Building Services

- Average Building Age is 43 Years

- $340,875,000 Replacement Value of Systems Including:
  - Heating, Ventilation and Air Conditioning
  - Electrical
  - Painting
  - Carpentry
  - Roofing
  - Plumbing

- 13,739 Work Orders Processed Last Year
Building Services

- Hazardous Materials Compliance
- Asbestos Maintenance
- Indoor Air Quality
- Key Control
- Security Systems
- Utilities Management
- Signage
Doug is responsible for all maintenance and construction on MMSD buildings and grounds.

Doug is also responsible for:

- Telecommunications, including pagers, radios, and cell phones
- Safety
- Physical plant security
- Energy management
- Long range planning
- Contract administration
- Fleet Maintenance
- Custodial operations
- Code compliance
- Fire Safety
- Purchasing
- Liaison for Red Cross
- Recycling and trash collection
- Other duties as assigned

Doug Pearson, Director Building Services

Doug is a Certified Energy Manager by the Association of Energy Engineers, a Certified Facility Manager, by the International Facility Managers Association, and a Certified Playground Inspector by the National Playground Safety Institute.
Marilyn Blackley-Braund – Coordinator, Office Operations supervises the clerical staff and is responsible for all information processing in the Building Services office.

These tasks include
- processing work orders, purchase orders, invoices, truck orders,
- maintenance of drawing and file archives,
- reception,
- purchase of supplies such as shades, gasoline, ice melt, small parts for the custodial staff, and
- services such as pest control, tree trimming, and vehicle repairs.

Marilyn provides clerical support for the Director, and both Assistant Directors.
Jean McCormick – Clerk/Typist
– Jean processes payroll, work orders, requisitions, invoices, and truck orders. She provides clerical support for the custodians, grounds and drivers.

Wayne Gilmore – Reception
Wayne is our primary reception person. He
  • answers all incoming calls,
  • processes requisitions,
  • creates truck orders, and
  • provides clerical support for Assistant Directors.
Building Services (at Pflaum Road)
Building Operations

Bob Darm, Assistant Director Facilities Operations

• Supervision of the custodial/grounds/equipment operators’ staff

• Directs and coordinates District facilities cleaning and custodial scheduling, grounds maintenance, delivery of student meals, equipment and supplies.

• Prepares and recommends facilities operating budget, oversees small engine repairs on equipment for Building Services and School Forest.

• Administers District recycling and refuse program,

• Receives and responds to worker grievances, participates in union negotiations, hearings and salary arbitration.

• Consults with building principals and District Administrators regarding building/grounds operations and needs.

• Supervises purchases of supplies, vehicles and equipment.
Dan Kliest,
Supervisor Custodial Services

This position schedules and organizes the functions of the custodial, grounds and equipment operators. Coordinates services between the trades, operation staff, school principals and other District staff. Works with vendors on security systems, door locks, keys, and supply and equipment purchases.

- Janitorial Services
- Grounds Maintenance
- Deliveries
- Snow Plowing
- Athletic Field Maintenance
  - 50 Riding Lawn Mowers
- Furniture Repair
- Trash Hauling & Recycling Programs
- Vehicle Maintenance
  - 63 Vehicles
- Parking Lot Maintenance
- Playground Equipment
- Fire Code Compliance
- Storage of Surplus Items
Building Operations

**Facility Supervisors, (4 High Schools)**

As a non-union position, this position is responsible for the supervision of high school custodial and maintenance personnel, including the training, scheduling and evaluation of the staff. This position works to support the needs of the principals and staff and insures compliance with life safety codes and assists with building security.

- Jeff Fisher, West
- Dale Zimmerman, La Follette
- Jim Martinson, Memorial
- Gary Buchanan, East
**Building Operations**

**Custodial Worker I (90.4 FTE):**
This is an entry level position. This position performs **cleaning and sanitation** tasks in accordance with established procedures. This position maintains buildings and adjacent **grounds** in a clean, orderly and secure condition.

**Custodial Worker II (28 FTE):**
This position is found in elementary schools and in the high schools. This position **leads the work of other custodial workers.** This position receives direction from the Building Custodian I and Facility Supervisor. This position **trains,** directs and assists the work of custodians assigned to the building. This position performs routine custodial activities at an assigned school.

Don Storely
Building Operations

**Custodial Worker III (16 FTE):** This position is found in combination elementary/middle schools and high schools. The position receives direction from the Building Custodian II and Facility Supervisor. This position leads the work of other custodial workers and may adjust the daily routine in order to meet immediate, non-routine, and emergency requests as necessary to provide services to the occupants of the building. This position trains, directs and assists the work of custodians assigned to the building. This position performs routine custodial activities at an assigned school.

