
8 PMs
- 46 Waiting Funding
- 2 Deferred
2 PMs
- 38 Forwarded

Counts are based on Status Date for each selected period. This reflects the actual date of the last status change.

Work In Process



- Forwarded
- Deferred
- Waiting Funding
- Pending
- Open Extended
- Waiting More Information
- On Hold

WORK CENTER

CALENDAR

4/12/2022 WORK
(Tuesday)

| | |
|------------------------|-------------|
| OPEN PM WORK | 1308 |
| OTHER OPEN WORK | 3307 |
| TOTAL OPEN WORK | 4615 |

Information Analysis

- Areas
- Budget
- Buildings
- Classifications
- Crafts
- Employees
- Equipment
- Equipment Usage
- Groups
- Locations
- Manufacturers
- Outstanding Work
- Priority
- Projects
- Purpose
- Saved Actions
- Status
- Suppliers
- Types
- Transactions
- Work Load/Assignment
- Work Order

Custom Category

Did you know?

To cook an egg, a sidewalk needs to be 158°F.

ASSIGNED WORK

WORK ORDER FISCAL YEAR

| Fiscal Year | #Created | # Completed | % Complete | Average Work Days to Complete | % Routine (No PM) Complete <= 7 Work Days | % PM Complete <= 22 Work Days |
|--------------------|-----------------|--------------------|-------------------|--------------------------------------|---|---|
| 2023/2024 | 18164 | 11764 | 65% | 22 | 45% | 55% |
| 2022/2023 | 21981 | 19379 | 88% | 41 | 47% | 49% |
| 2021/2022 | 21782 | 19780 | 91% | 29 | 52% | 68% |
| 2020/2021 | 19238 | 17818 | 93% | 22 | 56% | 73% |
| 2019/2020 | 18286 | 17243 | 94% | 30 | 50% | 59% |
| 2018/2019 | 21553 | 20827 | 97% | 27 | 58% | 75% |
| 2017/2018 | 21763 | 21074 | 97% | 26 | 59% | 70% |
| 2016/2017 | 20717 | 20153 | 97% | 28 | 59% | 76% |
| 2015/2016 | 20432 | 19847 | 97% | 30 | 55% | 83% |
| 2014/2015 | 18540 | 17904 | 97% | 34 | 53% | 82% |
| 2013/2014 | 17723 | 17039 | 96% | 42 | 49% | 82% |

