



ORTING
School District #344

Facilities Maintenance Plan

FY 2017/18-2021/22

ORTING SCHOOL DISTRICT No. 344

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School Board Presentation on March 1, 2018

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Student Ends and Strategic Goals 2016-2020

Our *why*: Our mission is *all students ready for college, careers, and life*.

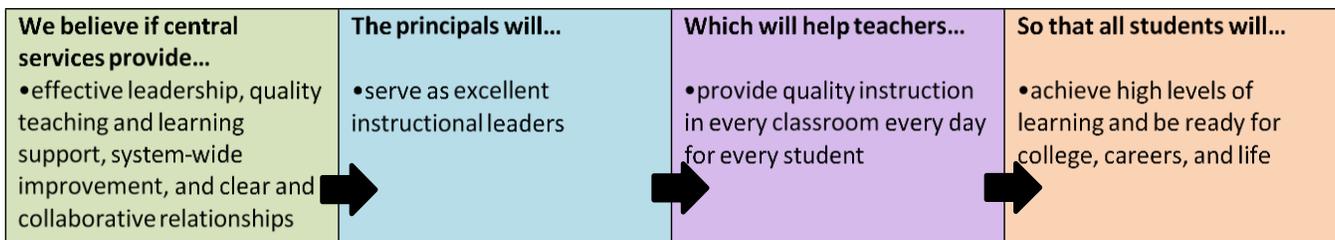


E1 All Students Ready for College: Ensuring that Orting students will possess the skills and dispositions to explore post-high school graduation education and internships including academic, technical, and/or experiential opportunities for professional development

E2 All Students Ready for Careers: Equipping Orting students to enter into a highly complex, diverse, and evolving workforce

E3 All Students Ready for Life: Endowing Orting students with the grit and perseverance to tackle and achieve their goals through a growth mindset that empowers them to approach their future with confidence and the social and emotional skills they will need for success in the future

Our *how*: We align the people in our system to engage in continuous improvement to support student learning.



Our *what*: We focus on our strategic goals.

Goal #	Strategic Goals	Objectives
1	Ensure the academic success for each student by integrating and improving strategies for powerful teaching and learning	1.1 Develop and implement a strategic plan to guide system improvement 1.2 Provide high-quality teaching and learning in every classroom 1.3 Provide targeted professional development 1.4 Utilize data to support student learning and monitor progress
2	Ensure the academic success for each student by managing and improving effective operations of the district	2.1 Recruit, hire, and retain quality personnel 2.2 Develop and communicate a sustainable budget that supports our strategic goals 2.3 Develop and implement a long-term facilities plan 2.4 Upgrade technology and infrastructure to support 21 st century learning 2.5 Develop and implement a long-term safety plan 2.6 Develop and implement a long-term transportation plan
3	Ensure the academic success for each student by collaborating and improving communication with stakeholders	3.1 Improve district communication and collaboration with stakeholders 3.2 Engage parents, staff, and the community in district improvement initiatives 3.3 Develop and implement the foundation and systems for collaborative work

All Students Ready for College, Careers, and Life

Mission

All Students Ready for College, Careers, and Life

In everything we do, we will...

- Focus on learning, collaboration, results, and continuous improvement
- Ensure data-driven decisions
- Provide equity of opportunities and resources
- Communicate with and engage students, families, staff, and community

Critical questions that guide our work

- What do all students need to know and be able to do?
- How will we know they have learned it?
- What will we do when they haven't learned it?
- What will we do when they already know it?

Norms

- Do I use evidence to support my thinking and press others to do the same?
- Do I demonstrate my commitment to deepening my own understanding and the collective learning of the group?
- Do I listen to understand others' thinking?
- Do I ask questions and share ideas that challenge my and others' thinking and understanding?
- Do I encourage and promote equitable contributions, risk taking, and respect for divergent thinking?
- Do I go right to a team member with concerns or issues?
- Do I support and celebrate student, staff, and district accomplishments?

