Comprehensive Maintenance Plan FY2027



Montgomery County Public Schools

UNLEASHING POTENTIAL











VALUES

Learning
Respect
Relationships
Excellence
Equity

VISION

Future Ready

All students will graduate ready to thrive in a changing world—with the knowledge, skills, and confidence necessary to lead, adapt, and make a positive impact in their communities and beyond.

MISSION

To Unleash Potential

All students will receive a solid academic foundation, grounded in strong critical thinking skills, with opportunities to enhance and enrich their learning. All students will develop resilience, be adaptable, and have a lifelong passion for learning. All students will become effective communicators and collaborators predicated on meaningful relationships. All students will make a positive impact in their community and be ready for success in their personal and professional life.

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EXECUTIVE SUMMARY

MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS) continues to face significant challenges in maintaining a safe, functional, and efficient portfolio of school facilities while operating in an increasingly constrained fiscal environment. The Comprehensive Maintenance Plan (CMP) prioritizes investments that preserve the long-term value of school assets, addresses critical infrastructure needs, and ensures facilities remain capable of supporting student achievement and operational continuity across a portfolio exceeding 27 million square feet of educational and support space. Serving as both a strategic planning document and an accountability framework, the CMP aligns maintenance and operations activities with the MCPS Strategic Plan, while advancing a long-term Total Cost of Ownership (TCO) approach to the stewardship of public assets.

MCPS faces significant operational hurdles across staffing, maintenance, and costs, primarily driven by long-term expansion and aging infrastructure without proportional resource growth. Specifically, staffing levels have failed to keep pace with a growing portfolio over the past two decades—making hiring and retention difficult—while aging facilities and fixed costs that do not scale down during enrollment declines put heavy pressure on funding. However, key strategic opportunities exist to address these issues. MCPS can modernize procurement processes for effective cost management, implement updated staffing standards alongside targeted professional development, and deploy public work-order dashboards to improve maintenance transparency. Additionally, moving task force positions to the day shift and fully staffing them will help balance preventive and reactive care, while standardized cleanliness inspections will provide school administrators with a clear benchmark to evaluate the building service staff under their supervision.

A key component of this year's plan is the integration of comprehensive Facility Condition Index (FCI) assessments completed during FY 2026. These assessments provide MCPS with a data-driven evaluation of facility conditions across the portfolio, establishing a stronger foundation for asset management, maintenance planning, and capital investment decision-making. By quantifying deferred maintenance needs and evaluating building system performance, the FCI results enable MCPS to prioritize projects based on objective facility data, operational risk, and lifecycle considerations.

The FY 2027 CMP leverages these findings to focus resources on the facilities and building systems with the greatest needs, supporting strategic investment decisions and improving the long-term sustainability of the school system's infrastructure. The FCI assessments also enhance transparency and accountability by providing measurable benchmarks to track facility conditions over time and evaluate the effectiveness of maintenance and capital improvement efforts.

Submitted annually for Montgomery County Board of Education (BOE) approval in accordance with Maryland Interagency Commission on School Construction (IAC) requirements, the CMP provides a comprehensive overview of maintenance practices, facility conditions, resource allocation, performance measures, and planned capital investments. Together, these elements reinforce MCPS's commitment to preserving the value of its facilities, optimizing operational performance, and ensuring that every student and staff member has access to a safe, functional, and well-maintained learning environment.


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SECTION A

A1 Required Elements Checklist

A2 Guiding Principles

The guiding principles of the Department of Facility Maintenance are aligned with the core values of the Montgomery County Board of Education as well as Goal 3 of the MCPS Strategic Plan, specifically Objectives 8 and 10:

LEARNING: We provide and maintain safe, clean, and functional facilities that ensure accessibility and support the learning environment.

RESPECT: We demonstrate respect by continuously improving our processes and responding to the maintenance and operational needs of our facilities.

RELATIONSHIPS: We strive to build strong partnerships with MCPS stakeholders and contractors through open and transparent communication.

EXCELLENCE: We are dedicated to providing high-quality maintenance and operational services in our facilities.

EQUITY: We ensure that every school receives the attention and care necessary to offer students equal opportunities to learn in well-maintained facilities.

MCPS STRATEGIC PLAN GOAL 3: POSITIVE, SAFE, AND EFFECTIVE ENVIRONMENTS: Ensure safe, welcoming, and inclusive learning and work environments through positive climate and effective operations.

OBJECTIVE 8: Ensure the continuous maintenance of all facilities (including schools, transportation, and food services) that support a safe, functional, and ready environment for learning.

OBJECTIVE 10: Reduce carbon emissions and negative global climate impact through green infrastructure enhancements.

A3 Vision

Our vision is to strategically align maintenance and operation resources with the larger MCPS vision of "Future Ready," where all students will graduate ready to thrive in a changing world—with the knowledge, skills, and confidence necessary to lead, adapt, and make a positive impact in their communities and beyond. Maintenance and Operations plays a vital role in the MCPS vision, ensuring that the built environment in which our students and staff teach and learn supports the MCPS vision.

A4 Mission

The mission of MCPS is to "Unleash Potential." All students will receive a solid academic foundation, grounded in strong critical-thinking skills, with opportunities to enhance and enrich their learning. Maintenance and Operations supports the overall MCPS mission by ensuring the continuous maintenance of all facilities, supporting safe, functional, and ready learning environments. We strive to support and serve all stakeholders, in a timely manner, with open and transparent communication.

A5 Interrelationships

Working in tandem, the Educational Facilities Master Plan (EFMP), Capital Improvements Program (CIP), and Comprehensive Maintenance Plan (CMP) form an interconnected framework designed to support Goal 3 of the **MCPS Strategic Plan: *Positive, Safe, and Effective Environments***. Together, these synchronized plans establish a structured foundation to guide facility decisions, balance long-term vision with operational realities, and prioritize optimal learning environments for our students.

Compiled by the Department of Planning and Construction (DPC) and approved by the Montgomery County Council, the **EFMP** establishes the long-term strategic vision for future facilities planning and priority-setting across the school system. Per Interagency Commission on School Construction (IAC) guidelines, the EFMP must include the school district's educational goals and standards, community analysis, facility inventories, current and projected enrollment data, growth capacity policies, shared-use agreements, and school-level transportation plans.

Building on the vision set by the EFMP, the **CIP** represents the superintendent's formal funding recommendations for major construction, renovations, relocatable classrooms, and systemic replacements across the system over a six-year period.

While the DPC leads the EFMP and CIP, the Department of Facility Maintenance (DFM) and the Department of Facility Operations (DFO) actively bridge these capital plans with daily operations. We identify critical systemic priorities, such as HVAC-R and roof replacements, for CIP inclusion, while utilizing the strategic vision of the EFMP and the funding structure of the CIP to update the CMP annually. Maintaining strict alignment across all three plans provides stakeholders with transparent data for fiscally responsible decision making. Ultimately, effective maintenance planning directly supports instructional success and financial stewardship by maintaining clean and safe environments, lowering lifecycle costs through proactive intervention, and extending the useful life of district facility assets.

A6 Improvements

Each year, MCPS Maintenance and Operations identifies areas of improvement and opportunities for growth and to refine processes. In FY 2026, MCPS began implementing the following improvements in Maintenance and Operations:

1. **IMPLEMENTED A NOTICE TO CONTRACTORS (NTC) PROCESS—** Developed and implemented a Notice to Contractors (NTC) announcement process for all on-call service and repair contractors supporting MCPS. This initiative—
   - standardized the solicitation of proposals,

- improved compliance with procurement policies and procedures, and
- streamlined contractor engagement.

As a result, the department is able to obtain competitive bids more efficiently, reduce procurement timelines, and accelerate the delivery of repairs and corrective maintenance to school facilities.

2. **CREATED A DIVISIONWIDE PROCUREMENT CONTRACT RESOURCE—** Collaborated with the Facilities Management Fiscal Team to develop a comprehensive procurement bid and contract-tracking resource for the Department of Facility Maintenance (DFM) and Department of Facility Operations (DFO). This centralized tool—
   - provides direct access to contract, bid, and contractor information across Maintenance and Operations, improving transparency, consistency, and accountability; and
   - strengthens compliance with fiscal regulations and procurement policies while enabling staff to manage contractor services and procurement activities more effectively.
3. **ENHANCED DATA AND MAINTENANCE TRANSPARENCY—** The Information Technology Systems Specialist (ITSS) team is enhancing operational reporting by developing an at-a-glance maintenance and work order dashboard for school-based administration, alongside a web-based monthly analyzer report organized by trade and maintenance shop.
4. **INSTITUTED CLEANLINESS INSPECTIONS AND STANDARDS—** Per Goal 3–Objective 8 of the MCPS Strategic Plan, MCPS is to report out the percentage of facilities that are meeting or exceeding cleanliness, maintenance, and safety inspection standards. To establish baseline and ongoing data for this objective, the Department of Facility Operations instituted building inspections aligned with the Association of Physical Plant Administrators—Leadership in Educational Facilities (APPA) standards (*Appendix A: APPA School Cleanliness Standards*). These regular inspections provide measurable metrics using a standardized assessment tool (*Appendix B: MCPS Facility Cleanliness Inspection Form*). This data will support both school administrators, who directly manage building service staff, and Facility Operations, which provides training and operational support. During FY 2027, the MCPS Facility Cleanliness Inspection form will be replaced with the Smart Inspect application tool.
5. **TARGETED PROFESSIONAL DEVELOPMENT AND SUPPORT—** To strengthen leadership and operational quality, new Operations Support Specialist positions have been created to provide targeted training and hands-on coaching to new and underperforming building service managers. (*Appendix C: Operations Support Specialist Job Description*)
6. **UPDATED STAFFING ALLOCATION STANDARDS—** We have revised the Building Service Staffing Standards to establish a base number of employees by school level before applying full-time equivalent (FTE) allocations per 20,000 square feet. See Section F: Building Service Staffing Calculations for more information.
7. **UPDATED HVAC-R LICENSING REQUIREMENTS—** Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) positions were updated to better align with the specialized knowledge, technical skills, and operational responsibilities required across the trade. These refined job classifications more accurately reflect the diverse technical expertise needed to maintain and service the district's complex heating, ventilation, air conditioning, and refrigeration (HVAC-R) systems. By modernizing

position requirements to match current industry standards and the available workforce, these revisions are expected to do the following:

- Expand candidate pools and enhance recruitment efforts
- Reduce trade-specific vacancy rates
- Improve retention of licensed HVAC professionals
- Strengthen departmental capacity to deliver safe, reliable facility maintenance services districtwide.

8. **PILOT BUILDING SERVICE MANAGER (BSM) DAILY OPENING CHECKLIST PM WORK ORDER—** To begin adherence to the IAC requirement of data collection for cleanliness and safety of schools, we are launching a pilot program across 6 school facilities to transition our BSM opening routine from paper-based tracking to a streamlined, digital workflow within the CMMS. From this pilot, we will be able to provide real-time visibility into facility conditions, and establish a clear data baseline to refine facility management practices for our school-based staff.