WORK ORDER REPORT BY LOCATION

| Location | Fiscal Year | # Created | # Completed | % Complete | Avg Work Days to Comp | % Routine (No PM) Comp <= 7 Work Days | % PM Comp <= 22 Work Days |
|--------------------------------|-------------|-----------|-------------|------------|-----------------------|---------------------------------------|---------------------------|
| A. A. Roberty Building | 2022/2023 | 169 | 111 | 66% | 21 | 38% | 29% |
| Aberdeen High | 2022/2023 | 500 | 302 | 60% | 19 | 48% | 58% |
| Aberdeen Middle | 2022/2023 | 270 | 178 | 66% | 18 | 49% | 71% |
| Abingdon Elementary | 2022/2023 | 343 | 229 | 67% | 19 | 52% | 61% |
| Bakerfield Elementary | 2022/2023 | 261 | 174 | 67% | 18 | 56% | 72% |
| Bel Air Elementary | 2022/2023 | 204 | 139 | 68% | 20 | 50% | 66% |
| Bel Air High | 2022/2023 | 596 | 381 | 64% | 17 | 50% | 55% |
| Bel Air Middle | 2022/2023 | 308 | 220 | 71% | 18 | 55% | 56% |
| C Milton Wright High | 2022/2023 | 408 | 265 | 65% | 20 | 55% | 53% |
| CEO- Swan Creek | 2023/2024 | 322 | 187 | 58% | 22 | 42% | 60% |
| Church Creek Elementary | 2023/2024 | 186 | 121 | 65% | 23 | 43% | 47% |
| Churchville Elementary | 2023/2024 | 353 | 212 | 60% | 28 | 28% | 64% |
| Darlington Elementary | 2023/2024 | 185 | 116 | 63% | 20 | 47% | 59% |
| Deerfield Elementary | 2023/2024 | 307 | 211 | 69% | 24 | 40% | 54% |
| Dublin Elementary | 2023/2024 | 204 | 138 | 68% | - | - | - |
| Edgewood Bus Lot | 2023/2024 | 3 | 0 | 0 | 19 | 48% | 69% |
| Edgewood Elementary | 2023/2024 | 208 | 138 | 66% | 23 | 40% | 49% |
| Edgewood High | 2023/2024 | 645 | 424 | 66% | 23 | 46% | 49% |
| Edgewood Middle | 2023/2024 | 395 | 266 | 67% | 21 | 44% | 66% |
| Emmorton Elementary | 2023/2024 | 215 | 149 | 69% | 26 | 35% | 39% |
| Fallston High | 2023/2024 | 584 | 408 | 70% | 18 | 51% | 42% |
| Fallston Middle | 2023/2024 | 477 | 280 | 58% | 12 | 47% | 75% |
| Forest Hill Annex | 2023/2024 | 58 | 35 | 60% | 24 | 43% | 50% |
| Forest Hill Elementary | 2023/2024 | 258 | 178 | 69% | 91 | 0% | - |
| Forest Lakes Elementary | 2023/2024 | 248 | 163 | 66% | 24 | 39% | 56% |
| Fountain Green Elementary | 2023/2024 | 188 | 121 | 64% | 22 | 41% | 58% |
| George Lisby Elem at Hillsdale | 2023/2024 | 187 | 110 | 59% | 16 | 47% | 74% |
| Halls Cross Roads Elementary | 2023/2024 | 314 | 202 | 64% | 17 | 56% | 69% |
| Harford Academy | 2023/2024 | 294 | 196 | 67% | 20 | 43% | 58% |

WORK ORDER REPORT BY LOCATION CONTINUED

| Location | Fiscal Year | # Created | # Completed | % Complete | Avg Work Days to Comp | % Routine (No PM) Comp <= 7 Work Days | % PM Comp <= 22 Work Days |
|-----------------------------------|-------------|-----------|-------------|------------|-----------------------|---------------------------------------|---------------------------|
| Harford Glen | 2023/2024 | 147 | 97 | 66% | 27 | 39% | 39% |
| Harford Technical High | 2023/2024 | 625 | 431 | 69% | 25 | 44% | 42% |
| Havre de Grace Elementary | 2023/2024 | 425 | 291 | 68% | 23 | 41% | 67% |
| Havre De Grace Middle/High | 2023/2024 | 332 | 187 | 56% | 23 | 41% | 55% |
| Hickory Annex | 2023/2024 | 510 | 232 | 45% | 35 | 66% | 13% |
| Hickory Bus Lot | 2023/2024 | 1 | 0 | 0% | - | - | - |
| Hickory Elementary | 2023/2024 | 254 | 141 | 56% | 16 | 48% | 75% |
| Homestead Wakefield - Homestead | 2023/2024 | 264 | 183 | 69% | 33 | 47% | 57% |
| Jarrettsville Elementary | 2023/2024 | 227 | 153 | 67% | 23 | 47% | 55% |
| Joppatowne Elementary | 2023/2024 | 220 | 140 | 64% | 24 | 54% | 51% |
| Joppatowne High | 2023/2024 | 456 | 317 | 70% | 25 | 39% | 53% |
| Magnolia Elementary | 2023/2024 | 334 | 234 | 70% | 21 | 41% | 56% |
| Magnolia Middle | 2023/2024 | 457 | 314 | 69% | 21 | 43% | 45% |
| Meadowvale Elementary | 2023/2024 | 300 | 208 | 69% | 18 | 52% | 55% |
| Norrisville Elementary | 2023/2024 | 229 | 131 | 57% | 25 | 45% | 51% |
| North Bend Elementary | 2023/2024 | 270 | 180 | 67% | 26 | 31% | 56% |
| North Harford Elementary | 2023/2024 | 174 | 112 | 64% | 31 | 33% | 53% |
| North Harford High | 2023/2024 | 683 | 422 | 62% | 21 | 37% | 55% |
| North Harford Middle | 2023/2024 | 409 | 263 | 64% | 22 | 39% | 48% |
| Old Post Intermediate | 2023/2024 | 162 | 105 | 65% | 28 | 36% | 52% |
| Old Post Primary | 2023/2024 | 248 | 175 | 71% | 22 | 42% | 59% |
| Patterson Mill Middle/High School | 2023/2024 | 562 | 385 | 69% | 16 | 50% | 60% |
| Prospect Mill Elementary | 2023/2024 | 262 | 172 | 66% | 17 | 54% | 58% |
| Red Pump Elementary | 2023/2024 | 326 | 207 | 63% | 22 | 34% | 63% |
| Ring Factory Elementary | 2023/2024 | 181 | 115 | 64% | 21 | 60% | 60% |
| Riverside Elementary | 2023/2024 | 182 | 116 | 64% | 25 | 40% | 70% |
| Roye Williams Elementary | 2023/2024 | 249 | 172 | 69% | 25 | 42% | 63% |
| Southampton Middle | 2023/2024 | 360 | 249 | 69% | 20 | 55% | 39% |
| William S James Elementary | 2023/2024 | 241 | 152 | 63% | 18 | 46% | 74% |
| Youth's Benefit Elementary | 2023/2024 | 349 | 210 | 60% | 27 | 42% | 47% |

