

# C.A.S.H. 29<sup>TH</sup> ANNUAL CONFERENCE ON SCHOOL FACILITIES

## NEW PROGRAMS, NEW PROMISE CALIFORNIA SCHOOL FACILITIES 2008

Tuesday, February 26, 2008  
2:15 p.m. - 3:15 p.m.  
Sacramento Convention Center  
Room # 309/310

### Workshop #8

## **District Standards and Specifications- Maintenance Best Practices Part I**

*Moderator:*

***Paul Andersen***

Riverside County Office of Education  
(951) 826-6364  
pandersen@rcoe.us

*Panelists:*

***Sharon Bolle***

NTD Architecture  
(909) 971-6596  
sbolle@ntd.com

***Todd Butcher***

Val Verde Unified School District  
(951) 940-6100  
tbutcher@valverde.edu

***Jerry Skaff***

Fullerton Joint Union High School District  
(714) 870-2905  
jskaff@fjuhsd.k12.ca.us



## Setting District Standards

A Guide to Service Contracts, Standard Based Specifications & Green Specifications

## Introductions

### ▶ Moderator

- ▶ Paul Andersen, Riverside County Office of Education Director of Facilities

### ▶ Panel

- ▶ Jerry Skaff, Fullerton Joint Union High School District Director of Construction and Modernization
- ▶ Todd Butcher, Val Verde Unified School District, Director Maintenance and Operations
- ▶ Sharon Bolle, NTD Architecture, Director of Client Relations



## Overview of 2007

- ▶ Overview of 2007 CASH Presentation on District Standards, Implications for Maintenance
  - ▶ Designing Facilities is a Collaborative Process
  - ▶ District Performance Standards Should be Developed
  - ▶ Cost v. Long Term Durability Issues to be Weighed
  - ▶ Value Engineering Might Produce Budget Savings
  - ▶ Life-cycle Costing



## Setting District Standards

- ▶ Materials & Service Contracts
  - ▶ Case Studies
  - ▶ Benefits of Materials and Service Contracts
  - ▶ How To Structure Them
- ▶ Standard Based Specifications
  - ▶ What Are They?
  - ▶ Why They Are Beneficial
  - ▶ Examples of Standard Based Specifications
- ▶ Green Specifications
  - ▶ What Does It Mean To Be Green?
  - ▶ Impact to M & O



## Materials & Service Contracts

### ▶ District Facts:

- ▶ 7 High Schools
- ▶ ADA = 14,500 of foot traffic
- ▶ Square Footage of District– 1,250,000 sq ft
- ▶ 70 Custodial Staff for Entire District
- ▶ Equates to 18,116 sq. ft. per man



## Materials & Service Contracts

### ▶ District Issues

- ▶ Not able to meet Manufacturer's recommendations for maintaining & cleaning flooring
  - ▶ Reduces life of flooring
  - ▶ Reduces Sustainability of Product
- ▶ Changing flooring specifications was not an option
- ▶ Need to Provide Periodic Maintenance
  - ▶ Quarterly, semi-annually, yearly
  - ▶ Due to budget cuts Custodial overtime was not an option



## Materials & Service Contracts

- ▶ **Solution: District-wide Materials & Service Flooring Contract**
  - ▶ All inclusive contract
    - ▶ Product – (Unit Pricing)
    - ▶ Labor (Unit Pricing)
    - ▶ Maintenance & Repair (Hourly Rates)
    - ▶ Supplies (expendable)
    - ▶ Equipment (purchased or rented)
    - ▶ Routine Maintenance Inspection by Manufacturer or Material Supplier
    - ▶ Training



## Materials & Service Contracts

- ▶ **Benefits of Using Material & Service Contracts**
  - ▶ **Creates Continuity:**
    - ▶ Project to project
    - ▶ Labor
    - ▶ Materials types
    - ▶ Better Customer Service
    - ▶ Applications
    - ▶ Service & Equipment
    - ▶ Costing
  - ▶ **Cost Reduction of Procurement**
    - ▶ Advertising, bidding, accounts payable etc.
  - ▶ **Controls District Costs From Year to Year**
    - ▶ Know costs upfront – budget from year to year more accurately
    - ▶ Minimizes/eliminates Change Orders



## Materials & Service Contracts

### ▶ Implementing a Materials & Service Contract

- ▶ Board Approval is Key
  - ▶ Educate your board to the concept in advance
- ▶ Work with Suppliers and Contractors
  - ▶ Examples of material & service contracts: flooring, HVAC, roofing, moving & storage, paper products & cleaning supplies
  - ▶ Cost increase of contract tied to COLA or specified % cost increase stipulated in the contract at time of bid
  - ▶ 1 year contract with up to 4 1-year extensions
- ▶ Make sure it meets County Requirements
- ▶ **Use a hypothetical project that captures your Cost Component Pricing**



## Standard Based Specifications

### ▶ What Are Standard Based Specifications?

- ▶ Classroom Uses – You can specify anything
  - ▶ Carpet
  - ▶ Roofing
  - ▶ Restroom Fixtures
  - ▶ Paint, etc.



## Standard Based Specifications

### ▶ Why Are They Beneficial?

- ▶ You get what you want
- ▶ Less Stock Inventory
- ▶ Your staff knows what to expect when they arrive and then truck has what they need.



## Standard Based Specifications

### ▶ Why Are Standard Based Specifications Important?

- ▶ You get exactly what you want
- ▶ More bang for your buck
- ▶ No gray areas



## Standard Based Specifications

### ▶ Impact For M & O:

- ▶ Minimize disputes by having contract scope in writing
- ▶ Be ready for failure of a product or vendor
- ▶ Don't be afraid of change
- ▶ What do you do when your specifications fail



## Standard Based Specifications

### ▶ Sample of a Standard Based Specification

- ▶ Rancho Verde High School & Citrus Hill High School football fields installed
- ▶ Test G-Max ratio annually
- ▶ Call out for repairs
- ▶ Roofing and Maintenance Warranty
- ▶ Releases Installer after they are finished
- ▶ Annual inspection
- ▶ Drain cleaning



## Setting Green Standards

- ▶ What Does It Really Mean To Build a “Green” School?
  - ▶ The definition of a “green” school is:
    - ▶ A high performance school that improves the learning environment while saving energy, natural resources and money.
- ▶ What Does This Mean for M & O?
  - ▶ Changes in Standards and Specifications
  - ▶ Influx of New Materials and Systems
  - ▶ Retraining of Staff
  - ▶ May be asked to Monitor Energy Cost Savings



## Setting Green Standards

- ▶ How do Standard & Performance Based Specifications fit into the “green” movement?
  - ▶ New Energy Efficient Product
  - ▶ Emphasis on the Reduction of costs
  - ▶ Products Made of Recycled Content
  - ▶ Products that are Recyclable
    - ▶ Not put in land fills
    - ▶ Reusable as another product
    - ▶ Reusable as the same product



## Setting Green Standards

- ▶ How Do Materials and Service Contracts Fit into the “Green” Model?
  - ▶ They Help Increase Useful Life of Product = Green
  - ▶ Allows Training to occur for Maintaining New Products/Systems = Green
  - ▶ Cost Savings for Energy, Labor, Materials = Green
  - ▶ Helps Create Sustainable situation = Green
    - ▶ If product is not maintained properly it is counterproductive to component of sustainability

