

Brevard
Public
Schools

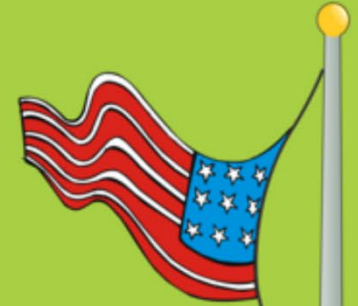


**Prepared By
Work Control
and
Energy /
Resource
Conservation**



HEAD CUSTODIAN MEETING

JULY 14TH – 15TH – 19TH – 22ND





WORK CONTROL / EMERGY RESOURCE CONSERVATION AGENDA

TOPIC

- ❖ Work Orders
- ❖ Ceiling Tile Ordering
- ❖ Elevators
- ❖ Trash Compactors
- ❖ Trash / Recycling Pickup
- ❖

PRESENTER

Robert Wiebel
Robert Wiebel
Robert Wiebel
Joe Montemurno



Work Order System

1. The current Maintenance Computerized Maintenance Management System (CMMS) is TeamWorks.
2. TeamWorks is being changed to a new system called MPulse.
3. The transition for Maintenance will happen in late July.
4. Schools will transition to MPulse after Maintenance is fully up and running on august 1st.
5. Do not group repairs from multiple buildings and different trades in the same work request.
6. Do not submit an emergency repair as a submitted work request. Call 321-633-3600 to report all emergencies.
7. Work requests that involve property tagged equipment require that the tag number be entered into the work request.
8. Communicate with your Assistant Principal or other staff when submitting work requests to eliminate duplicate work orders.

SCHOOL CURB APPEAL WORK ORDERS

WORK ORDER WATCH
SEE SOMETHING SAY SOMETHING



THE SOONER THE SCHOOL SUBMITS CURB APPEAL WORK
ORDERS THE FASTER MAINTENANCE CAN PLAN THE WORK
AND RESOURCES TO COMPLETE THEM.



A/C and Lighting Scheduling via Smart Sheet

1. During school year 2022, all A/C and exterior lighting requests are to be submitted via Smart Sheet.
2. If you do not have a Smart Sheet account, follow these instructions.

2. This window opens

Plant Operations & Maintenance

- Welcome
- Maintenance Organizational Chart
- North - Central - South Areas
- Maintenance Schedules
- Important Information
- Department Procedures
- Maintenance Project Calendar
- + Maintenance Teams
- BPS Home
- Maintenance CMMS TeamWorks & Smart Sheet Applications

HOME > DEPARTMENTS & PROGRAMS > PLANT OPERATIONS & MAINTENANCE

CMMS TeamWorks & Smart Sheet Access Request - Use the following link for people to request access to, or change access for, both TeamWorks and Smartsheet online systems:

TeamWorks and Smartsheet Access Request Form
<https://app.smartsheet.com/b/form/7fd922e7c7343e0a11cba451f1252a>

3. Click here.

Use this form for people to request Air Conditioning and Outside Security Lighting schedules outside of normal operating hours:

Air Conditioning and Outside Security Lighting Scheduling Request Form
<https://app.smartsheet.com/b/form/5c6a2d75be284cadbb58509914a33050>