Collective Commitments

- Prioritize our focus on teaching and learning
- Leverage Professional Learning Communities (PLC's) in support of student learning and growth
- Ensure frequent analysis of student performance data by-student, by-standard
- Provide leadership development, support, and collaboration
- Own and respond to results to promote reflection, monitoring, and adjustment

Decision-Making Model	Decision-Making Filters
<p>Command Decision: Made by one person or group without input from others</p> <ul style="list-style-type: none"> • When decisions need to be made quickly or are time-sensitive • Personnel issues or issues that require security or privacy • When consensus breaks down or cannot be reached (ultimately the buck stops at the leader's desk) <p>Advisory Decision: Made by one person or a group after input from others</p> <ul style="list-style-type: none"> • When decisions only affect a few people • When input is needed from everyone but the timeline is short • When other factors/parameters out of the team's control affect the final decision <p>Consensus Decision: A shared decision made by a team when high levels of support are needed</p> <ul style="list-style-type: none"> • Made by the whole group or representative group; a shared decision • When there is ample time for discussion and group decision-making <p><i>Definition of Consensus:</i> <i>Consensus is a decision that has been reached when most members of a team agree on a clear option and the few who oppose it have had a reasonable opportunity to influence that choice. All team members agree to support the decision.</i></p> <p><small>From Connie Hoffman, <i>Putting Sense into Consensus</i>, Vista Associates, 1998</small></p>	<ul style="list-style-type: none"> • How will this decision impact and/or support student learning and results? • To what extent does the decision align to our mission, vision, values, and collective commitments? • How will data be used to inform and evaluate the effectiveness of this decision? • What are the non-negotiables related to this decision that must be considered? • What impact will this decision have on our stakeholders and how are they involved in the decision-making, when possible? • What commitments are needed in order to achieve the desired results? • What resources are necessary to support this decision?

Inquiry



- **ASSESS** to identify student learning, instructional and/or leadership problems of practice
- **DETERMINE A FOCUS** through analyzing evidence and developing a theory of action; ensure alignment and set goals and evidence that will determine meeting the goals
- **IMPLEMENT AND SUPPORT** by engaging in study, learning, and feedback cycles around area of focus
- **ANALYZE IMPACT** through examining results and reflecting about how practice impacts student ends; determine whether to continue the same inquiry or identify a new area of focus

The Facility Maintenance Plan aligns with Goal 2 Objective 2.3 of the Orting School District strategic plan.

Goal 2: Ensure the academic success for each student by managing and improving effective operations of the district.

Objective 2.3: Develop and implement a long-term facilities plan.

Executive Summary

The Orting School District believes in providing facilities that are safe and support learning essential for student success. The District must maintain an environment that enhances the learning atmosphere created by our building administrators and teachers. The District must be responsible caretakers of our facilities to ensure their successful use for many years to come. The District will accomplish this through cost-effective preventative maintenance and repair.

The Facility Maintenance Plan (FMP) is different than the Capital Facilities Plan (CFP) which focuses on the District's facility capacity in relation to student projections over a six-year period in addition to supporting the collection and calculation of impact fees collected by the District for single and multi-family development. The FMP focuses on in-house and small works projects which are smaller in scope than projects in the CFP. It also prioritizes safety and security improvements to the facilities and identifies multi-year maintenance schedules. The FMP ensures the District devotes adequate resources to life-cycle operation and maintenance concerns of all our facilities.

The FMP is a working plan subject to change as new issues emerge or known issues become more urgent to complete than originally planned. Available funding also plays a factor in what projects can be completed in any given year. The plan will be updated and reported to the school board on an annual basis.

This plan will identify the needs of each facility in the district, who will perform the work and the estimated timeframe the project will be completed. The plan also identifies five-year work schedules for painting, roof and asphalt repairs. Finally, the plan will identify projects completed, including actual costs, since the prior year plan.

Orting Primary School

Project	Description of need	Costs	Status
Entrance controls card reader, A-Phone entrance system and panic button	Ongoing safety upgrades to schools; Testing system at OPS before scaling to other buildings	\$60,569.02	Completed
Add a sound system to the gymnasium	There is not an installed sound system in the gym area which would provide additional functionality for the school and community use	\$4,146.83	Completed
Replace FRP board with stainless steel in kitchen dishwashing area	FRP panels are deteriorating	Maintenance Dept.	Winter 2018
Upgrade exit/emergency lighting	Safety improvements	Maintenance Dept.	Spring 2018
Health Inspection List	Safety improvements	Maintenance Dept.	Spring 2018
Women's Staff Restroom	Make men's room unisex	Maintenance Dept.	Summer 2018
Asphalt Replacement	Potholes and alligatoring will continue to degrade if not fixed	Will obtain quotes	Summer 2018
Roof needs to be finished	Southern part of the roof was not included in the previous roof replacement	Will obtain quotes	Summer 2018
Repair or replace gutters on main building	Gutters leak	Will obtain quotes	Summer 2018
Repair or replace gutters on play area	Gutters leak	Will obtain quotes	Summer 2018
Boilers	Boilers need to be upgraded for better efficiency	Hold for SCAP funding	Hold
Notes:	OPS qualifies for School Construction Assistance Program (SCAP) funds but needs to provide local funds of approximately 25% to access. This project will be included in the next Capital Facilities Plan for long-range planning. The District will continue making any safety or necessary operating improvements with the understanding that some improvements will be put on hold for State assistance funding.		