Building Service Manager—Opening Checklist

ENTRY & SECURITY ACCESS	❑ Unlock building, disarm alarm, check for system alerts, and turn on lights.
PLANT & SYSTEMS–HVAC / POWER	❑ Check panels, mechanical rooms, boilers/chillers, and generators (fluids/battery/leaks).
INTERIOR WALKTHROUGH–SPACES	❑ Check classrooms, restrooms, and hallways for temperature, cleanliness, stock, leaks, and hazards.
EXTERIOR PERIMETER–GROUNDS	❑ Clear entryways/gates; check grounds and playgrounds for damage, litter, water, ice, and mulch.
LOG & ESCALATE–REPORT	❑ Log completion, submit unresolved work orders, and alert administration of school-day impacts.

A7 Long-term Focus

MCPS Future Ready Strategic Plan 2025-2030 focuses on the following goals:

- **GOAL 1:** Academic Excellence
- **GOAL 2:** Future Ready Graduates
- **GOAL 3:** Positive, Safe, and Effective Environments
- **GOAL 4:** High-quality, Diverse Workforce

While the MCPS Future Ready Strategic Plan 2025-2030 focuses primarily on student well-being and achievement, the departments contained within the Division of Facilities Management, including the Department of Facility Maintenance and the Department of Facility Operations, are focused on goals 3 and 4 with priorities based on the following objectives:

Strategic Long-term Priorities

1. **Implement Lifecycle Asset Management**
   - Implement a comprehensive asset management framework for all major building systems and equipment.
   - Transition from reactive maintenance to predictive and condition-based maintenance.
   - Establish long-term replacement schedules for critical assets.
2. **Reduce Deferred Maintenance Backlog**
   - Systematically eliminate high-risk deferred maintenance.
   - Maintain facilities at an acceptable facility condition index through recurring investments and strategic capital planning.
   - Balance capital renewal needs with operational maintenance requirements.
3. **Improve Sustainability and Resilience**
   - Increase energy efficiency and reduce operating costs.
   - Expand environmentally sustainable building practices.
   - Strengthen resilience against extreme weather events, utility disruptions, and other operational risks
4. **Leverage Technology and Data Analytics**
   - Expand use of computerized maintenance management systems (CMMS), including custodial tasks within the CMMS.
   - Utilize facility condition assessments, performance dashboards, and predictive analytics to guide decision making.
   - Improve transparency and accountability through measurable performance metrics.

A8 Near-term Focus

Implement a proactive, risk-based maintenance strategy that improves facility reliability, addresses critical deferred maintenance needs, strengthens preventive maintenance practices, and ensures operational readiness across all learning and work environments in our district.

1. **Address Ongoing Deferred Maintenance**
   - Prioritize maintenance projects that present the highest safety, operational, and instructional risks.
   - Focus investments and resources on critical building systems, including—
     - » HVAC systems
     - » Roofing
     - » Electrical infrastructure
     - » Plumbing systems
     - » Life-safety equipment

2. **Strengthen Preventive Maintenance Programs**
    - Standardize preventive maintenance schedules and practices across all facilities.
    - Increase preventive maintenance completion rates to improve asset reliability and reduce emergency repairs.
    - Utilize proactive inspections and planned maintenance activities to extend equipment life cycles and minimize operational disruptions.
3. **Improve Seasonal Operational Readiness**
    - Establish standard operating procedures (SOPs) for spring and fall heating and cooling changeovers to improve efficiency and turnaround times.
    - Leverage cross-departmental support from Maintenance and Operations and utilize contract resources during peak seasonal transition periods to ensure timely completion.
4. **Enhance Service Delivery Through Strategic Contracting**
    - Develop and implement a new HVAC on-call services request for proposal (RFP) for repair, maintenance, and installation services.
    - Expand opportunities for qualified local contractors to participate, increasing responsiveness, service quality, and support across the diverse HVAC systems throughout MCPS facilities.
5. **Modernize Maintenance Management Systems**
    - Initiate procurement of a new computerized maintenance management system (CMMS).
    - Convene a review committee to evaluate current processes, identify system requirements, and develop recommendations that improve work management to support the entire Facilities Management Division, to include projects, asset tracking, preventive maintenance scheduling, and performance reporting.
6. **Build the Future Workforce**
    - Continue partnership with the MCPS Work-based Learning Program and Independent Electrical Contractors (IEC) Chesapeake.
    - Expand opportunities for student apprenticeships that support workforce development and create career pathways into the skilled trades.

A9 Obstacles and Challenges

Achieving our near–and long-term goals for portfolio maintenance and staff development requires navigating the following key challenges and resource constraints:

- **ENHANCING OUR WORKFORCE CAPABILITIES—**A national trade shortage, incoming staff retirements, and competition from the regional data center industry continue to drain the division's skilled labor pool. Compounding this challenge, hiring and retention difficulties reduce the division's capacity for preventive maintenance. Unfilled vacancies force available staff to focus on emergencies and other reactive work orders, leaving less time for planned maintenance activities that help prevent equipment failures and extend asset life.

» Technical & Safety Training

» Recruitment & Retention

» Student Apprenticeships & Career Pathways

» Strategic Contracting to Enhance Service Delivery

» Alignment Among Facilities with Standardized Cleanliness Inspections

- **ADDRESSING DEFERRED MAINTENANCE—**As deferred maintenance accumulates, facilities become more susceptible to breakdowns, higher repair costs, and service disruptions. Building systems—including HVAC, roofing, electrical, plumbing, and building automation equipment—will experience lower reliability, higher operational costs, and reduced efficiency. Consequently, assets that could have been repaired or maintained at a lower cost may require full replacement due to prolonged deterioration.

  » Prioritize Projects that Address High Risk Operational Issues

  » Establish Long-Term Replacement Schedules for Critical Assets

- **STRENGTHENING THE PREVENTIVE MAINTENANCE PROGRAM—**Establishing an effective Preventive Maintenance (PM) program requires shifting from reactive repairs to long-term asset reliability. This shift is complicated by non-standardized workflows, competing daily priorities, and a heavy reliance on outside contractors to perform specialized PM work and emergency repairs where limited accountability impacts maintenance schedule adherence and quality across locations.

  » Targeted Professional Development & Support

  » Proactive Inspections & Planned Maintenance Activities

- **INCREASING COSTS AND BUDGET CONSTRAINTS—**As operating and capital budgets are reduced or frozen, critical maintenance projects are postponed to prioritize urgent repairs. While this approach keeps facilities operational short term, essential building systems, infrastructure, and equipment are left operating past their recommended maintenance and replacement cycles.

  » Consider Fixed Costs Regardless of Enrollment Decline

  » Match Funding to Aging Infrastructure & Expanded Footprint

  » Increase Energy Efficiency & Reduce Operating Costs

- **LEVERAGING TECHNOLOGY AND DATA ANALYTICS—**Facility management across our sites are hindered by operational blind spots caused by fragmented, paper-based tracking. This lack of centralized data limits real-time visibility, making it difficult to enforce quality standards, monitor contractor performance, and make informed, data-driven decisions.

  » Expand Use of Computerized Maintenance Management System

  » Utilize Digital Cleaning Inspection Software Platform (Smart Inspect)

  » Improve Procurement Processes

A10 Computerized Maintenance Management System (CMMS)

CMMS Narrative Summary

The Department of Facility Maintenance (DFM) has used Siemen's Asset Essentials (AE) as its enterprise computerized maintenance management system (CMMS) since 2022. The platform operates on both web and mobile channels to oversee work order creation, labor tracking, equipment maintenance history, and operational decision making. Asset Essentials serves as the department's central platform for managing maintenance operations, asset information, preventive maintenance programs, and service requests across all MCPS facilities. Staff use both the web-based application and mobile platform to create, assign, track, and complete work orders, while maintaining a comprehensive inventory of building assets and equipment. The system also supports maintenance planning, labor tracking, reporting, and operational decision making. Table 1 summarizes the core operational indicators evaluated for this platform.

Table 1: Section A10.a-f—CMMS Core Data Points and Operational Metrics

Requirement/Question	Response/System Status	Notes and Supporting Details
CMMS Software Name	Siemen Asset Essentials (AE)	Serving as the enterprise CMMS platform since 2022
CMMS Modules/Components in use	See Table 2	
Contractor Work Tracking	Partially Implemented/ In Progress	Contractor activities are recorded in AE, but data capture is not yet uniformly adopted across all tasks. Process improvements are underway to mandate compliance for labor, history, and project documentation.
Preventive Maintenance (PM) Auto-Generation	100%	100% of recurring PM work orders are automatically generated on established schedules.
Facilities and Tagged Asset Inventories	~98%	All major building systems are cataloged. A QR code modernizing initiative launched in 2024 is ~98% complete as of August 1, 2026, with only a few administrative facilities remaining.
PM Plan	See Table 3	

The system relies on various functional components across web and mobile platforms to maintain daily operations and support analytics. Table 2 details the Asset Essentials modules and components currently used by the department as well as future enhancements for expanded automation and custom dashboards.

Table 2: Section A10.b–CMMS (AE) Components

Feature	Brief Description	Current Feature (C) or Future (F) Enhancement	AE Platform Web (W) and/or Mobile (M)	Notes
Work Order Details Form	Loads the Work Order details form faster	C	M	None
Work Order Management	Streamlines the creation, assignment, and tracking of work order	C	W, M	Ensures timely completion and accurate record-keeping
Preventive Maintenance	Schedules routine maintenance tasks	C	W, M	Reduces equipment downtime and prolongs asset life
Asset Tracking	Monitors the location and status of assets	C	W, M	Improves asset utilization and accountability

Feature	Brief Description	Current Feature (C) or Future (F) Enhancement	AE Platform Web (W) and/or Mobile (M)	Notes
Mobile Work Order Access	Allows technicians to access work orders on mobile devices	C	M	Increases efficiency and responsiveness in the field
Customizable Dashboards	Provides visual analytics and reporting	F	W	Enhances decision making with real-time data
Automated Alerts and Notifications	Sends alerts and notifications for important events	F	W, M	Improves communication and reduces response times
Integration with Other Systems	Connects Asset Essentials with other enterprise systems	F	W	Facilitates seamless data exchange and workflow automation
Enhanced User Interface	Improves the overall look and usability of the platform	F	M	Increases user satisfaction and ease of use
Analytics	Integrates Key Performance Indicators (KPIs), reporting tools, and maintenance dashboards	C	W	Enables us to track performance, identify trends, and compare the impact of maintenance strategies against industry peers

Operational Benefits and Strategic Challenges

- **OPERATIONAL CENTRALIZATION:** Provides a single, standardized platform for all work-order management, asset histories, labor documentation, and service requests.
- **ASSET LONGEVITY AND COMPLIANCE:** Automated preventive maintenance scheduling reduces missed inspection windows, reducing emergency equipment failures and supporting regulatory standards.
- **MOBILE FIELD CAPABILITY:** Technicians can review assignments, attach job site photographs, verify asset records via quick response (QR) codes, and close work orders directly from job sites.