WORK ORDER BY CRAFT FISCAL YEAR

| Craft | Fiscal Year | # Created | # Completed | % Complete | Avg Work Days to Comp | % Routine (No PM) Comp <= 7 Work Days | % PM Comp <= 22 Work Days |
|----------------------------|-------------|-----------|-------------|------------|-----------------------|---------------------------------------|---------------------------|
| Alarm | 2023/2024 | 129 | 107 | 83% | 22 | 36% | - |
| Appliance Repair | 2023/2024 | 32 | 15 | 47% | 18 | 40% | - |
| Asbestos | 2023/2024 | 3 | 2 | 67% | 9 | 50% | - |
| Bleachers | 2023/2024 | 29 | 21 | 72% | 14 | 65% | 0% |
| Boiler | 2023/2024 | 161 | 83 | 52% | 39 | 26% | 100% |
| Building Automation | 2023/2024 | 598 | 474 | 79% | 14 | 58% | 100% |
| Carpentry | 2023/2024 | 1074 | 765 | 71% | 15 | 54% | 62% |
| Ceiling Tile | 2023/2024 | 84 | 61 | 73% | 13 | 64% | - |
| Communications | 2023/2024 | 12 | 2 | 17% | 1 | 100% | - |
| Concrete | 2023/2024 | 37 | 22 | 59% | 28 | 36% | - |
| Custodial | 2023/2024 | 371 | 206 | 56% | 15 | 55% | 34% |
| Custodial Equipment Repair | 2023/2024 | 304 | 184 | 61% | 25 | 35% | - |
| Doors and Hardware | 2023/2024 | 963 | 651 | 68% | 15 | 57% | 60% |
| Electrical | 2023/2024 | 989 | 653 | 66% | 15 | 47% | 17% |
| Elevators | 2023/2024 | 64 | 47 | 73% | 6 | 70% | - |
| Energy Management System | 2023/2024 | 192 | 175 | 91% | 26 | 26% | 100% |
| Environmental Services | 2023/2024 | 55 | 47 | 85% | 29 | 22% | 100% |
| Equipment | 2023/2024 | 23 | 5 | 22% | 35 | 20% | - |
| Exhaust Fans | 2023/2024 | 36 | 21 | 58% | 15 | 40% | - |
| Fence Repair | 2023/2024 | 17 | 12 | 71% | 56 | 17% | - |
| Fire Alarm System | 2023/2024 | 143 | 115 | 80% | 18 | 49% | - |
| Fire Extinguishers | 2023/2024 | 42 | 19 | 45% | 19 | 53% | - |
| Flooring | 2023/2024 | 78 | 49 | 63% | 18 | 37% | - |
| Food Services | 2023/2024 | 448 | 212 | 47% | 54 | 14% | - |
| Fuel Delivery | 2023/2024 | 77 | 58 | 75% | 10 | 74% | - |
| Furniture Repair | 2023/2024 | 121 | 89 | 74% | 15 | 49% | - |
| Glass/Window Repairs | 2023/2024 | 165 | 108 | 65% | 16 | 37% | - |
| Graffiti | 2023/2024 | 18 | 15 | 83% | 17 | 60% | - |
| Grass Cutting | 2023/2024 | 1632 | 907 | 56% | 22 | 0% | 65% |