Ptarmigan Ridge Elementary School

Project	Description of need	Estimated costs	Status
Upgrade exit/emergency lighting	Safety improvements	Maintenance Dept.	Spring 2018
New decking on 5 th grade portables	Deck is rotting and exposing nails creating safety hazard	Maintenance Dept.	Summer 2018
Sunken concrete at gym entrance	Safety improvements	Maintenance Dept.	Summer 2018
Bike rack	Build covered bike rack to keep bikes safe during school hours	Maintenance Dept.	Summer 2018
Gym cable replacement	Safety improvements	Maintenance Dept.	Summer 2018

Orting Middle School

Project	Description of need	Estimated costs	Status
Library remodel	Request to move book shelves, move and add shelving, and add storage room shelving	Minor material cost	Complete
Band room tile fix	The tile in front of the sink in the band room is pulling up and needs replacing	Minor material cost	Complete
Replace or repair oven in baking area	Does not cook evenly and is very loud	Will obtain quotes	Winter 2018
Upgrade exit/emergency lighting	Safety improvements	Maintenance Dept.	Spring 2018
Tiles are getting damaged (100 wing)	Purchase new chairs or carpet the floor	Maintenance Dept.	Summer 2018
Replace lines on AHU's	Preventative maintenance on HVAC	Maintenance Dept.	Summer 2018
Upgrade stadium locker room benches	Current benches are not durable	Maintenance Dept.	Summer 2018
Health inspection list	Safety improvements	Maintenance Dept.	Summer 2018
HVAC systems/hoses	Preventative maintenance on HVAC	Maintenance Dept.	Summer 2019
Asphalt replacement	Potholes and alligating will continue to degrade if not fixed	Will obtain quotes	Summer 2018
Power storage container	Provide power for lights in storage container	Will obtain quotes	Unknown
Field turf will need replacement	The life of turf is about 10 years. It will need to be replaced in 2-5 years, however, it is so costly that we need to plan for it now.	Approximately \$300k-\$350k Fund balance reserved for project	When necessary
Drainage for practice field	Unable to use during winter/spring	Unknown	Unknown
Add cameras to stadium	Safety improvements	Tech/Maintenance	Unknown
LED lights in both gyms	LED lighting upgrade to lower energy use	Maintenance Dept.	Looking at possible Energy Service Co.
LED lights in the stadium	Current lights are reaching end of their life cycle	Maintenance Dept.	Looking at possible Energy Service Co.

Orting High School

Project	Description of need	Estimated costs	Status
Locate gas shutoffs in classrooms	Safety Issue - Each classroom must have a gas shutoff in each room marked	Minor material cost	Complete
Shop class windows	Safety Issue - The windows leak when it is raining causing water to enter the building and go down the walls	Minor material cost	Complete
Water leak on southern side of building	Safety Issue - Water coming inside of building and causing harm to structure	Minor material cost	Complete
Install eye wash station in STEM lab	Safety Issue	Maintenance Dept.	Complete
Upgrade the sound system for the PAC and gymnasium	The sound system in both areas are in need of updating/upgrading	\$31,964.79	Complete
Upgrade lighting in the PAC	The lighting system needs some modification to be able to have ease of use for all users - district and facility users	Minor material cost	Complete
Heating issues in the shop	Not enough heat in this specific classroom as it was not originally set-up for this type of class	\$3,000.00	Complete
Roof leaks in Activity Gym	Roof repair/replacement - the leaks can cause damage to floor and wrestling mats	\$9,399.80	Complete
Video camera upgrade	Safety - Need to be able to monitor facilities/buildings	\$124,559.88	Complete
Male restrooms	Most of the men's restrooms do not have urinal partitions	Maintenance Dept.	Winter 2018
Install new blinds in West Wing	Assist with temperature control and safety	Maintenance Dept.	Winter 2018
Remodel clothing bank portable	Create classroom for OHS	Maintenance Dept.	Summer 2018
Choir room	Practice room doors do not have windows allowing supervision of these spaces	Maintenance Dept.	Summer 2018
Lower ball field drainage	Dig out existing ditch and put in drains around fields	Maintenance Dept.	Summer 2018
Gate needed at North end of lower sports field	This would control who comes and goes and limit access to the lower fields curbing theft	Maintenance Dept.	Summer 2018