Key Challenges

- **SYSTEM LATENCY:** Peak business hours trigger slow response times, delaying real-time work order creation, updates, and field closures.
- **PROJECT MANAGEMENT GAPS:** AE lacks the native functionality to track capital projects, multi-phase schedules, milestones, budgets, or contractor deliverables.
- **RESTRICTED API INTEGRATION:** Limited connectivity hampers direct, automated data exchange with external enterprise platforms (financial systems, Geographic Information System (GIS) mapping, procurement, and inventory).
- **VENDOR DEPENDENCE AND CONFIGURATION LIMITS:** Advanced administrative functions require vendor intervention rather than local control, slowing workforce modifications and process improvements.
- **RIGID REPORTING:** Limited dashboard customization increases administrative workload when tailoring reports to meet evolving operational needs.

Table 3: Section A10.f—Preventive Maintenance Plan, with Frequencies

Preventive Maintenance Plan (currently within the CMMS)*

	Title/Description	Frequency
1	3-Year Dry Sprinkler System Air Test and Inspection	3-year
2	5-Year Check Valve Replacement Water Bottle Filler	5-year
3	5-Year Sprinkler Inspection	5-year
4	Annual Air Compressor Service	Annual
5	Annual Backflow Preventer Testing	Annual
6	Annual Bleacher Inspection, Exterior	Annual
7	Annual Bleacher Inspection, Interior	Annual
8	Annual Chiller Service	Annual
9	Annual Cleaning of Truck Plow & Sander	Annual
10	Annual De-Winterization of outdoor plumbing	Annual
11	Annual Depot Facility Stormwater Inspection	Annual
12	Annual Electrical PPE Inspect and Testing	Annual
13	Annual Emergency Responder Radio Coverage System Inspection	Annual
14	Annual Fire Alarm and Sprinkler Testing	Annual
15	Annual Fire Extinguisher Inspection	Annual
16	Annual Generator Preventive Maintenance	Annual
17	Annual HVAC PPE Inspect and Testing	Annual
18	Annual Industrial Equipment PPE Inspect and Testing	Annual
19	Annual Kitchen Hood Cleaning	Annual
20	Annual Life Safety Elevator Inspection	Annual
21	Annual Lift Inspection	Annual
22	Annual PFE Inspection	Annual
23	Annual Plumbing Winterization	Annual
24	Annual Portable Classroom Inspection	Annual
25	Annual Portable Ladder Inspection	Annual
26	Annual Pump Out Oil Interceptors at Auto Shops	Annual
27	Annual Roof Inspection	Annual
28	Annual Service to Refrigeration Equipment	Annual
29	Annual Verify Operation of Football Field and Stadium Lighting	Annual
30	Annual Water Heater Service	Annual
31	Backflow Gauges Recertification	Annual
32	Boiler Door Re-Torque	Biennial
33	Boiler PM, Even Year	Biennial
34	Boiler PM, Odd Year	Biennial
35	Chemical Dilution Trap Clean Out	Annual
36	Custodial Lift Annual Inspection	Annual
37	Downcounty Regular Trash Route Pickup—Route #1	Biweekly
38	Downcounty Regular Trash Route Pickup—Route #2	Biweekly
39	Fall Changeover	Annual
40	Midcounty Regular Trash Route Pickup—Bethesda Route	Biweekly
41	Midcounty Regular Trash Route Pickup—Rockville Route	Biweekly

	Title/Description	Frequency
42	Playground Condition Assessment	Annual
43	Quarterly Sewer Ejector Pump Pump-out	Quarterly
44	Radon Fan PM	Annual
45	Routine AHERA Six-month Asbestos Inspection	Biannual
46	Routine AHERA Three-year asbestos Re-inspection	3-year
47	Routine Green Roof Maintenance	Annual
48	Routine Integrated Pest Management Activities	Monthly
49	Routine Mowing—Downcounty Route #1	Biweekly
50	Routine Mowing—Downcounty Route #2	Biweekly
51	Routine Mowing—Midcounty Route #1	Biweekly
52	Routine Mowing—Midcounty Route #2	Biweekly
53	Routine Mowing—Midcounty Route #3—Specialty Sites	Biweekly
54	Routine Mowing—Upcounty Route #1	Biweekly
55	Routine Mowing—Upcounty Route #2	Biweekly
56	Routine Mowing—Upcounty Route #3	Biweekly
57	Routine Water Treatment Activities	Monthly
58	Six-month Mowing Storm Water Management Ponds	Bi-annual
59	Six-month Pump Out Oil-separator at Fleet Maintenance Shops	Bi-annual
60	Six-month Hood Suppression System Inspection	Bi-annual
61	Spring Changeover	Annual
62	Upcounty Regular Trash Route Pickup—Route #1	Biweekly
63	Upcounty Regular Trash Route Pickup—Route #2	Biweekly

**The preventive maintenance (PM) tasks and activities performed by preventive maintenance technicians and specialists/school-based staff are not currently tracked in the CMMS. See Section H for additional information on the PM plan.*

A11 Facilities-assessment Process

MCPS has introduced a dual-framework evaluation model to modernize infrastructure oversight: **Facility Condition Assessments**, which began at the end of FY 2025 to monitor long-term physical and mechanical health, and the newly launched **Building Cleanliness Inspections** to evaluate custodial stewardship. Together, these complementary programs establish the district's first comprehensive baselines for capital planning and operational building hygiene.

Facility Condition Assessments

MCPS contracted with an independent engineering firm, Bureau Veritas, to conduct comprehensive facility assessments across all schools, offices, and holding centers built prior to 2023. Assessments began at the end of the 2024–2025 school year and concluded during the 2025-2026 school year. All final reports are complete and publicly available.

These assessments established a detailed baseline for each facility, evaluating all major systems and site features. MCPS uses the Facility Condition Index (FCI) Depleted Value as its primary metric to evaluate overall building health and track systems, including roofs, heating, air conditioning, plumbing, and electrical.

Data from these reports is vital to understanding facility needs, targeting capital resources, and informing educational facility planning. It allows us to proactively address aging infrastructure, protect capital assets, and extend the useful lifespan of school buildings. However, FCI data alone does not dictate or sequence specific construction projects.

Understanding the Facility Condition Index (FCI) Depleted Value

The **FCI Depleted Value** quantifies the depleted life and value of a facility's primary building assets, systems, and components such as roofs, windows, walls, and HVAC (heating, ventilation, and air conditioning) systems. This metric helps estimate the funding required to achieve and maintain target physical conditions:

- **LOWER SCORES (CLOSER TO 0):** indicate facilities in better physical condition with fewer system deficiencies, higher operational reliability, and lower maintenance costs.
- **HIGHER SCORES (CLOSER TO 1):** indicate facilities in poorer condition, where the cost to address deficiencies is a significant portion of the replacement cost.

These reports can be found here.

Building Cleanliness Inspections and Digital Monitoring

During the 2025–2026 school year, the district conducted baseline building cleanliness inspections, establishing MCPS's first consistent benchmark for evaluating custodial performance and overall facility conditions based on current building service staff cleaning tasks (*Appendix D: Cleaning Tasks for Building Service Staff*). Using standardized inspection criteria, these assessments provided reliable, comparable data on current cleanliness levels, identified areas requiring improvement, and established a foundation for districtwide expectations.

Beginning in the 2026–2027 school year, the district will transition to a digital cleaning inspection software platform to strengthen the inspection process. The digital system will improve scoring accuracy, enhance documentation, streamline reporting, and provide schools and district leaders with real-time visibility into building conditions, increasing consistency, transparency, and accountability across our comprehensive maintenance and operations program.

Schools' designated administrators in charge of building service will be expected to review inspection results promptly and develop corrective action plans for any identified deficiencies. Deficiencies should be addressed within established timelines, followed by verification inspections. Recurring issues will be monitored to identify trends, inform targeted support, and ensure sustained compliance with district cleanliness standards.

SECTION B

Table (B1-B3)

Table 4: Section B1-B4—Facility Outcomes

Facility Usability	FY 2026 Goal	FY 2026 Actual	FY 2027 Goal	Notes
1. Number of days during which the facility could not support the delivery of the educational programs and services assigned to that facility and that are normally delivered in that facility	0	9.5	0	
Maintenance Work Orders (WOs)				
2. Preventive Maintenance (PM)				
a. Total Number of PM WOs Opened	11,500	10,688	11,500	
b. % of PM WOs Closed Within 30 days	41%	57%	60%	
c. Total Number of Staff Hours Spent on PM WOs	11,400	20,867	21,000	
d. Total Dollars Spent on PM Work Completed by Staff	$150,000	$239,125	$250,000	Sourced from AE
e. Total Dollars Spent on PM Work Completed by Contractors	$2,623,388	$3,480,470.07	$3,023,388	Sourced from Fiscal team
f. The Percentage of All Maintenance Work Hours Spent on Preventive Maintenance	15%	10%	15%	
3. Corrective Maintenance (CM)				
a. Total Number of CM WOs Opened	60,000	65,405	60,000	
b. % of CM WOs Closed Within 30 Days	75%	63%	75%	
c. % of CM WOs Marked as Emergency or High-priority WOs	10%	14%	10%	
d. Total Number of Staff Hours Spent on CM Work	170,000	182,944	170,000	
e. Total Dollars Spent on CM Work Completed by Staff	$4,147,422	$3,928,287	$4,000,000	Sourced from AE
f. Total Dollars Spent on CM Work Completed by Contractors	$5,350,147	$8,267,289.47	$5,350,147	Sourced from Fiscal team
g. The Mean Time to Repair the Items for Which a CM WO Was Opened	20 days	51 Days	29 days	
h. % of CM WOs Entered by Central-Administrative or Non-building-level Staff	28%	32%	28%	
i. % of CM WOs Entered by Building-level Staff	72%	68%	72%	
4. Custodial				
c. % of Custodial Tasks Tracked via CMMS WOs	0%	0%	3%	FY 2027 goal is based on a pilot program across 6 schools.