1. Go to the Plant Operations and Maintenance webpage and click here.

4. When the Smart Sheet window opens, follow the instructions to sign up for TeamWorks or Smart Sheet.



Ceiling Tile Ordering

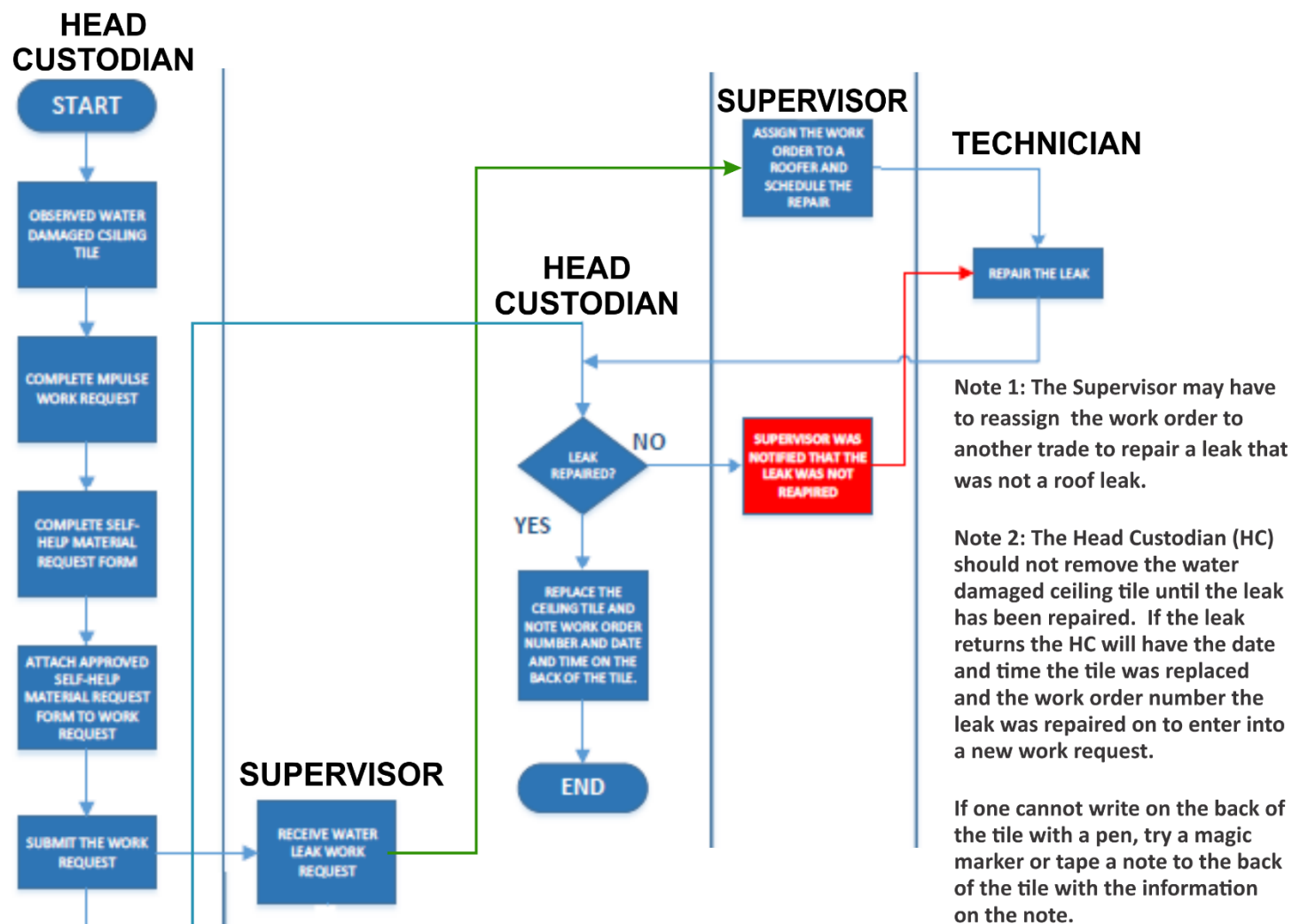
- ❖ Maintenance will purchase all damaged ceiling tiles that the school will replace.
- ❖ Submit a MPulse work order using the school as the location to order ceiling tiles.
- ❖ *A water damaged ceiling tile is an indication of a water leak. Submit a work order to repair the leak.*
- ❖ The number of tiles replaced will be one for one supplied in case quantities.
- ❖ Material Control Specialist Miriam Oquendo is your point of contact for all ceiling tile questions.