Replace lines on AHU's	Preventative maintenance on HVAC	Maintenance Dept.	Summer 2018
Seal North side of building	Building has leakage through outside walls	Maintenance Dept.	Summer 2018
Health inspection list	Safety improvements	Maintenance Dept.	Summer 2018
Upgrade exit/emergency lighting	Safety improvements	Maintenance Dept.	Summer 2018
Asphalt replacement	Bus lanes and exit to the street area needs to be 6 inches of asphalt as the routine bus traffic is deteriorating the asphalt causing potholes and other issues	Will obtain quotes	Summer 2018
Storage shed	Needed to store chairs and other items	Will obtain quotes	Summer 2018
Window tint on West Wing	Assist with temperature control in the spring and fall	Will obtain quotes	Summer 2018
HVAC systems/hoses	Preventative maintenance on HVAC	Maintenance Dept.	Summer 2019
Notes:	OHS qualifies for School Construction Assistance Program funds (SCAP) but needs to provide local funds of approximately 25% to access. This project will be included in the next Capital Facilities Plan for long-range planning. The District will continue making any safety or necessary operating improvements with the understanding that other improvements will be put on hold for State assistance funding.		

Auxiliary Buildings

Project	Description of need	Estimated costs	Status
CO: Roof needs to be repaired or replaced	Roof repair or replacement needed. The roof currently leaks in many areas	\$310,192.00	Complete
Grounds: Utility truck	Grounds equipment - part of Long Range Transportation Plan	\$26,000.00	Complete
Card readers	Safety - Control access to school district buildings/facilities	\$61,835.13	OPS Complete PTR TBD
District-wide: Need evacuation maps in every building	This is being taken care of through the safety plan work	Minor material cost	Complete
Transportation: Reconstruct cover at south entrance	The cover at that entrance is degrading rapidly and needs to be torn down and reconstructed	Minor material cost	Complete
CO: Split office space to create 2 offices	The Executive Director for Teaching and Learning office needed to have a wall added to create two separate offices	Minor material cost	Complete
CO: Add an additional electrical panel	Due to increased power usage over the original capacity of the electrical, a new panel is needed to support the electrical use of the office	Minor material cost	Complete
District-wide: Install door sweeps on any exterior doors that expose daylight	Energy and pest control	Maintenance Dept.	Winter 2017
District-wide: Clean roofs	Moss and algae buildup will decrease the life of roofs	Maintenance Dept.	Summer 2018
Repeater for radios	Better communication	Will obtain quotes	Summer 2018
CO: Brick repair	Fill holes in bricks for preventative maintenance	Maintenance Dept.	Summer 2018
District-wide: LED lighting	LED lighting upgrade to lower energy use	Maintenance Dept.	Summer 2018
District-wide: Update / Install Intercom Systems	This emerged as a need from the safety plan - assumes bond funding	Will obtain quotes	2018/2019
CO: Office window upgrade	CO office window upgrade to keep heat in and cooling in summer cost effective.	Will obtain quotes	2018/2019

District-wide: Alarm upgrades	Safety - Need all district facilities/buildings to be consistently alarmed/monitored and up to code.	Received quotes	Will phase in over two years
CO: Asphalt repair	Service alley and back of building need asphalt	Will obtain quotes	Unknown

Paint Schedule

Fiscal Year	OPS	PTR	OMS	OHS	Support
2017/2018	<ul style="list-style-type: none"> Select classrooms Exterior: trim 	<ul style="list-style-type: none"> Interior: Gym 	<ul style="list-style-type: none"> Exterior: Trim and Northern exposure 	<ul style="list-style-type: none"> Interior: 2nd floor East and West stairways Gym: interior 	<ul style="list-style-type: none"> CO: Hall, breakroom and restrooms Exterior: Trim
2018/2019	<ul style="list-style-type: none"> Select classrooms Mechanical rooms Annex exterior 		<ul style="list-style-type: none"> Cafeteria Restrooms Select offices Staff lounge 	<ul style="list-style-type: none"> PAC Kitchen Main restrooms Gym: exterior 	
2019/2020	<ul style="list-style-type: none"> Portables: exterior 	<ul style="list-style-type: none"> Main building: Exterior trim Interior classrooms 	<ul style="list-style-type: none"> Classrooms interior 	<ul style="list-style-type: none"> Prop storage Classrooms 200 level rooms Exterior handrails Portables: exterior 	<ul style="list-style-type: none"> Offices
2020/2021	<ul style="list-style-type: none"> Hallway: interior Library Annex: interior 	<ul style="list-style-type: none"> Portables: exterior 	<ul style="list-style-type: none"> Hallway: interior 	<ul style="list-style-type: none"> 100 level rooms interior Library 	
2021/2022	<ul style="list-style-type: none"> Staff lounge Annex: hallways Annex: ceilings 	<ul style="list-style-type: none"> Hallways: interior 	<ul style="list-style-type: none"> Classrooms: interior Gym Library 	<ul style="list-style-type: none"> Stage Counseling center Admin offices Gym: interior Mechanical rooms 	
Annual	Fire lanes red, Caution yellow, Parking lot white, ADA parking blue, Playgrounds yellow				