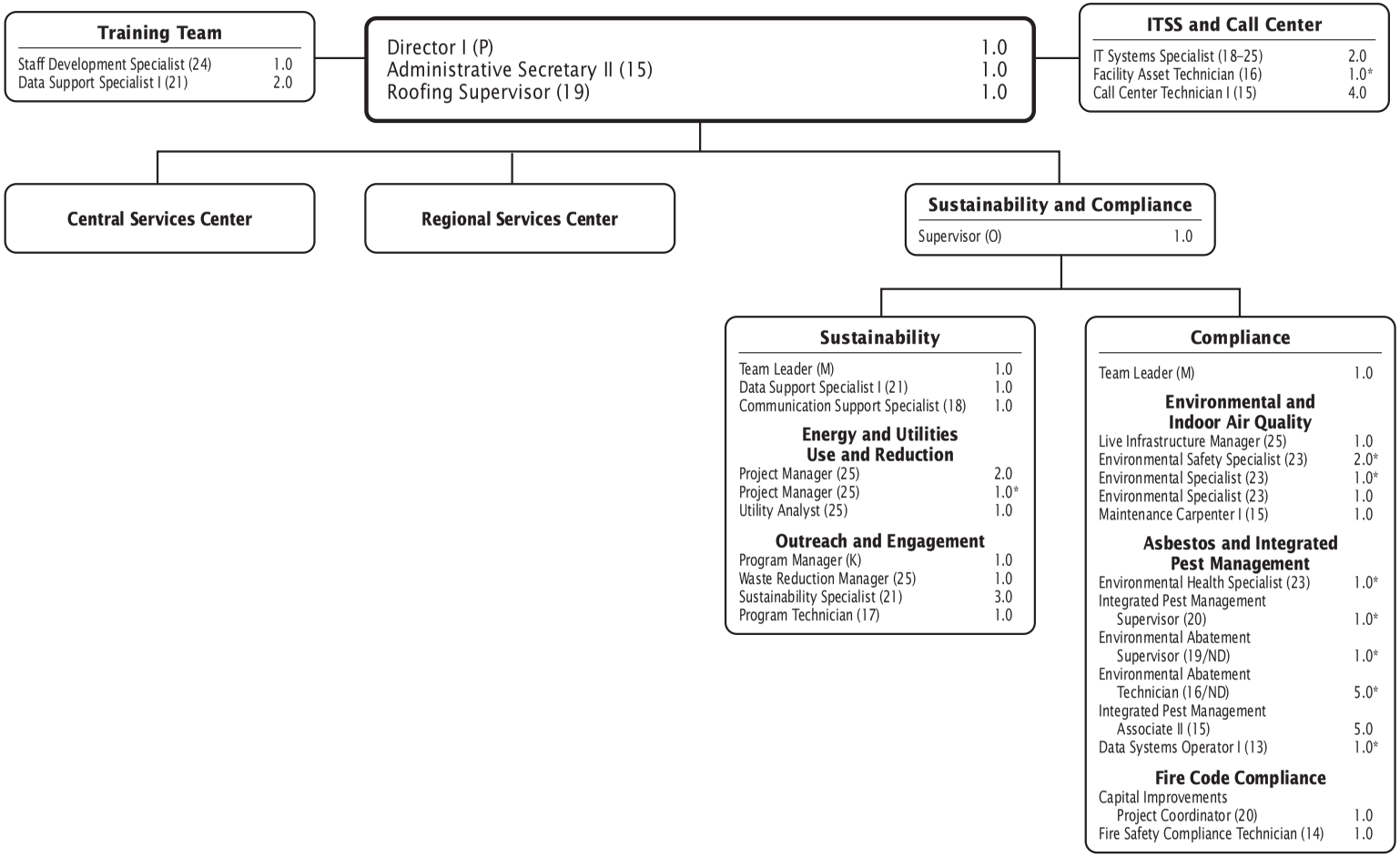
B4 Custodial

a. 100 percent of building service (custodial) staff are training on the MCPS Custodial Scope of Work. (See Section E for more information)

b. Currently, the Department of Facility Operations does not directly evaluate the completion of building service duties. Instead, building services staff are supervised and evaluated by their school's designated administrator responsible for facility operations. MCPS evaluates building services staff on a three-year cycle through the Supporting Services Professional Growth System (SSPGS)—a collaborative process that applies a core competency model to foster personal and systemic growth through continuous improvement. Moving forward, building cleanliness inspections could serve as an additional tool to assess the adequate completion of custodial duties. See Section A11 for more information on the building cleanliness inspection process.



Department of Facility Maintenance

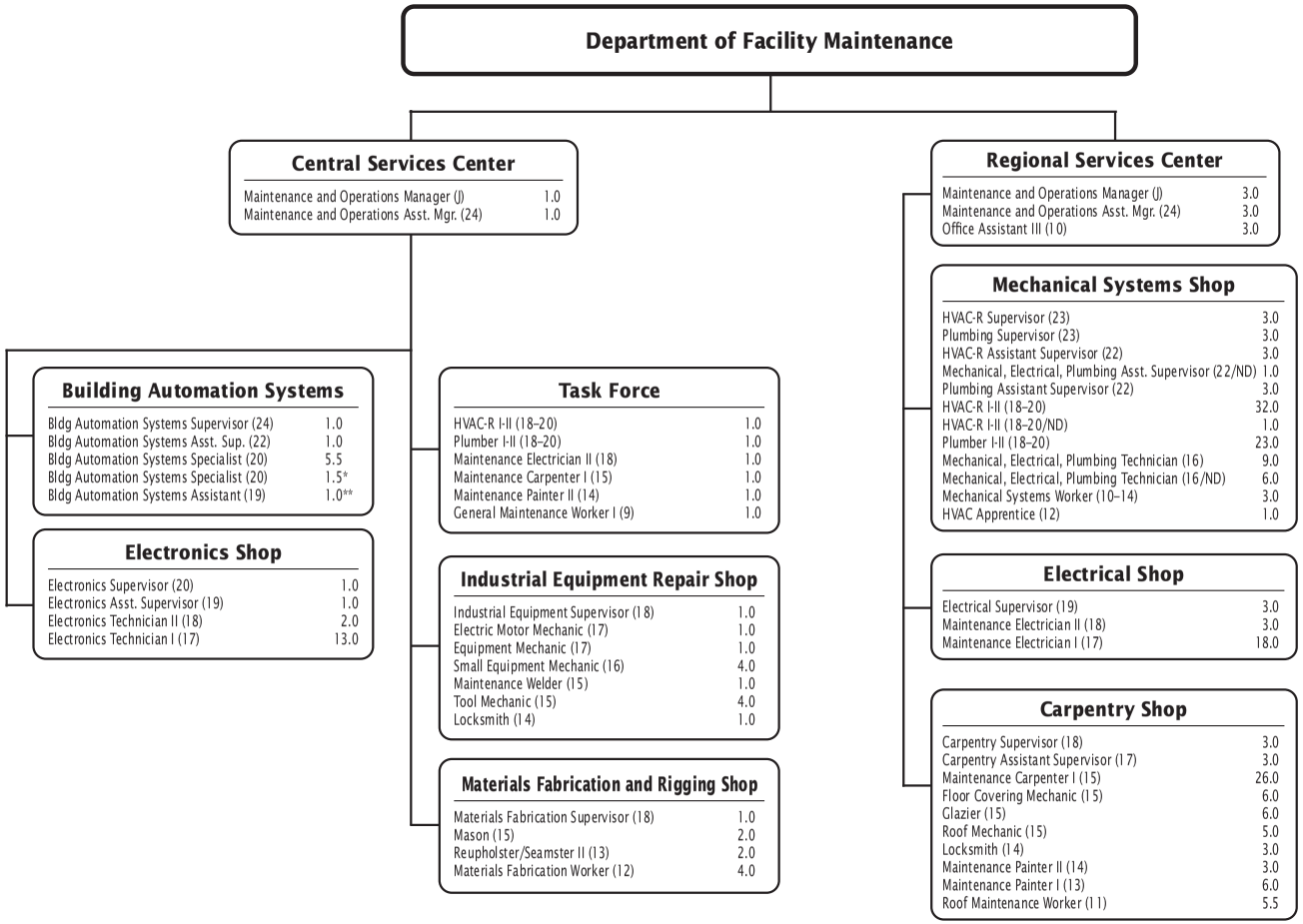


F.T.E. Positions 50.0

*Positions funded by the Capital Improvements Program budget.

Night Differential (ND) = Shift 2

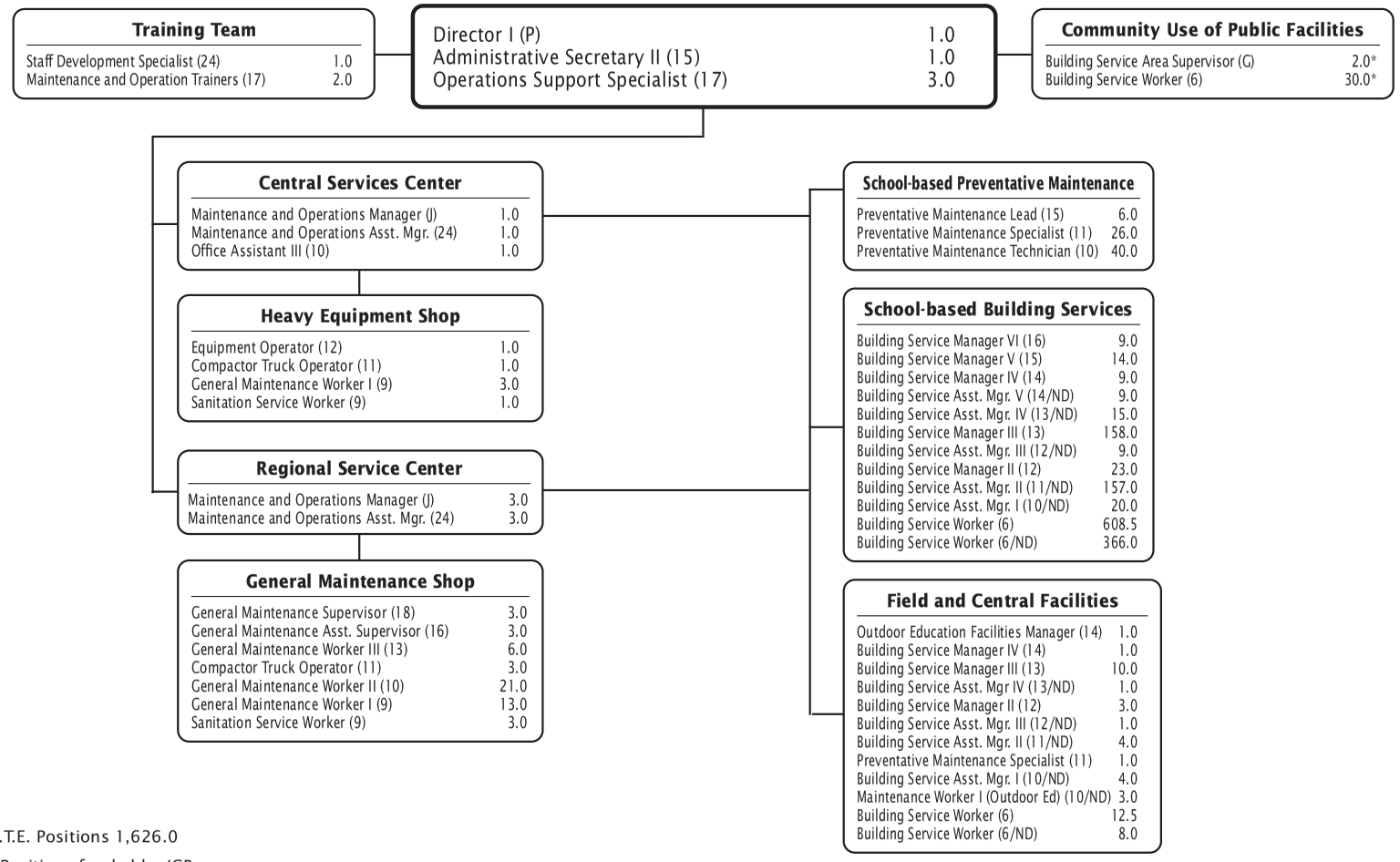
Department of Facility Maintenance—Service Centers



F.T.E. Positions 244.5

*Positions funded by the Capital Improvements Program budget.
**Positions funded by ICB.
Night Differential (ND) = Shift 2

Department of Facility Operations



F.T.E. Positions 1,626.0

*Positions funded by ICB.