Ceiling Tile Form

- ❖ Attached the completed and approved order form to the MPulse work order.

| FACILITIES PLANT OPERATIONS & MAINTENANCE FORM | | | | |
|--|-------------|--------------------|-------------------------------------|-----------------|
| Title: SELF-HELP PARTS AND MATERIAL REQUEST FORM | | | Note: Keep a copy for your records. | |
| Requested By (Print Name & Initial): | | Delivery Location: | | Submitted Date: |
| School : | | Need By Date: | | |
| PARTS & MATERIAL ORDERING INFORMATION | | | | |
| Line | DESCRIPTION | PART NUMBER | QUANTITY | TOTAL |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| To Be Completed by Principal, Department Head or Facility AP | | | | |
| Approver Name: | | | | |
| Approver Signature | | Date: | | |

CEILING TILE REPLACEMENT FLOW CHART





Elevators and Wheelchair Lifts

1. The Maintenance work order system is the primary method to submit a work request to repair elevators and wheelchair lifts that do not operate.
2. All elevator and wheelchair lift work orders need to identify why the equipment will not operate like elevator door will not close or pushed a button and the equipment will not operate.
3. The Custodial staff must keep the elevator door floor track free of dirt and debris. The track should be swept every day.



Trash Compactors

1. Waste Management is no longer the trash compactor service and repair vendor. The new vendor is BC Hydraulics in Jacksonville, FL
2. The Maintenance work order system is the primary method to submit a work request to trash compactor repair.
3. When calling in a trash compactor work request, a description of why the compactor will not work is needed. Saying that the compactor does not work is not acceptable.
 - ❖ Always check to see if the compactor has power because a contractor may have turned off the power and failed to turn it back on.



Recycling & Trash

1. Recycling Contract renewal
2. Recycling Right
3. Overage & Contamination FEES : (
4. Communication for Service through POM



Recycling & Trash

Recycling Right

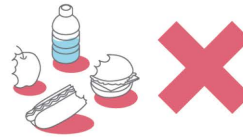
✓ NO PLASTIC BAGS / **EMPTY** - CLEAN (not spotless) / AND DRY

LET'S GET BACK TO THE BASICS OF RECYCLING.

Remember these three simple rules each time you recycle:



Recycle clean bottles, cans, paper, and cardboard.



Keep food and liquid out of your recycling.



No loose plastic bags and no bagged recyclables.

To learn more, visit
wm.com/recycleright

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Recycling & Trash

Overage & Contamination

- ✓ RCY&TR: FILL TO TOP EDGE (lids can fully close)
- ✓ RCY: NO PLASTIC BAGS / **EMPTY** - CLEAN (not spotless) / AND DRY



NO



YES!

NO



Recycling & Trash

Recycling Right

- ✓ RESOURCES AND EDUCATIONAL MATERIAL
- ✓ CONTAMINATION AVOIDANCE

RECYCLE RIGHT

✓ ALWAYS RECYCLE / RECICLAR SIEMPRE



✗ DO NOT INCLUDE IN YOUR MIXED RECYCLING CONTAINER / NO INCLUIR EN SU CONTENEDOR DE RECICLABLE MIXTO



To Learn More Visit:
wm.com/recycleright



MOST COMMON CONTAMINANTS

Keep these common contaminants OUT of your recycling bin.



