

# MAINTENANCE

# Maintenance Trades:

Staffing is done by historical levels and is not tied to service or maintenance levels.

Supplementary staff are used on a regular basis and are paid for from project, AFG, and capital funding.

**CHALLENGES:** Increased regulatory oversight, other duties, no backfill for absences, high level of deferred maintenance, departmental coordination.

**NOTE:** Shaded cells to the right indicate positions where only half of FTE is assigned to maintenance functions.

## Age groups for Operations Staff

|         |   |
|---------|---|
| 30 - 39 | 2 |
| 40 - 49 | 3 |
| 50 - 59 | 5 |
| 60 - 69 | 4 |

|   |  |
|---|--|
| Operations Foreman<br>12 month/ 1.0 fte     |  |
| Carpenter - Nelson<br>12 month / 1.0 fte    | Painter - Creston<br>12 month / 1.0 fte      |
| Electrician - Nelson<br>12 month / 1.0 fte  | Carpenter - Creston<br>12 month / 1.0 fte    |
| Plumber/HVAC - Nelson<br>12 month / 1.0 fte | Electrician - Creston<br>12 month / 1.0 fte  |
| Plumber/HVAC - Nelson<br>12 month / 1.0 fte | Plumber/HVAC - Creston<br>12 month / 1.0 fte |
| Carpenter - Nelson<br>12 month / 1.0 fte    | Carpenter - Nelson<br>12 month / 1.0 fte     |
| Painter - Nelson<br>12 month - 1.0 fte      | Trades - Kaslo<br>12 month / 1.0 fte         |
| Warehouse - Nelson<br>12 month / 1.0 fte    |  |

Work dispatch is prioritized by

- Life/Health Safety and PM to protect investment
- Support for program delivery
- Nice to have or wish list

# APPA\* Facility Maintenance Standards

- Level 1 - Showpiece Facility
- Level 2 - Comprehensive Stewardship
- Level 3 - Managed Care
- Level 4 - Reactive Management
- Level 5 - Crisis Response

\*APPA: Leadership in Educational Facilities (2007). Previously known as "Association of Physical Plant Administrators" (est. 1914)

# Maintenance Trades Staffing\* (APPA)

| Maintenance Level | Classroom | Laboratory | Office (incl. shops) | Residence | CURRENT SD8 |
|-------------------|-----------|------------|----------------------|-----------|-------------|
| 1                 | 15        | 27         | 24                   | 18        | 12          |
| 2                 | 12        | 21         | 16                   | 14        | 12          |
| 3                 | 9         | 15         | 11                   | 10        | 12          |
| 4                 | 8         | 9          | 8                    | 8         | 12          |
| 5                 | 6         | 6          | 4                    | 6         | 12          |

\*per 1 Million Gross Square Feet by Space Type

# SD8 Facility Inventory

| Building                  | Description | Square Metres | Square Feet | Building                  | Description    | Square Metres | Square Feet |
|---------------------------|-------------|---------------|-------------|---------------------------|----------------|---------------|-------------|
| L.V. Rogers Secondary*    | Education   | 10,080        | 108501      | Salmo Elementary*         | Education      | 2,650         | 28525       |
| Brent Kennedy Elementary* | Education   | 2,780         | 29924       | Rosemont Elementary       | Education      | 1,608         | 17309       |
| South Nelson Elementary   | Education   | 4,049         | 43583       | Yahk Elementary           | Education      | 331           | 3563        |
| Mt. Sentinel Secondary    | Education   | 6,415         | 69051       | Crawford Bay Elem/Sec.    | Education      | 2,300         | 24757       |
| Erickson Elementary       | Education   | 2,215         | 23842       | W.E. Graham Community     | Education      | 2,799         | 30128       |
| Prince Charles Secondary* | Education   | 9,137         | 98351       | Jewett Elementary         | Education      | 956           | 10290       |
| Blewett Elementary        | Education   | 1,492         | 16060       | Creston Bus Garage        | Operations     | 542           | 5834        |
| Trafalgar Middle          | Education   | 8,365         | 90041       | Nelson Maintenance        | Operations     | 867           | 9332        |
| Winlaw Elementary         | Education   | 1,069         | 11507       | Creston Board Office      | Closed         | 252           | 2713        |
| Adam Robertson Elementary | Education   | 4,155         | 44724       | Nelson Board Office       | Administration | 907           | 9763        |
| J.V. Humphries Elem/Sec.  | Education   | 6,200         | 66737       | Gordon Sargent            | Closed         | 608           | 6545        |
|                           |             |               |             |                           | Other          |               |             |
| Redfish Elementary        | Education   | 1,757         | 18912       | Central Education Centre  | Education      | 4,052         | 43616       |
|                           |             |               |             | Creston Education         | Other          |               |             |
| Hume Elementary           | Education   | 3,254         | 35026       | Centre                    | Education      | 2,340         | 25188       |
| Salmo Secondary           | Education   | 3,876         | 41721       | A.I. Collinson Elementary | Closed         | 1,602         | 17244       |
| Canyon/Lister Elementary  | Education   | 2,016         | 21700       |                           |                |               |             |
|                           |             |               |             |                           | TOTALS         | 88674         | 954487      |