Position List (C1b)

Table 5: Section C1.b—Position List

Type	Position	FY 2026 Approved (7/1/25)	Vacant Positions (6/30/2026)	FY 2027 Approved (7/1/26)	Notes
Data for Department of Facility Maintenance (DFM) Staffing as of June 30, 2026					
DFM Leadership & Support	Director I	1	0	1	
DFM Leadership & Support	Maintenance Facilities Manager	5	1	4	
DFM Leadership & Support	CMMS Administrator	1	0	0	Position cut due to budget constraints
Administrative Support	Office Assistant III 12 Mo	4	0	3	1 FTE removed due to budget constraints
Administrative Support	Administrative Secretary II	1	0	1	
Fiscal	Account Assistant III	2	0	0	2 FTE moved to Division of Facilities Management
Fiscal	Fiscal Assistant II	2	0	0	2 FTE moved to Division of Facilities Management
Support Team	IT Systems Specialist	2	0	2	
Support Team	Call Center Tech I	4	0	4	
Fiscal	Fiscal Specialist II	1	0	0	1 FTE moved to Division of Facilities Management
Support Team	Data Support Specialist I	2	0	2	
Central Services Maintenance	Building Automation Systems Supervisor	1	0	1	
Central Services Maintenance	Building Automation Systems Specialist	7	2	7	
Central Services Maintenance	Building Automation Systems Assistant	1	0	1	
Central Services Maintenance	Building Automation Systems Assistant Supervisor	1	0	1	
Support Team	Facility Asset Technician	1	0	1	
Custodial/Building Services	Building Service Worker (ND)	3	3	0	3 Task Force moved to shift 1 and FY 2027 removed
General and Preventive Maintenance	General Maintenance Worker I	3	0	0	1 FTE moved to Department of Facility Operations
General and Preventive Maintenance	General Maintenance Worker I (ND)	3	3	1	3 Task Force moved to shift 1 and 1 FTE moved to Department of Facility Operations
Maintenance	Equipment Operator	3	2	0	
Maintenance	Mechanical, Electrical, Plumbing Technician	11	7	9	
Maintenance	Mechanical, Electrical, Plumbing Technician (ND)	8	2	6	
Maintenance	Mechanical, Electrical, Plumbing Assistant Supervisor, (ND)	1	0	1	
Maintenance	Maintenance Carpenter I	23	1	27	1 Task Force position

Type	Position	FY 2026 Approved (7/1/25)	Vacant Positions (6/30/2026)	FY 2027 Approved (7/1/26)	Notes
Maintenance	Maintenance Carpenter I (ND)	6	6	0	3 Task Force positions, 2 Task Force positions removed for FY 2027, All positions moved to day shift
Maintenance	Carpentry Assistant Supervisor	3	1	3	
Maintenance	Floor Covering Mechanic	6	1	6	
Maintenance	Roof Maintenance Worker	5.5	1.5	5.5	
Maintenance	Roof Mechanic	5	0	5	
Maintenance	Roofing Supervisor	1	0	1	
Maintenance	Mechanical System Worker Shift 1	3	1	3	
Maintenance	Carpentry Supervisor	3	0	3	
Maintenance	Glazier	6	0	6	
Maintenance	HVAC-R I-II (ND)	6	6	1	3 Task Force, task force positions removed for FY 2027, 2 positions moved to day shift
Maintenance	HVAC-R I-II	30	8	33	1 Task Force position in FY 2027
Maintenance	HVAC-R Assistant Supervisor	3	0	3	
Maintenance	HVAC-R Supervisor	3	0	3	
Support Team	Staff Development Specialist	1	0	1	
DFM Leadership & Support	Maintenance Assistant Manager	4	0	4	
Maintenance	Plumber I-II (ND)	5	5	0	3 Task Force, task force positions removed for FY 2027, All positions moved to day shift
Maintenance	Plumber I-II	21	3	24	1 Task Force position in FY 2027
Maintenance	Plumbing Assistant Supervisor	3	0	3	
Maintenance	Plumbing Supervisor	3	0	3	
Maintenance	Locksmith	4	0	4	1 position in Industrial Equipment shop
Maintenance	Tool Mechanic	4	0	4	
Maintenance	Maintenance Electrician I	17	2	18	
Maintenance	Maintenance Electrician I (ND)	1	1	0	1 position moved to day shift
Maintenance	Electrical Supervisor	3	0	3	
Maintenance	Maintenance Electrician II	3	0	4	1 position Task Force
Maintenance	Electrician II (ND)	3	3	0	3 Task Force, positions removed for FY 2027
Maintenance	Electric Motor Mechanic	1	0	1	
Fabrication	Material Fabrication Worker	4	0	4	
Fabrication	Material Fabrication Supervisor	1	0	1	
Fabrication	Reupholsterer/Seamstress II	2	0	2	
Maintenance	Electronic Technician I	12	2	13	

Type	Position	FY 2026 Approved (7/1/25)	Vacant Positions (6/30/2026)	FY 2027 Approved (7/1/26)	Notes
Maintenance	Electronic Technician I (ND)	1	1	0	1 position moved to day shift
Maintenance	Electronic Technician II	2	0	2	
Maintenance	Electronics Assistant Supervisor	1	0	1	
Maintenance	Electronics Supervisor	1	1	1	
Maintenance	Maintenance Painter I	6	0	6	
Maintenance	Maintenance Painter II	3	0	4	1 Task Force position
Maintenance					
Maintenance	Painter II, (ND)	3	3	0	3 Task Force positions
Maintenance	Industrial Equipment Supervisor	1	0	1	
Maintenance	Equipment Mechanic	1	1	1	
Maintenance	Small Equipment Mechanic	4	0	4	
Maintenance	Maintenance Welder	1	0	1	
Maintenance	Mason	2	0	2	
Maintenance	HVAC Apprentice	1	1	1	
General and Preventive Maintenance	Compactor Truck Operator	1	0	0	1 FTE moved to Department of Facility Operations
General and Preventive Maintenance	Sanitation Service Worker	1	0	0	1 FTE moved to Department of Facility Operations
Total		**292.5**	**68.5**	**257.5**	

ND = Night Differential

Data for Department of Facility Maintenance-Sustainability & Compliance Staffing as of June 30, 2026

DFM Leadership & Support	Supervisor	1	0	1	
DFM Leadership & Support	Team Leader, Sustainability	2	0	2	
DFM Leadership & Support	Facilities ADA Compliance Manager	1	0	0	
DFM Leadership & Support	Program Manager	1	1	1	
Fiscal	Fiscal Assistant V	1	0	1	
Support Team	Data Systems Operator I	1	0	0	
Fiscal	Fiscal Assistant II	1	0	0	
Support Team	Communication Support Specialist	1	1	1	
Support Team	Data Support Specialist I	1	0	1	
Sustainability	Project Manager	3	1	3	
Sustainability	Program Technician	1	0	1	
Compliance Indoor Air Quality	Live Infrastructure Manager	1	0	1	
Compliance Integrated Pest Management	Environmental Health Specialist	1	0	1	
Sustainability	Utility Analyst	0	0	1	
Sustainability	Sustainability Specialist	4	2	3	
Compliance Asbestos	Environmental Abatement Supervisor	1	0	1	

Type	Position	FY 2026 Approved (7/1/25)	Vacant Positions (6/30/2026)	FY 2027 Approved (7/1/26)	Notes
Compliance Asbestos	Environmental Abatement Technician (ND)	5	0	5	
Compliance Environmental	Environmental Specialist	4	0	4	
Compliance Integrated Pest Management	Integrated Pest Management Associate II	5	0	5	
Maintenance	Maintenance Carpenter I	1	0	1	
Compliance Integrated Pest Management	Integrated Pest Management Supervisor	1	0	1	
Sustainability	Waste Reduction Manager	1	0	1	
Compliance Fire Code	Capital Improvements Project Coordinator	1	0	1	
Compliance Fire Code	Fire Safety Compliance Technician	1	0	1	
Total		**40**	**5**	**37**	

ADA = Americans with Disabilities Act
ND = Night Differential

Data for Department of Facility Operations (DFO) Staffing as of June 30, 2026					
DFO Leadership & Support	Director I	1	0	1	
DFO Leadership & Support	Building Service Area Supervisor CUPF	2	0	2	
DFO Leadership & Support	Operations Facilities Manager	4	0	4	
Administrative Support	Office Assistant III 12 Mo	1	0	1	
Administrative Support	Admin Secretary II	1	0	1	
Fiscal	Account Assistant III	1	0	0	1 FTE moved to Division of Facilities Management
Fiscal	Fiscal Assistant II	1	0	0	1 FTE moved to Division of Facilities Management
Custodial/Building Services	Maintenance Worker I Outdoor Education (ND)	3	0	3	
Custodial/Building Services	Outdoor Education Facilities Manager	1	0	1	
General & Preventive Maintenance	Preventive Maintenance Specialist	27	2	27	
General and Preventive Maintenance	Preventive Maintenance Technician	40	3	40	
General and Preventive Maintenance	Preventive Maintenance Lead	6	0	6	
Custodial/Building Services	Building Service Worker	18	5	15.5	
Custodial/Building Services	Building Service Worker (ND)	19	7	12	
Custodial/Building Services	Building Service Worker ICB	30	10.5	30	
Custodial/Building Services	Building Service Assistant Manager I (ND)	5	1	5	
Custodial/Building Services	Building Service Assistant Manager II (ND)	5	0	5	
Custodial/Building Services	Building Service Assistant Manager IV (ND)	2	2	2	

Type	Position	FY 2026 Approved (7/1/25)	Vacant Positions (6/30/2026)	FY 2027 Approved (7/1/26)	Notes
Custodial/Building Services	Building Service Assistant Manager III (ND)	2	0	1	
Custodial/Building Services	Building Service Manager II	7	3	6	
Custodial/Building Services	Building Service Manager III	13	4	11	
Custodial/Building Services	Building Service Manager IV	2	0	1	
Custodial/Building Services	Building Service Manager V	1	1	0	
Support Team	Maintenance and Operations Trainer	3	1	2	1 FTE removed
Support Team	Operations Support Specialist	0	0	3	3 FTE new
General and Preventive Maintenance	General Maintenance Worker I	13	5	16	3 FTE moved from Department of Facility Maintenance
General and Preventive Maintenance	General Maintenance Worker II	21	1	21	
Maintenance	Equipment Operator	0	0	1	1 FTE moved from Department of Facility Maintenance
General and Preventive Maintenance	General Maintenance Worker III	6	2	6	
Support Team	Staff Development Specialist	1	0	1	
DFO Leadership and Support	Operations Assistant Manager	4	0	4	
General and Preventive Maintenance	General Maintenance Supervisor	3	1	3	
General and Preventive Maintenance	General Maintenance Assistant Supervisor	3	0	3	
General and Preventive Maintenance	Compactor Truck Operator	3	1	4	1 FTE moved from Department of Facility Maintenance
Department of Facility Maintenance	General and Preventive Maintenance Sanitation Service Worker	3	0	4	1 FTE moved from Department of Facility Maintenance
Total		**252**	**49.5**	**242.5**	

CUPF = Community Use of Public Facilities
ICB = Interagency Coordinating Board
Mo = Month
ND = Night Differential

Data for Department of Facility Operations: School-based Staffing, as of June 30, 2026