To learn more, visit
wm.com/recycleright



RECYCLE



Plastic Bottles & Containers



Food & Beverage Cans



Glass Bottles & Containers



Paper



Flattened Cardboard & Paperboard

To Learn More Visit wm.com/recycleright

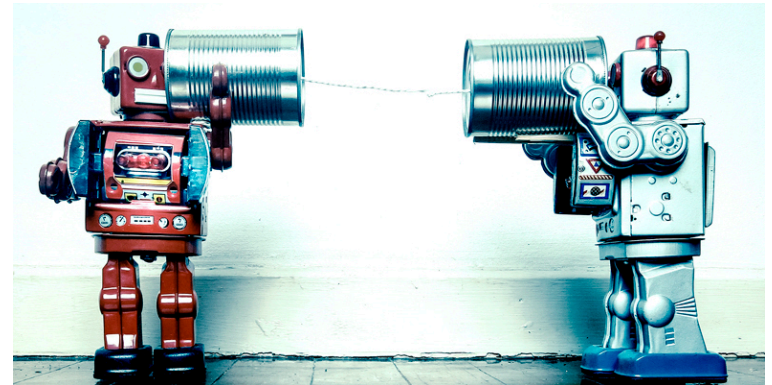




Recycling & Trash

Communication

- ✓ Service requests – contact POM directly vs Service Providers
- ✓ Joseph Montemurno is the primary contact and Robert Wiebel is the secondary contact for all trash and recycling issues
- ✓ Use the Microsoft (MS) Teams HC Team, trash and recycling channels to communicate problems and issues
- ✓ When starting a MS Teams conversation first type “@” before the contact name and include both Joseph Montemurno & Robert Wiebel in the conversation





Recycling & Trash

Thanks!!!



POM Main Line: (321) 633-3580

- **Joseph Montemurno, Montemurno.Joseph@brevardschools.org, (x13043)**
- **Robert Wiebel, Wiebel.Robert@brevardschools.org (x13064)**

HEAD CUSTODIAN CHARGE SESSION MEETING ATTENDEES

BPS, Leadership Team - 5/31/21

Memo: Head Custodian Charge Session Meeting

| | | | |
|---|---------------------|-------------------------|--------------------|
| Please plan on attending the meeting listed at the top of the column where your site is listed below. | | | |
| WED. 7/14/2021 | THURS. 7/15/2021 | MON. 7/19/2021 | TUES. 7/20/2021 |
| 8:00am-12noon | 8:00am-12noon | 8:00am-12noon | 8:00am-12noon |
| MERRITT ISLAND HS - MC | COCOA HIGH - AUD. | EAU GALLIE HIGH - AUD. | CENTRAL MS - CAFÉ |
| Elementary | Elementary | Elementary | Elementary |
| Andersen | Apollo | Creel | Columbia |
| Audubon | Atlantis | Croton | Discovery |
| Capeview | Cambridge | Gemini | Jupiter |
| Freedom 7 | Challenger 7 | Harbor City | Lockmar |
| Golfview | Coquina | Holland | McAuliffe |
| Lewis Carroll | Endeavour | Indialantic | Meadowlane Inter. |
| Manatee | Enterprise | Longleaf | Meadowlane Primary |
| MILA | Fairglen | Ocean Breeze | Palm Bay Elem |
| Quest | Imperial Estates | Roy Allen | Port Malabar |
| Roosevelt | Mims | Sabal | Riviera |
| Stevenson | Oak Park | Sea Park | Sunrise |
| Tropical | Pinewood | Sherwood | Turner |
| Viera Elementary | Saturn | Suntree | University Park |
| Williams | South Lake | Surfside | West Melbourne |
| | | | Westside |
| | | | |
| Secondary | Secondary | Secondary | Secondary |
| Cocoa Beach Jr./Sr. | Astronaut High | Delaure Middle | Bayside High |
| Edgewood Jr./Sr. | Cocoa Jr/Sr | Eau Gallie High | Central Middle |
| Jefferson Middle | Jackson Middle | Hoover Middle | Heritage High |
| Kennedy Middle | Madison Middle | Johnson Middle | Palm Bay High |
| Merritt Island High | McNair Magnet | Melbourne High | Southwest Middle |
| Rockledge High | Space Coast Jr./Sr. | Satellite High | Stone Middle |
| Viera High | Titusville High | Westshore Jr/Sr | |
| | | | |
| Ancillary Sites | Ancillary Sites | Ancillary Sites | |
| ESF | Clearlake | South Pine Grove (SALC) | |
| Gardendale (NALC) | Riverview | | |