WORK ODER BY CRAFT FISCAL YEAR CONTINUED

| Craft | Fiscal Year | # Created | # Completed | % Complete | Avg Work Days to Comp | % Routine (No PM) Comp <= 7 Work Days | % PM Comp <= 22 Work Days |
|--------------------------------|-------------|-----------|-------------|------------|-----------------------|---------------------------------------|---------------------------|
| Grounds | 2023/2024 | 883 | 414 | 47% | 34 | 41% | 56% |
| Grounds Equipment Repair | 2023/2024 | 423 | 260 | 61% | 23 | 60% | 69% |
| Gym Equipment | 2023/2024 | 88 | 25 | 28% | 18 | 48% | 100% |
| Heating/Ventilation /Air Cond. | 2023/2024 | 2938 | 2149 | 73% | 26 | 37% | 34% |
| Indoor Air Quality | 2023/2024 | 9 | 8 | 89% | 10 | 63% | - |
| Key and Lock | 2023/2024 | 591 | 418 | 71% | 12 | 50% | - |
| Lighting (Indoor) | 2023/2024 | 260 | 183 | 70% | 16 | 44% | - |
| Lighting (Outdoor) | 2023/2024 | 86 | 43 | 50% | 21 | 33% | - |
| Locker Repair | 2023/2024 | 193 | 157 | 81% | 13 | 37% | - |
| Miscellaneous | 2023/2024 | 132 | 93 | 70% | 14 | 47% | - |
| Missing Craft | 2023/2024 | 18 | 1 | 6% | 2 | 100% | - |
| Moving | 2023/2024 | 307 | 205 | 67% | 32 | 24% | - |
| Operational Services | 2023/2024 | 51 | 46 | 90% | 2 | 98% | - |
| Painting | 2023/2024 | 342 | 204 | 60% | 23 | 27% | 20% |
| Parking Lot Striping | 2023/2024 | 9 | 5 | 56% | 20 | 20% | - |
| Paving | 2023/2024 | 37 | 7 | 19% | 59 | 29% | - |
| Pest Control | 2023/2024 | 595 | 525 | 88% | 7 | 87% | 95% |
| Playground | 2023/2024 | 202 | 49 | 24% | 37 | 33% | 15% |
| Plumbing | 2023/2024 | 2095 | 1357 | 65% | 20 | 43% | 55% |
| Pool | 2023/2024 | 14 | 7 | 67% | 78 | 33% | - |
| Refrigeration | 2023/2024 | 9 | 6 | 50% | 41 | 0% | - |
| Roof | 2023/2024 | 495 | 180 | 36% | 47 | 16% | 8% |
| Scissor Lifts | 2023/2024 | 81 | 12 | 15% | 25 | 25% | - |
| Sewage/Water Treatment Plant | 2023/2024 | 43 | 30 | 70% | 86 | - | 3% |
| Shades/Blinds | 2023/2024 | 45 | 30 | 67% | 26 | 27% | - |
| Snow Removal | 2023/2024 | 3 | 3 | 100% | .6 | 100% | - |
| Sprinkler System | 2023/2024 | 37 | 11 | 30% | 36 | 27% | - |
| Structure | 2023/2024 | 80 | 56 | 70% | 23 | - | 80% |
| Water Quality | 2023/2024 | 156 | 124 | 79% | 78 | 67% | 2% |
| Weed Control | 2023/2024 | 27 | 26 | 96% | 6 | 81% | - |