Custodial/Building Services	Building Service Worker	602	29	604.5	
Custodial/Building Services	Building Service Worker (ND)	358	17	363	
Custodial/Building Services	Building Service Assistant Manager I (ND)	19	2	19	
Custodial/Building Services	Building Service Assistant Manager II (ND)	158	7	157	
Custodial/Building Services	Building Service Assistant Manager IV (ND)	14	2	14	
Custodial/Building Services	Building Service Assistant Manager III (ND)	8	1	9	

Type	Position	FY 2026 Approved (7/1/25)	Vacant Positions (6/30/2026)	FY 2027 Approved (7/1/26)	Notes
Custodial/Building Services	Building Service Assistant Manager V (ND)	9	0	9	
Custodial/Building Services	Building Service Manager II	19	3	19	
Custodial/Building Services	Building Service Manager III	155	7	158	
Custodial/Building Services	Building Service Manager IV	9	0	9	
Custodial/Building Services	Building Service Manager V	14	1	14	
Custodial/Building Services	Building Service Manager VI	9	0	9	
Total			**1374**	**69**	**1384.5**
ND = Night Differential					

Portfolio (C2)

Table 6: Section C2–Portfolio

Facility Name	Facility Use	PSC #	Total Gross Square Footage (GSF)	GSF Added in FY 2027
Arcola Elementary	Elementary	L15F049	95,421	
Argyle Middle	Middle	L15F231	120,205	
Ashburton Elementary	Elementary	L15F188	91,178	
Baker (John T.) Middle	Middle	L15F182	120,532	
Banneker (Benjamin) Middle	Middle	L15F022	117,035	
Bannockburn Elementary	Elementary	L15F204	54,234	
Barnsley (Lucy V.) Elementary	Elementary	L15F225	97,524	
Beall Elementary	Elementary	L15F205	79,477	
Bel Pre Elementary	Elementary	L15F206	102,198	
Bells Mill Elementary	Elementary	L15F185	77,244	
Belmont Elementary	Elementary	L15F021	49,279	
Bethesda-Chevy Chase High	High	L15F030	392,833	
Bethesda Elementary	Elementary	L15F015	75,421	
Bethesda Service Park (Midcounty)*	Administrative	–	15,685	
Beverly Farms Elementary	Elementary	L15F183	98,916	
Blair (Montgomery) High	High	L15F171	386,567	
Blake (James Hubert) High	High	L15F226	297,125	
Bradley Hills Elementary	Elementary	L15F145	76,745	
Briggs Chaney Middle	Middle	L15F167	115,000	
Brooke Grove Elementary	Elementary	L15F164	73,080	
Brookhaven Elementary	Elementary	L15F055	81,320	
Brown Station Elementary	Elementary	L15F024	113,998	
Burning Tree Elementary	Elementary	L15F207	68,119	
Burnt Mills Elementary	Elementary	L15F208	94,398	
Burtonsville Center (formerly Burtonsville ES)	Center	L15F052	71,349	
Burtonsville Elementary (Replacement)**	Elementary	L15F285	0,000	99,499
Cabin Branch Elementary	Elementary	L15F282	95,327	

Facility Name	Facility Use	PSC #	Total Gross Square Footage (GSF)	GSF Added in FY 2027
Cabin John Middle	Middle	L15F209	159,514	
Candlewood Elementary	Elementary	L15F111	82,222	
Cannon Road Elementary	Elementary	L15F179	83,377	
Carderock Springs Elementary	Elementary	L15F243	75,351	
Carson (Rachel) Elementary	Elementary	L15F163	78,547	
Carver Educational Services Center (CESC)*	Administrative	–	193,553	
Cashell Elementary	Elementary	L15F193	71,171	
Cedar Grove Elementary	Elementary	L15F214	57,037	
Chevy Chase Elementary	Elementary	L15F032	70,976	
Churchill (Winston) High	High	L15F053	322,078	
Clarksburg Elementary	Elementary	L15F003	54,983	
Clarksburg High	High	L15F196	344,574	
Clarksburg Service Park (Upcounty)*	Administrative	–	15,675	
Clearspring Elementary	Elementary	L15F154	77,535	
Clemente (Roberto) Middle	Middle	L15F259	148,246	
Clopper Mill Elementary	Elementary	L15F148	64,851	
Cloverly Elementary	Elementary	L15F234	61,991	
Cold Spring Elementary	Elementary	L15F007	55,158	
College Gardens Elementary	Elementary	L15F240	96,986	
Concord Special	Administrative	L15F989	26,444	
Cresthaven Elementary	Elementary	L15F201	76,862	
Daly (Capt. James E.) Elementary	Elementary	L15F159	78,386	
Damascus Elementary	Elementary	L15F103	53,239	
Damascus High	High	L15F090	235,986	
Darnestown Elementary	Elementary	L15F051	64,840	
Diamond Elementary	Elementary	L15F104	85,404	
Drew (Dr. Charles) Elementary	Elementary	L15F169	73,975	
Dufief Elementary	Elementary	L15F105	59,013	
East Silver Spring Elementary	Elementary	L15F108	88,895	
Eastern Middle	Middle	L15F037	152,030	
Edison (Thomas) High	High	L15F142	171,527	
Einstein (Albert) High	High	L15F031	276,462	
Emory Grove Center	Educational	L15F118	45,002	
English Manor Center	Administrative	–	46,542	
Ewing (Blair G.) Center	Educational	L15F224	85,400	
Fairland Center	Holding	L15F265	45,082	
Fairland Elementary	Elementary	L15F098	92,227	
Fallsmead Elementary	Elementary	L15F040	67,472	
Farmland Elementary	Elementary	L15F242	89,988	
Farquhar (William H.) Middle	Middle	L15F197	135,626	
Fields Road Elementary	Elementary	L15F020	72,302	
Flower Hill Elementary	Elementary	L15F147	58,770	

Facility Name	Facility Use	PSC #	Total Gross Square Footage (GSF)	GSF Added in FY 2027
Flower Valley Elementary	Elementary	L15F217	61,567	
Food and Nutritional Services*	Administrative	–	84,370	
Forest Knolls Elementary	Elementary	L15F057	89,850	
Forest Oak Middle	Middle	L15F191	132,259	
Former Kensington Elementary	Administrative	0,000	45,206	
Former Parkside ES	Center	–	26,369	
Former Rock Terrace School	Administrative	L15F047	48,024	
Former Sandburg (Carl) Learning Center (Training Facility)	Administrative	L15F222	31,252	
Fox Chapel Elementary	Elementary	L15F100	85,182	
Frost (Robert) Middle	Middle	L15F161	143,757	
Gaithersburg Elementary	Elementary	L15F144	94,468	
Gaithersburg High	High	L15F130	427,048	
Gaithersburg Middle	Middle	L15F068	157,694	
Galway Elementary	Elementary	L15F213	103,170	
Garrett Park Elementary	Elementary	L15F048	96,348	
Georgian Forest Elementary	Elementary	L15F202	88,111	
Germantown Elementary	Elementary	L15F013	57,668	
Gibbs, Jr. (William B.) Elementary School	Elementary	L15F273	88,042	
Glen Haven Elementary	Elementary	L15F010	85,845	
Glenallan Elementary	Elementary	L15F054	98,700	
Goshen Elementary	Elementary	L15F156	76,740	
Great Seneca Creek Elementary	Elementary	L15F269	82,511	
Greencastle Elementary	Elementary	L15F155	90,303	
Greenwood Elementary	Elementary	L15F192	64,609	
Grosvenor Center	Holding	L15F016	36,770	
Hadley Farms Center*	Center	–	3,000	
Harmony Hills Elementary	Elementary	L15F050	85,648	
Highland Elementary	Elementary	L15F122	87,491	
Highland View Elementary	Elementary	L15F101	59,307	
Hoover (Herbert) Middle	Middle	L15F241	165,367	
Jackson Road Elementary	Elementary	L15F058	91,465	
Johnson (Walter) High	High	L15F067	365,138	
Jones Lane Elementary	Elementary	L15F150	60,679	
Kemp Mill Elementary	Elementary	L15F227	68,222	
Kennedy (John F.) High	High	L15F172	332,133	
Kensington-Parkwood Elementary	Elementary	L15F004	102,382	
Key (Francis S.) Middle	Middle	L15F230	147,424	
King (Dr. Martin Luther, Jr.) Middle	Middle	L15F198	135,867	
Kingsley Wilderness Center*	Educational	–	5,299	
Kingsview Middle	Middle	L15F200	140,398	
Lake Seneca Elementary	Elementary	L15F043	58,770	
Lakelands Park Middle	Middle	L15F261	153,588	

Facility Name	Facility Use	PSC #	Total Gross Square Footage (GSF)	GSF Added in FY 2027
Lakewood Elementary	Elementary	L15F257	77,526	
Laytonsville Elementary	Elementary	L15F221	64,160	
Leleck (JoAnn) Elementary at Broad Acres**	Elementary	L15F035	0,000	113,874
Lincoln Center*	Administrative	–	100,865	
Little Bennett Elementary	Elementary	L15F270	82,511	
Loiederman (A. Mario) Middle	Middle	L15F268	148,718	
Longview School (see Matsunaga (Spark M.) Elementary)	Educational	L15F000	40,362	
Luxmanor Elementary	Elementary	L15F220	99,376	
Lynnbrook Center	Center	L15F255	35,000	
MacDonald Knolls Early Childhood Center*	Educational	L15F286	30,652	
Magruder (Col. Zadok) High	High	L15F045	295,478	
Marshall (Thurgood) Elementary	Elementary	L15F187	77,798	
Maryvale Elementary (combined into 1 facility with Carl Sandburg Learning Center)	Elementary	L15F194	178,625	
Matsunaga (Spark M.) Elementary (co-located with Longview School) Elementary	L15F254	90,718		
McAuliffe (Christa S.) Elementary	Elementary	L15F151	102,111	
McNair (Dr. Ronald E.) Elementary	Elementary	L15F162	91,613	
Meadow Hall Elementary	Elementary	L15F250	61,964	
Mill Creek Towne Elementary	Elementary	L15F121	67,465	
Monocacy Elementary	Elementary	L15F233	42,482	
Montgomery (Richard) High	High	L15F005	311,500	
Montgomery Knolls Elementary	Elementary	L15F088	109,733	
Montgomery Village Middle	Middle	L15F117	141,615	
Montrose Center	Center	–	34,243	
Neelsville Middle	Middle	L15F136	162,684	
New Hampshire Estates Elementary	Elementary	L15F089	73,306	
Newport Mill Middle	Middle	L15F063	109,011	
Nix (Roscoe R.) Elementary	Elementary	L15F271	88,351	
North Bethesda Middle	Middle	L15F245	178,252	
North Chevy Chase Elementary	Elementary	L15F195	65,982	
North Lake Center	Holding	L15F236	40,378	
Northwest High	High	L15F239	342,101	
Northwood High**	High	L15F046	0,000	
Oak View Elementary	Elementary	L15F149	57,560	
Oakland Terrace Elementary	Elementary	L15F140	79,145	
Olney Elementary	Elementary	L15F093	68,755	
Page (William T.) Elementary	Elementary	L15F102	93,514	
Paint Branch High	High	L15F211	347,169	
Parkland Middle	Middle	L15F212	178,929	
Parks (Rosa M.) Middle	Middle	L15F168	137,469	
Pine Crest Elementary	Elementary	L15F036	77,121	