Mary Riddle
Building Custodian I (26 FTE): This position is responsible for the cleaning and maintenance of an elementary school. This position acts in a lead capacity, schedules, trains, inspects and directs the work of custodians assigned to the building. This position is responsible for the maintenance of the building, equipment and grounds.
Building Custodian II (16 FTE): This position is responsible for the cleaning and maintenance of middle schools and the Administration building. This position acts in a lead capacity, schedules, trains, inspects and directs the work of custodians assigned to the building. This position is responsible for the maintenance of the building, equipment and grounds.
**Grounds worker (8 FTE):**
This position performs field and ground maintenance which includes **mowing**, aerating, top dressing and seeding of District athletic fields. Laying out and **marking fields** for various sports activities are other services provided by this position. Other duties include the installation and maintenance of **playground equipment**. **Snowplowing**, **tree trimming**, and the installation of signage are also provided.
Building Operations

- **Small Engine Mechanic (1.0 FTE):** This position is responsible for the purchasing, maintenance, repair, keeping records and inventory of all two- and four-cycle small engines and power equipment.

- **Athletic Field Caretaker (2.0 FTE):** This position performs the care and maintenance of Mansfield Stadium and adjoining fields, ball diamonds, soccer fields. Responsibilities include mow and/or grade fields, mark landscaped areas for athletic events, repair turf which includes seeding, sodding, top dressing and aeration. Enforces field rules and regulations during events. Communicates with coaches and other responsible parties prior to and during events relative to special needs or field conditions.

Berlin Sornson, Mechanic

Al Maier, Jr., Mansfield Caretaker
Building Operations

- **Equipment Operator (2 FTE):** This position operates District motor vehicles to transport food for the breakfast and lunch programs at each school. Picks up and delivers furniture, mail, supplies and equipment to designated schools throughout the District. This position also picks up all trash generated by the schools. All Equipment Operators have a CDL license to drive the packer truck.
Building Maintenance

- 2005-06 Referendum Project List Totals $4,997,000

- New Construction & Renovation
- Responsibility on All Building Projects For:
  - Design
  - Construction
  - Oversight
  - Code Compliance
- 80% of All Specifications are Prepared In-House
Building Maintenance

Rick Hopke, Assistant Director of Facilities-Maintenance

This position is responsible for the oversight of the Facility Managers and carpenters.

Duties include

- in-house architectural and engineering design,
- project supervision and management, obtains plan approval and building permits,
- prepares estimates, reviews construction documents prepared by others,
- assists in budget preparation and management,
- long and short range planning,
- participates in union negotiations, and
- assists in the day-to-day operation of the maintenance department.

Mr. Hopke is a Professional Engineer and Registered Architect in the State of Wisconsin.
Building Maintenance

Mike MacDonald, Facility Manager HVAC Engineer: This position is responsible for the oversight of the plumbers, steamfitters and maintenance workers. Duties include
- day-to-day planning and scheduling,
- purchasing,
- in-house design of mechanical systems,
- project management,
- managing contracted services in the areas of mechanical repair, fire suppression systems, fume hoods, temperature control work,
- filters and
- water treatment.

Mr. MacDonald holds a State of Wisconsin Designer of Engineering Systems license.

Joe Anderson Facility Manager – Electrical Engineer: This position is responsible for the oversight of the electricians and telecommunication technician. Duties include day-to-day planning and scheduling,
- purchasing,
- in-house design of electrical, data, communications and life safety systems,
- project management,
- managing contracted services in the areas of electrical repair, emergency generators, master clock systems and elevators.

Mr. Anderson holds a State of Wisconsin Designer of Engineering Systems license.
Tom Kannal, Facility Manager – Special Projects: This position is responsible of the oversight of the painters. Duties include
• day-to-day planning, scheduling,
• purchasing,
• in-house asbestos design,
• managing contracted services in the areas of
  • asbestos,
  • lead and mold abatement,
  • underground storage tanks and
  • hazardous wastes.

Mr. Kannal holds certifications in the State of Wisconsin as an Asbestos Designer, Supervisor, Inspector & Management Planner and Lead Risk Assessor.
Custodial Maintenance Workers (10 FTE): These positions are responsible for maintenance and repair of mechanical and electrical systems. Primary duties include:

• annual boiler cleaning,  
• fire alarm testing and recertification,  
• fire extinguisher inspection and testing, and  
• inspection of emergency battery operated exit and egress lighting.