WORK ORDER SUMMARY BY CRAFT

| Craft | Fiscal Year | # Created | In Progress | # Completed | On Hold | Pending | No Funding | Declined | Duplicate |
|----------------------------|-------------|-----------|-------------|-------------|---------|---------|------------|----------|-----------|
| Alarm | 2023/2024 | 129 | 19 | 107 | 0 | 0 | 0 | 0 | 3 |
| Appliance Repair | 2023/2024 | 32 | 14 | 15 | 0 | 0 | 0 | 3 | 0 |
| Asbestos | 2023/2024 | 3 | 1 | 2 | 0 | 0 | 0 | 0 | 0 |
| Bleachers | 2023/2024 | 29 | 8 | 21 | 0 | 0 | 0 | 0 | 0 |
| Boiler | 2023/2024 | 161 | 78 | 83 | 0 | 0 | 0 | 0 | 0 |
| Building Automation | 2023/2024 | 598 | 120 | 474 | 0 | 0 | 0 | 3 | 1 |
| Carpentry | 2023/2024 | 1074 | 293 | 765 | 0 | 0 | 0 | 12 | 3 |
| Ceiling Tile | 2023/2024 | 84 | 22 | 61 | 0 | 0 | 0 | 1 | 0 |
| Communications | 2023/2024 | 12 | 0 | 2 | 0 | 0 | 2 | 8 | 0 |
| Concrete | 2023/2024 | 37 | 11 | 22 | 0 | 0 | 0 | 3 | 1 |
| Custodial | 2023/2024 | 371 | 154 | 206 | 0 | 0 | 0 | 8 | 3 |
| Custodial Equipment Repair | 2023/2024 | 304 | 107 | 184 | 0 | 0 | 0 | 5 | 8 |
| Doors and Hardware | 2023/2024 | 963 | 291 | 651 | 0 | 0 | 0 | 12 | 9 |
| Electrical | 2023/2024 | 989 | 314 | 653 | 0 | 0 | 0 | 13 | 9 |
| Elevators | 2023/2024 | 64 | 16 | 47 | 0 | 0 | 0 | 0 | 1 |
| Energy Management System | 2023/2024 | 192 | 16 | 175 | 0 | 0 | 0 | 1 | 0 |
| Environmental Services | 2023/2024 | 55 | 6 | 47 | 0 | 0 | 0 | 2 | 0 |
| Exhaust Fans | 2023/2024 | 36 | 15 | 21 | 0 | 0 | 0 | 0 | 0 |
| Fence Repair | 2023/2024 | 17 | 4 | 12 | 1 | 0 | 0 | 0 | 0 |
| Fire Alarm System | 2023/2024 | 143 | 28 | 115 | 0 | 0 | 0 | 0 | 0 |
| Fire Extinguishers | 2023/2024 | 42 | 18 | 19 | 0 | 0 | 5 | 0 | 0 |
| Flooring | 2023/2024 | 78 | 27 | 49 | 0 | 0 | 0 | 1 | 1 |
| Food Services | 2023/2024 | 448 | 195 | 212 | 8 | 4 | 0 | 10 | 19 |
| Fuel Delivery | 2023/2024 | 77 | 19 | 58 | 0 | 0 | 0 | 0 | 0 |
| Furniture Repair | 2023/2024 | 121 | 30 | 89 | 0 | 0 | 0 | 1 | 1 |
| Glass\Window Repairs | 2023/2024 | 165 | 54 | 108 | 0 | 0 | 0 | 0 | 3 |
| Grass Cutting | 2023/2024 | 1632 | 299 | 907 | 0 | 54 | 0 | 372 | 0 |
| Grounds | 2023/2024 | 883 | 402 | 414 | 3 | 7 | 4 | 46 | 7 |