Roof Schedule					
Fiscal Year	OPS	PTR	OMS	OHS	Support
2017/2018	<ul style="list-style-type: none"> • Clean • Replace final section of main building • Replace roofs on selected portables 	<ul style="list-style-type: none"> • Clean • Inspect portable roofs • Inspect main building 	<ul style="list-style-type: none"> • Clean 	<ul style="list-style-type: none"> • Clean • Inspect portable roofs • Inspect main gym and patch as necessary 	<ul style="list-style-type: none"> • Inspect activities gym • Inspect ECAP • Inspect stadium buildings
2018/2019	<ul style="list-style-type: none"> • Inspect • Inspect covered play area 	<ul style="list-style-type: none"> • Portables if necessary • Inspect covered play area 	<ul style="list-style-type: none"> • Inspect all structures 	<ul style="list-style-type: none"> • Portables on Whitesell if necessary 	<ul style="list-style-type: none"> • Inspect annex • Replace ECAP if necessary
2019/2020	<ul style="list-style-type: none"> • Inspect all structures 	<ul style="list-style-type: none"> • Inspect gym 	<ul style="list-style-type: none"> • Inspect all structures 	<ul style="list-style-type: none"> • Portables by West Wing if necessary 	<ul style="list-style-type: none"> • Replace stadium buildings if necessary
2020/2021	<ul style="list-style-type: none"> • Clean 	<ul style="list-style-type: none"> • Clean 	<ul style="list-style-type: none"> • Clean 	<ul style="list-style-type: none"> • Clean 	<ul style="list-style-type: none"> • Clean
2021/2022	<ul style="list-style-type: none"> • Inspect 	<ul style="list-style-type: none"> • Inspect 	<ul style="list-style-type: none"> • Inspect 	<ul style="list-style-type: none"> • Inspect 	<ul style="list-style-type: none"> • Inspect

Asphalt Schedule					
Fiscal Year	OPS	PTR	OMS	OHS	Support
2017/2018	<ul style="list-style-type: none"> • Safety areas around drains • Select areas of campus 	<ul style="list-style-type: none"> • Inspect 	<ul style="list-style-type: none"> • Inspect 	<ul style="list-style-type: none"> • Bus area • West Wing parking lot • Light intersection 	<ul style="list-style-type: none"> • Inspect
2018/2019	<ul style="list-style-type: none"> • Inspect • Main entrance and gym 	<ul style="list-style-type: none"> • Inspect • Seal coat 	<ul style="list-style-type: none"> • Area between main building and stadium 	<ul style="list-style-type: none"> • Inspect 	<ul style="list-style-type: none"> • Inspect
2019/2020	<ul style="list-style-type: none"> • Inspect • Seal coat 	<ul style="list-style-type: none"> • Inspect 	<ul style="list-style-type: none"> • Inspect • Seal coat 	<ul style="list-style-type: none"> • Road between OHS and OPS 	<ul style="list-style-type: none"> • Service alley and back of building

Spring Building Walk Through

During the month of May, the Assistant Superintendent for Business, Operations, and Safety, Facilities Supervisor and the Technology Administrator will walk through each school with the building principal. The purpose of the walk through is to:

- Identify any repairs or safety concerns not listed in this document that need to be made before the next school year
- Identify all materials to be identified as surplus and removed before the next school year
- Identify all obsolete technology to be declared surplus or recycled to other uses
- Identify all furniture or equipment that has reached its useful life
- Identify high visible areas that may need improvements
- Discuss timelines for the buildings to be turned over to facilities for summer repair/cleaning and when the buildings will be ready to allow staff access

After documenting these objectives, a memorandum will be sent to all staff before the end of school year that communicates the repair/cleaning timelines and identifies when each building will be turned back over for regular staff use. This will ensure buildings are ready for the start of next school year and minimize the possibility of accidents with staff members while major cleaning/repairs are being made during the summer.