This position provides maintenance training for future Building Custodians.
Building Maintenance

Building Maintenance and Construction

- 4,423,936 Square Feet
- 678 Acres
Journey Worker Electrician: This position is responsible for electrical-related repairs, maintenance and remodeling work. Duties include

- electrical, communication & data wiring,
- repair of life safety equipment,
- replacement of breakers, ballasts & devices,
- trouble-shoot equipment and maintain CATV and CCTV systems.

Electricians hold either a State of Wisconsin or City of Madison Electrical license.
Painters

Journey Worker Painter: This position is responsible for paint-related activities associated with maintenance, repair and remodeling work. Duties include

- drywall finishing,
- interior and exterior painting,
- color matching,
- graffiti removal,
- playground and parking lot striping,
- staining of woodwork and
- graphic painting.

All painters hold a State of Wisconsin Lead Supervisor Certification.

Robert Jeffett
Marvin Zimmerman
Ken Schultz
Greg Reeve
James Paffenroth
Ron Berg
Dave Leckwee
Journey worker Plumber: This position is responsible for a wide variety of plumbing related duties related to the installation, maintenance and repair of
- water lines,
- sewers,
- water heaters,
- softeners,
- plumbing fixtures and
- pool equipment.

Both plumbers hold a State of Wisconsin Masters Plumbing License and are Certified Pool Operators.

Mary Pfaff, LTE

Ray Selje

Mark Lawler
Journey Worker Carpenter: This position is responsible for carpentry-related repairs, maintenance, and remodeling work. Duties include
•welding,
•cabinet making,
•lock work,
•window and door repairs,
•concrete work,
•floor and ceiling tile repair and replacement,
•locker repair,
•asbestos abatement and
•drywall work.

All carpenters hold State of Wisconsin Asbestos & Lead Supervisor certifications.

Greg Fjelstad, Bill Mihlbauer, Joe Hagen, Jay Neu, Arnold Krall, John Domack

Greg Hinrichs

Dave Hagen
Steamfitters

**Journey Worker Steamfitter**: This position is responsible for maintenance, repair and installation of

- heating,
- air conditioning,
- refrigeration,
- temperature controls,
- building automation systems,
- boilers,
- furnaces and
- chemical feed systems.

James Lerum, Gerald Gilbert, Colin Ace, and Roger Howard
Telecommunications

**Jim Culp – Telecommunications Assistant**
The Telecommunications Assistant is responsible for the daily maintenance of the Alcatel Phone System. Duties include

- assisting staff with telephone and voicemail operation, on-site instruction,
- resetting passwords, maintaining databases for each school, and 911 information.

The Telecommunications Assistant also oversees the District's cell phone, radio, and paging needs. In addition, the Telecommunications Assistant organizes the RFP process and provides clerical support to Building Services.

**Stephen Krall, Journey Worker**
**Telecommunication Technician** This position is responsible for communication and data-related repairs, maintenance and remodeling work. Duties include

- low-voltage wiring,
- trouble-shooting communications problems,
- phone system programming and maintenance.
Building Services

Major Non-Salary Expenditures

- Building Operations
  - Gasoline for vehicles - $111,788
  - Vehicle repairs - $106,811
  - Vehicle replacement - $43,000
  - Custodial supplies - $491,640

- Utilities
  - Electricity - $2,513,254
  - Natural Gas - $2,210,812
  - Sewer/Water - $407,920
  - Fuel Oil - $76,284
  - October Adjustment $950,000

- Telephones - $662,227
# Building Services

## Building Maintenance (and Construction)
- Asbestos management - $271,000
- Temperature control maintenance - $229,000
- Boiler chemicals (117 boilers) - $27,000
- Clock maintenance - $30,000
- Data lobe maintenance - $105,000
- Elevator maintenance - $44,000
- HVAC filters - $97,000
- Fire alarm maintenance - $421,000
- Emergency generator maintenance - $19,000
- Light bulbs - $32,000
- Phone maintenance - $42,500
- Roof maintenance - $740,000

## Correcting Fire Department Orders
- Fire Department Orders - $35,000
- Floor tile and carpet - $324,000
- Shade repairs - $8,000
- Fixing broken glass - $73,000
- Security system maintenance - $47,700
- Pool chemicals - $11,500
- Paint - $40,000
- Lock repairs - $20,000
- HVAC Repairs - $188,000
- Tuck pointing – $107,000
- Misc. Repairs - $119,300
- Partition, Bleachers - $69,000
Building Services

Building Improvements - $493,735
Debt Service - $2,536,288
Maintenance Referendum - $4,997,000