Facility Name	Facility Use	PSC #	Total Gross Square Footage (GSF)	GSF Added in FY 2027
Piney Branch Elementary	Elementary	L15F249	99,706	
Poole (John) Middle	Middle	L15F216	85,669	
Poolesville Elementary	Elementary	L15F137	64,803	
Poolesville High	High	L15F066	243,492	
Potomac Elementary	Elementary	L15F110	86,550	
Pyle (Thomas W.) Middle	Middle	L15F175	209,464	
Quince Orchard High	High	L15F158	284,912	
Radnor Center	Holding	L15F237	36,663	
Randolph Service Park (Downcounty)*	Administrative	–	10,325	
Redland Middle	Middle	L15F238	112,297	
Resnik (Judith A.) Elementary	Elementary	L15F165	78,547	
Regional Institute for Children and Adolescents (RICA)	Educational	L15F266	95,000	
Ride (Dr. Sally K.) Elementary	Elementary	L15F189	78,686	
Ridgeview Middle	Middle	L15F042	145,168	
Ritchie Park Elementary	Elementary	L15F139	58,500	
Rock Creek Forest Elementary	Elementary	L15F138	98,140	
Rock Creek Valley Elementary	Elementary	L15F129	76,692	
Rock View Elementary	Elementary	L15F244	91,977	
Rocking Horse Road Center	Administrative	–	57,639	
Rockville High	High	L15F087	317,731	
Rockwell (Lois P.) Elementary	Elementary	L15F173	75,520	
Rocky Hill Middle	Middle	L15F262	148,065	
Rolling Terrace Elementary	Elementary	L15F219	92,241	
Rollingwood Center	Administrative	L15F085	26,624	
Rosemary Hills Elementary	Elementary	L15F062	87,298	
Rosemont Elementary	Elementary	L15F203	88,764	
Rustin (Bayard) Elementary	Elementary	L15F014	97,397	
Seneca Valley High	High	L15F019	457,600	
Sequoyah Elementary	Elementary	L15F160	73,080	
Seven Locks Elementary	Elementary	L15F253	66,915	
Shady Grove County Service Park*	Administrative	–	78,152	
Shady Grove Middle	Middle	L15F275	129,206	
Shannon (Odessa M.) Middle	Middle	L15F064	164,307	
Sherwood Elementary	Elementary	L15F107	81,727	
Sherwood High	High	L15F135	333,154	
Shriver (Sargent) Elementary	Elementary	L15F267	91,628	
Silver Creek Middle	Middle	L15F278	174,743	
Silver Spring International Middle	Middle	L15F002	154,386	
Singer (Flora M.) Elementary	Elementary	L15F018	95,831	
Sligo Creek Elementary	Elementary	L15F264	87,744	
Sligo Middle	Middle	L15F235	149,527	
Smith (Lathrop E.) Environmental Education Center	Educational	L15F095	20,345	

Facility Name	Facility Use	PSC #	Total Gross Square Footage (GSF)	GSF Added in FY 2027
Snowden Farm Elementary	Elementary	L15F281	92,366	
Somerset Elementary	Elementary	L15F008	80,122	
South Lake Elementary	Elementary	L15F086	113,549	
Spring Mill Center	Center	–	29,300	
Springbrook High	High	L15F186	305,006	
Stedwick Elementary	Elementary	L15F039	109,677	
Stephen Knolls Special Education School	Educational	L15F131	48,872	
Stone Mill Elementary	Elementary	L15F157	78,617	
Stonegate Elementary	Elementary	L15F252	84,094	
Strathmore Elementary	Elementary	L15F218	59,497	
Strawberry Knoll Elementary	Elementary	L15F152	78,723	
Summit Hall Elementary	Elementary	L15F174	68,059	
Takoma Park Elementary	Elementary	L15F081	85,553	
Takoma Park Middle	Middle	L15F001	195,739	
Taylor E.U. Science Materials Center	Administrative	L15F977	20,827	
Tilden Middle/Rock Terrace School (combined into 1 facility)	Middle	L15F210	244,561	
Travilah Elementary	Elementary	L15F077	65,378	
Tubman (Harriet R.) Elementary	Elementary	L15F280	99,893	
Twinbrook Elementary	Elementary	L15F072	79,818	
Viers Mill Elementary	Elementary	L15F092	120,572	
Washington Grove Elementary	Elementary	L15F146	86,266	
Waters Landing Elementary	Elementary	L15F153	101,352	
Watkins Mill Elementary	Elementary	L15F247	82,939	
Watkins Mill High	High	L15F166	305,288	
Wayside Elementary	Elementary	L15F033	93,453	
Weller Road Elementary	Elementary	L15F061	121,346	
Wells (Hallie) Middle	Middle	L15F276	150,089	
West (Julius) Middle	Middle	L15F127	182,617	
West Farm Service Park*	Administrative	–	32,650	
Westbrook Elementary	Elementary	L15F017	91,359	
Westland Middle	Middle	L15F215	146,006	
Westover Elementary	Elementary	L15F232	54,645	
Wheaton High	High	L15F141	373,825	
Wheaton Woods Elementary	Elementary	L15F126	120,154	
Whetstone Elementary	Elementary	L15F190	96,946	
White Oak Middle	Middle	L15F119	141,163	
Whitman (Walt) High	High	L15F134	312,270	
Wilson Wims Elementary	Elementary	L15F274	91,931	
Wood (Earle B.) Middle	Middle	L15F074	152,588	
Wood Acres Elementary	Elementary	L15F060	96,358	
Woodfield Elementary	Elementary	L15F143	53,212	
Woodlin Elementary	Elementary	L15F011	98,861	

Facility Name	Facility Use	PSC #	Total Gross Square Footage (GSF)	GSF Added in FY 2027
Woodward (Charles W.) High	High	L15F125	339,164	
Wootton (Thomas S.) High	High	L15F023	295,620	
Wyngate Elementary	Elementary	L15F075	89,104	Total added in FY 2027:
Total GSF as of the end of FY 2026			27,028,230	258,579
Total GSF including sq. footage added in FY 2027			27,286,809	

Notes:
**Facility not listed in Master Plan, sq. footage sourced from sq. footage summary supplied by the Department of Planning and Construction*
***Facility currently under construction, no maintenance activities performed by LEA*

Table (C3)

Table 7: Section C3—Summary of Staffing Against Industry Standards

Metric	Industry Standard	FY 2026 Budgeted	FY 2026 Actual	FY 2027 Budgeted
a) Maintenance Staffing[1] (Full-time Equivalents for Total GSF)	APPA Level 2 (Comprehensive Stewardship): 400.7 FTEs for 27,028,230 Total GSF*	354.0	340.0	325.0
b) Maintenance Load (GSF per FTE)	APPA Level 2 (Comprehensive Stewardship): 67,456 GSF per FTE	76,351	79,495	83,164
c) Percent of Maint. staff delivering bldg. services[2]	N/A	70%	74%	77%
d) Custodial Staffing (FTEs for Total GSF)[3]	APPA Level 2 (Ordinary Tidiness): 1618.5 FTEs for 27,028,230 Total GSF*	1521.5	1444.5	1532.0
e) Custodial Load (GSF per FTE)	APPA Level 2 (Ordinary Tidiness): 16,700 GSF per FTE	17,764	18,711	17,642

**Enter the total GSF for the LEA's active, holding, and administrative facilities, divide by the appropriate GSF standard from the row below, and enter the resulting number of FTEs in the previous blank.*
[1]Maintenance staffing includes all personnel for whom, on average, 75 percent or more of their time is devoted to implementing or managing the LEA's maintenance activities, including those performed on grounds.
[2]This is the percentage of "boots-on-the-ground" maintenance staffers who actually perform services on PK-12 school facilities, as opposed to performing administrative/managerial functions.
[3]Custodial staffing includes all personnel for whom, on average, 75 percent or more of their time is devoted to implementing or managing the LEA's custodial activities, including those performed on grounds.


E·T·N
P-2
B-1
P-4
P-1
B-2
BP-3
P-3
Elevator
CTB
JP
Jockey Pump
15-4

SECTION D

D1 Budget Narrative

Montgomery County Public Schools (MCPS) continues to face significant challenges in maintaining a safe, functional, and efficient portfolio of school facilities while operating in an increasingly constrained fiscal environment. The Comprehensive Maintenance Plan (CMP) prioritizes investments that preserve the long-term value of school assets, address critical infrastructure needs, and ensure facilities remain capable of supporting student achievement and operational continuity.

Aging Infrastructure

A substantial portion of the MCPS facility portfolio is either approaching or has exceeded its intended service life. Building systems, including roofing, HVAC equipment, electrical infrastructure, plumbing, life-safety systems, and building envelopes require ongoing maintenance, repair, and replacement to ensure reliability and compliance with applicable codes and standards. Deferred maintenance increases the risk of system failures, emergency repairs, and higher lifecycle costs. The CMP focuses available resources on preserving existing assets and mitigating risks associated with aging infrastructure to protect students, staff, and community investments.

Declining Enrollment

While enrollment trends in portions of the county reflect declining or shifting student populations, MCPS remains fully obligated to maintain all facilities, regardless of current utilization levels. Lower enrollment does not eliminate the need to maintain safe building conditions, comply with regulatory requirements, or preserve valuable public assets. Essential maintenance activities must continue across all properties to prevent deterioration, avoid more costly future repairs, and ensure facilities remain available to support educational programming and community needs.

Right-sizing the Facility Portfolio

MCPS is actively evaluating opportunities to right-size its facility portfolio to better align building capacity with current and projected enrollment trends. Strategic planning efforts seek to optimize existing facility use while maintaining flexibility for future demographic shifts. However, until portfolio decisions are finalized and implemented, maintenance responsibilities remain unchanged. Existing facilities must continue to receive appropriate maintenance to ensure operational readiness, preserve asset value, and avoid accelerated deterioration.

Budget and Staffing Reductions

The execution of the CMP has been significantly constrained by budget cuts and reduced staffing levels. Following previous budget actions, dedicated maintenance staffing was reduced by approximately two-thirds from the task force positions added in the prior year.

These reductions limit MCPS's ability to perform preventive maintenance, respond proactively to facility needs, and execute planned capital renewal projects. Compounding these structural cuts, we still face persistent vacancy challenges, driven by a competitive private market where district compensation cannot directly compete. Consequently, the organization must prioritize critical health, safety, and urgent operational needs, while deferring lower-priority tasks, increasing the risk of growing maintenance backlogs and higher long-term costs.

Spending Freezes and Fiscal Constraints

Recent spending freezes and ongoing fiscal constraints further restrict the department's ability to procure essential materials, equipment, and contracted services necessary to sustain facility conditions. Procurement and project delays extend repair timelines, reduce operational efficiency, and increase deferred maintenance liabilities across district facilities. The CMP emphasizes the strategic allocation of limited resources toward core maintenance activities that safeguard critical building systems, minimize operational disruptions, and support the educational mission of MCPS.