WORK ORDER SUMMARY BY CRAFT CONTINUED

| Craft | Fiscal Year | # Created | In Progress | # Completed | On Hold | Pending | No Funding | Declined | Duplicate |
|--------------------------------|-------------|-----------|-------------|-------------|---------|---------|------------|----------|-----------|
| Heating/Ventilation /Air Cond. | 2023/2024 | 2938 | 696 | 2149 | 5 | 14 | 0 | 31 | 41 |
| Indoor Air Quality | 2023/2024 | 9 | 1 | 8 | 0 | 0 | 0 | 0 | 0 |
| Key and Lock | 2023/2024 | 591 | 150 | 418 | 0 | 0 | 0 | 17 | 6 |
| Lighting (Indoor) | 2023/2024 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| Lighting (Outdoor) | 2023/2024 | 260 | 75 | 183 | 0 | 0 | 0 | 0 | 2 |
| Locker Repair | 2023/2024 | 86 | 42 | 43 | 0 | 0 | 0 | 0 | 1 |
| Miscellaneous | 2023/2024 | 193 | 35 | 157 | 0 | 0 | 1 | 0 | 0 |
| Missing Craft | 2023/2024 | 132 | 11 | 93 | 3 | 0 | 4 | 20 | 1 |
| Moving | 2023/2024 | 18 | 16 | 1 | 0 | 1 | 0 | 0 | 0 |
| Operational Services | 2023/2024 | 307 | 49 | 205 | 30 | 0 | 0 | 17 | 6 |
| Painting | 2023/2024 | 342 | 124 | 204 | 0 | 0 | 0 | 9 | 5 |
| Parking Lot Striping | 2023/2024 | 9 | 4 | 5 | 0 | 0 | 0 | 0 | 0 |
| Paving | 2023/2024 | 37 | 27 | 7 | 0 | 0 | 3 | 0 | 0 |
| Pest Control | 2023/2024 | 595 | 63 | 525 | 0 | 0 | 0 | 1 | 6 |
| Playground | 2023/2024 | 202 | 150 | 49 | 0 | 0 | 0 | 2 | 1 |
| Plumbing | 2023/2024 | 2095 | 711 | 1357 | 0 | 0 | 0 | 9 | 18 |
| Pool | 2023/2024 | 14 | 6 | 7 | 0 | 0 | 0 | 1 | 0 |
| Refrigeration | 2023/2024 | 9 | 1 | 6 | 0 | 0 | 0 | 1 | 1 |
| Remodeling | 2023/2024 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| Roof | 2023/2024 | 495 | 310 | 180 | 0 | 2 | 0 | 1 | 2 |
| Scissor Lifts | 2023/2024 | 81 | 49 | 12 | 0 | 0 | 0 | 20 | 0 |
| Sewage/Water Treatment Plant | 2023/2024 | 43 | 13 | 30 | 0 | 0 | 0 | 0 | 0 |
| Shades/Blinds | 2023/2024 | 45 | 15 | 30 | 0 | 0 | 0 | 0 | 0 |
| Snow Removal | 2023/2024 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| Sprinkler System | 2023/2024 | 37 | 26 | 11 | 0 | 0 | 0 | 0 | 0 |
| Structure | 2023/2024 | 80 | 24 | 56 | 0 | 0 | 0 | 0 | 0 |
| Waste Management | 2023/2024 | 10 | 5 | 4 | 0 | 0 | 0 | 1 | 0 |
| Water Quality | 2023/2024 | 156 | 32 | 124 | 0 | 0 | 0 | 0 | 0 |
| Weed Control | 2023/2024 | 27 | 0 | 26 | 0 | 0 | 0 | 0 | 1 |

HARFORD COUNTY PUBLIC SCHOOLS

Facilities Management Department

410-638-4088

ORGANIZATIONAL
STRUCTURE
2024-2025