\*Including day care and/or out buildings

Operations Resources Tools Help

Work Order Module

|               |                 |                  |  |
|---------------|-----------------|------------------|--|
| WO Number     |                 |                  |  |
| Procedure     | Fault Code 1    | PM Number        |  |
| Priority      | Work Type       | Status           |  |
| Open Date     | Comp Date       | CB               |  |
| Target Date   | Target End      | Client Code      |  |
| School/Site   |                 | Room             |  |
| Equipment ID  |                 | Down Time        |  |
| EQ Address1   |                 |                  |  |
| EQ Address2   |                 |                  |  |
| Meter Reading | Eqp Operator    | Requester        |  |
| Contact       | Contact Phone   | Dept             |  |
| Crew          | Employee        | Manager          |  |
| Est Cost      | Duration (time) | Account          |  |
| Zone          | Project ID      | Phase            |  |
| Note1         | Note2           | Note3            |  |
| Note4         | Note5           | Note6            |  |
| Note7         | Note8           |                  |  |
| Data Division | 1.1             | Comp Remark Code |  |

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# Work Order

2/12/2016  
ELEC 30241

|                    |                          |  |
|--------------------|--------------------------|--|
| School/Site : CLES | Canyon Lister Elementary | Room :   |
| Equipment ID :     |                          | Requester : Requester Canyon Lister Elementary |
| Serial # :         |                          | Contact : Lauralee                             |
| PM Number :        |                          | Phone : 250-428-4161                           |
| CB :               |                          | Client Code :                                  |
| EQ Address1 :      |                          |  |
| EQ Address2 :      |                          |  |

Request : There are 10+ tombstones for lights to be replaced in Music room and TV area. Light covers are in custodian room. Please put back up.

|                         |                       |                    |
|-------------------------|-----------------------|--------------------|
| Status : APPR           | Open Date : 2/12/2016 | Procedure :        |
| Priority : 3-REGULAR    | Comp Date :           | Dept : electrician |
| Assigned : Murphy Aaron | Target Date :         | Crew :             |

Comp Remark:

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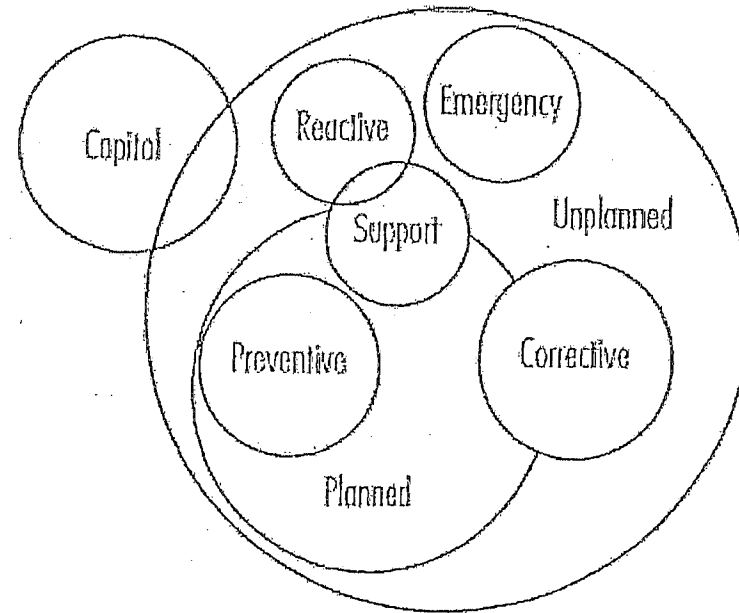
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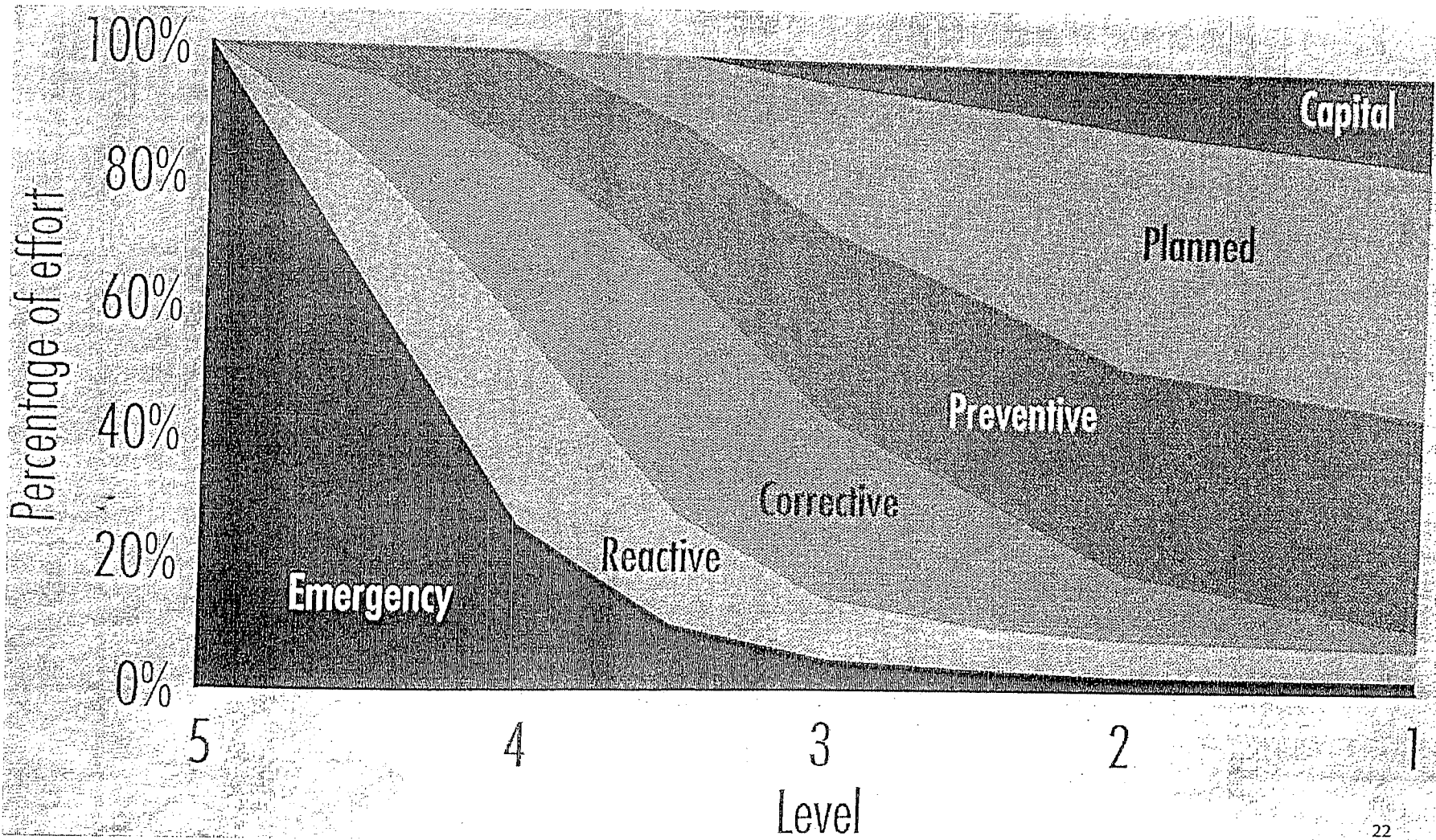
|                                   |                                     |             |
|-----------------------------------|-------------------------------------|-------------|
| <input type="checkbox"/> Complete | <input type="checkbox"/> Incomplete | EQ Meter:() |
| By:                               | Date:                               | Hours:      |
| Equipment Instructions            |                                     |             |

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## Overlaps and Interrelationships in Types of Maintenance





# Preventive/Predictive Maintenance

- Electrical
- Fire alarms
- Security systems
- Water and septic systems
- Pumps
- Cross connections
- Playgrounds
- Heating systems (including filters)
- Irrigation systems
- Tanks