

Division of School Plant Operations
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

June 3, 2009

MEMORANDUM

To: Building Service Managers

From: Dianne Jones, Director



Subject: Summer Project Guidelines

In order to ensure support for summer programs and community groups, as well as provide a clean school for the fall term, it is important to develop well thought out work schedules. The following guidelines will assist you in the development of your project schedules. The objectives of these guidelines are to aid in making economical use of time and effort and to ensure that all areas in the building are properly cared for and summer programs are supported.

1. **Supplies** - Supply items for summer cleaning should be delivered to your school no later than Tuesday, June 16, 2009.
2. **Staffing** - Building service managers will arrange leave schedules to permit no more than one fourth of the staff in secondary schools and one third of the staff in elementary schools to be on leave at any one time.
3. **Work Hours** - Hours of work should be designed to coordinate with office hours of the school, scheduled activities, and daily cleaning requirements.
4. **Summer Cleaning Schedule** - Each building service manager should schedule and ensure that all areas of the building are thoroughly cleaned, i.e., stripping and waxing of floors, wall and window washing, and specialized cleaning of computer rooms (see attached procedures). The cleaning process should be conducted in a safe and orderly manner. Hallways need to remain clean and unobstructed while there are activities in the building. In addition, hallways should be swept and mopped frequently, just as they would throughout the year.

It is suggested that summer school and workshop areas be cleaned prior to the beginning of sessions with the exception of art and recreation areas.

To prevent the spread of Methicillin-Resistant Staph Aureus (MRSA) and H1N1 Flu it is important that facilities and equipment be cleaned daily using Virex II 256 disinfectant in accordance with the attached MRSA/H1N1 prevention cleaning/sanitizing guidelines.

Building service managers should restrict large-scale furniture movement to hallways, particularly in schools with a large number of activities. Furniture should be moved from side to side within the classrooms, to relieve congestion and allow for safe passage in the hallways.

5. **Servicing of Facility** - A schedule should be established during the summer for sweeping and removing spots from hallways several times during the day, for daily policing of grounds, and for weekly cutting and trimming of grass. Classrooms and other daily used areas will require routine cleaning before sessions begin each day.

Alternative summer schedules may be needed to accommodate renovation, construction, global access, technology, modernization, etc. The following guidelines will apply in these circumstances:

1. **Staffing** - Leave should be granted for employees during June and July. One building service worker must remain on duty. All other workers will be permitted to be on leave.
2. **Summer Cleaning** - Through coordination with the principal, School Plant Operations (SPO) supervisor and building service manager, schedules will consist primarily of working behind renovation crews as they complete an area. Furniture that will remain at the school will be cleaned and stored.
3. **Work Hours** - Hours of work should be designed to coordinate with office hours of the school, scheduled activities, and daily cleaning requirements. Overtime requests from the Division of Maintenance, Systemwide Safety Programs, or Construction must have the approval of SPO first. However, if overtime is required in order to address an emergency situation quickly, the hours must be reported as soon as possible to your SPO supervisor.

PROGRESS REPORTS: Progress reports for cleaning, changing filters, special projects and annual leave schedules must be returned to the building service supervisor that is assigned to your school. Progress in completing summer projects will be measured in the form of classroom readiness and will be recorded on progress reports that are to be submitted periodically, as instructed on the attached report forms, to your SPO supervisor. See Summer Projects Progress Report and Summer Filter Changes Report.

GROUNDS CARE: The building service manager at each school will be responsible for coordinating the maintenance of the grounds.

1. This will include the weekly mowing of grass; trimming of shrubbery; trimming around curbs, trees, and signposts; weeding of flower beds; and trimming along fence lines.
2. Grounds should be policed daily. Sidewalks, entranceways, and parking lots should be swept and hosed down to remove gum, cigarette butts, etc.

3. Large cans should be placed strategically around the building and grounds for placement of trash.

It is recommended that leave not be approved after August 14, 2009, so that the total building service staff can prepare for the opening of school.

DJ:tmd

Attachments (21)

Copy to:

Building Service Supervisors

Business Managers

Mr. Lavorgna

Principals