Despite the combined pressures of shifting enrollment, staffing cuts, hiring challenges, and spending freezes, MCPS remains committed to providing safe, secure, and functional learning environments throughout its facility portfolio. Sustained, strategic investment in the Comprehensive Maintenance Plan is vital to address aging infrastructure, preserve public assets, reduce deferred maintenance liabilities, and ensure facilities reliably serve students, educators, and the community for years to come.

D2 Budget Categories

Table 8: Section D2—Budget Categories

Budget Category	Department	FY 2026 Approved	FY 2027 Budgeted
Contractual Services	Operations	$583,000.00	$583,000.00
Supplies and Materials	Operations	$6,431,411.00	$6,156,011.00
Non-Position Salaries	Operations	$1,700,683.00	$1,531,158.00
Furniture Equipment	Operations	$125,320.00	$601,931.00
Grounds Care	Operations	$250,000.00	$250,000.00
Support Staff	Operations	$84,874,860.00	$93,024,255.00
Administrative Staff	Operations	$954,961.00	$1,069,698.00
Local Travel	Operations	$60,000.00	$60,000.00
Contractual Services	Maintenance	$7,890,535.00	$8,878,035.00
Supplies and Materials	Maintenance	$8,181,899.00	$8,053,831.00
Lease/vehicle replacement	Maintenance	$959,750.00	$959,750.00
Energy Conservation Expenses	Maintenance	$75,000.00	$75,000.00
Non-Position Salaries	Maintenance	$1,785,719.00	$1,843,755.00
Furniture Equipment	Maintenance	$175,000.00	$175,000.00
School Replacement	Maintenance	$773,943.00	$773,943.00
Refuse Tax	Maintenance	$750,000.00	$750,000.00
Utilities	Sustainability & Compliance	$52,674,099.00	$56,382,255.00
Fire Code Safety	Sustainability & Compliance	$1,380,315.00	$3,244,000.00

Budget Category	Department	FY 2026 Approved	FY 2027 Budgeted
Environmental Compliance	Sustainability & Compliance	$6,397,051.00	$6,397,140.00
Contractual Services	Sustainability & Compliance	$1,495,887.00	$1,087,500.00
Chemical Waste	Sustainability & Compliance	$155,701.00	$203,701.00
Lease Purchase	Sustainability & Compliance	$2,044,653.00	$2,054,628.00

D3 CURRENT REPLACMENT VALUE (CRV)

Table 9: Section D3–Current Replacement Value

Total Gross Square Footage (GSF)	Cost per GSF	Total Value
27,028,230	$533	$14,406,046,590.00
CURRENT REPLACEMENT VALUE (CRV) – $14,406,046,590		

D4 Fiscal Summary Table

Table 10: Section D4—Fiscal Summary

	Industry Standard	FY 2026 Goal/ Budgeted	FY 2026 Goal/ Budget per GSF	FY 2026 Actual	FY 2026 Actual per GSF	FY 2027 Goal/ Budget	FY 2027 Goal/ Budget per GSF
SPENDING							
Preventive Maintenance	N/A	$4,174,166.98	$0.15	$3,480,470.07	$0.13	$3,023,388.00	$0.11
Corrective Maintenance	N/A	$6,927,663.24	$0.26	$8,267,289.47	$0.31	$5,350,147.00	$0.20
Deferred Maintenance (if applicable)*	N/A	$2,500,000.00	$0.09	$3,000,000,000	$111.00	$2,500,000,000	$91.62
All Maintenance (compared to Industry Standard)	$432,181,397.70	$49,136,364.00	–	$34,415,434.34	–	$39,538,515.00	–
All Maintenance, per GSF	N/A		$1.82		$1.27		$1.45
Operations (compared to Industry Standard)	$144,060,465.90	$87,110,944.00	–	$86,662,237.66	–	$104,856,302.00	–
Operations, per GSF	N/A		$3.22		$3.21		$3.84
M&O Combined (compared to Industry Standard)	$576,241,863.60	$136,247,308.00	–	$121,077,672.00	–	$144,394,817.00	–
M&O Combined, per GSF	N/A		$5.04		$4.48		$5.29

**Preliminary planning estimate. Figures reflect a broader scope of deferred maintenance needs and are subject to adjustment pending ongoing collaborative interagency facility reviews. See Section F for additional context.*

Industry Standard	
All Maintenance (CRV x .03)	$432,181,397.70
All Operations (CRV x .01)	$144,060,465.90
M&O Combined (CRV x .04)	$576,241,863.60



SECTION E

Section E: Professional Development

The Department of Facility Maintenance (DFM) and the Department of Facility Operations (DFO) are committed to developing a highly skilled, safe, and effective workforce through targeted technical training, safety education, and professional development opportunities. Key initiatives include tracking trade certifications and licenses, expanding safety training (e.g., Occupational Safety and Health Administration [OSHA] 10 and asbestos awareness), enhancing digital literacy, and providing comprehensive onboarding for all Building Service Workers (BSWs). Together, these efforts boost operational readiness, workplace safety, and career growth across MCPS facilities.

Key Components of the Recurring Professional Development Plan

- **BUILDING SERVICE SCHOOL INSPECTION MODEL (DFO):** Standardized inspection framework used to evaluate cleanliness, provide targeted staff coaching, and ensure districtwide accountability. Developed collaboratively with DFO leadership, managerial teams, and school administrators.
- **SCHOOL SITE VISITS AND SCHOOL LEADERSHIP ENGAGEMENT (DFO):** Regular site visits to offer tailored coaching, gather administrator feedback, and inform the design of a new-employee induction program aligned with evolving departmental priorities. Structured collaboration with school leadership to build strong partnerships and foster a culture of respect between school administrators and building service managers.
- **TECHNICAL AND TRADE PROFICIENCY (DFM):** Strengthen technical knowledge and trade proficiency through technical instruction, hands-on learning, and professional credentialing opportunities. Required plumbing and HVAC licenses are tracked to support regulatory compliance, and employees across all trades are encouraged to obtain and maintain applicable professional credentials that promote continuous professional growth.
- **SAFETY AND OPERATIONAL READINESS (DFM/DFO):** Expand workplace safety and operational training to strengthen employees' knowledge of workplace safety, regulatory compliance, and departmental procedures. These learning opportunities promote risk reduction; operational consistency; and safe, reliable facility operations.
- **WORKPLACE SKILLS DEVELOPMENT (DFM/DFO):** Increase professional development opportunities across the departments to strengthen workplace skills, including communication, digital literacy, time management, collaboration, and employee effectiveness. These opportunities support improved workplace efficiency, daily operations, and continued professional growth for all employees.

**DFO = Department of Facility Operations | DFM = Department of Facility Maintenance*

Ongoing Training and Professional Development Opportunities

The Staff Development team delivers a variety of in-house and vendor-led professional development opportunities for current maintenance and operations personnel, including the courses listed below. For required trade licenses and certification training organized by service area, please refer to Appendix E (*Appendix E: FY 2026-FY 2027 Trade License, Certification, and Training Plan*).

Table 11: Section E—Professional Development Opportunities and Ongoing Training

Department	Course	Delivery Method	Status	Frequency	Certification
Maintenance & Operations	Supervisory Skills Training	In-House	Current	Annually	N/A
Maintenance & Operations	Asset Essentials Training	In-House	Current	Annually	N/A
Maintenance & Operations	Progressive Leadership for Managers Training	In-House	Current	Annually	N/A
Maintenance & Operations	Evaluator Training	In-House	Current	Annually	N/A
Maintenance & Operations	CPR/AED/First Aid Training	Vendor	Current	Annually	Yes—valid for 2 years
Maintenance & Operations	Fall Protection	Vendor	Current	Annually	Yes—valid for 2 years
Maintenance & Operations	Bucket Truck Training	Vendor	Current	Annually	Yes—valid 3 years
Maintenance & Operations	Aerial Lift Training	Vendor	Current	Annually	Yes—valid 3 years
Maintenance & Operations	Smart Salt	Vendor	Current	Annually	Yes—valid 3 years
Maintenance & Operations	Bloodborne Pathogens	Vendor	Current	Annually	N/A
Maintenance & Operations	Heat Illness Prevention	Vendor	Current	Annually	N/A
Maintenance & Operations	Asbestos Awareness	Vendor	Current	Annually	N/A
Operations	Building Service Managers Mandatory Leadership Cohort Training	In-house	In-Development	Annually	N/A
Operations	Preventive Maintenance (PM) Best Practices Training	In-house	Upcoming	Annual	N/A
Operations	Basic Skills for New Building Service Workers	In-house	Current	Annually	N/A
Operations	Building System Operations	In-house	Current	Annually	N/A
Operations	Building Service Managers Fall & Spring Meetings	In-house	Current	Annually	N/A
Operations	Navigating the 7 Core Competencies to Support DFO staff	In-house	Current	Annually	N/A
Operations	Utilizing the 7 Core Competencies	In-house	Current	Annually	N/A
Operations	Essential Skills for Building Service Managers (Basic Skills Refresher Course)	In-house	Current	As Needed	N/A
Operations	Respecting Our Coworkers in the Workplace`	In-house	Current	As Needed	N/A
Operations	Basic Computer Skills for DFO employees	In-house	Current	As Needed	N/A
Maintenance	OSHA 10	In-house	In-Development	Annually	Yes—no expiration
Maintenance	Arc Flash	Vendor	Current	Annually	Yes—valid for 3 years
Maintenance	In-service Day	In-house/Vendor	In-Development	Annually	N/A
Maintenance	Google Workspace	In-house	Current	Annually	N/A
Maintenance	Time Management	In-house	Upcoming	Annually	N/A
Maintenance	Managing Change and Uncertainty	In-house	Upcoming	Annually	N/A
Maintenance	Workplace injuries and vehicle accidents SOPs	In-house	In-Development	As Needed	N/A
Maintenance	Technical Trades Training	Vendor	Current	Annually	N/A

SECTION F: CMMS/DATA SUMMARY

Asset Inventory Management

Modernizing equipment tracking to streamline operations and extend asset lifespans

To support proactive facility operations and modern asset stewardship, the Department of Facility Maintenance has cataloged all major building systems and equipment in the Asset Essentials asset inventory. To modernize asset management, the Department launched an initiative in 2024 to replace legacy asset barcodes with QR codes, enabling faster asset identification, improved field verification, and enhanced mobile access to equipment records. As of August 1, 2026, approximately 98 percent of the inventory project is complete, with only a few administrative facilities remaining. This modernized system provides facility teams with immediate, on-site data to track equipment lifecycles, schedule preventive maintenance, and target capital investments effectively. (*Appendix F: Sample Facility Asset Inventory*)

Staffing Standards for Building Service Employees

Refining the Staffing Framework: A Dual-tiered Approach

To better reflect operational realities and ensure equitable resource distribution across all facilities, the division has revised its **Building Service Staffing Standards**. Previous allocation models relied primarily on flat square-footage thresholds, which often overlooked the core operational baseline required to open, secure, and manage a school facility, regardless of its physical footprint.

The updated methodology transitions from a purely area-based metric to a **Dual-tiered Staffing Model**:

1. **FIXED OPERATIONAL BASE (BY SCHOOL LEVEL):** Establishes a non-negotiable minimum baseline of core full-time equivalents (FTEs), tailored to the administrative, logistical, and shift-coverage demands of each school tier (elementary, middle, and high).
2. **VARIABLE AREA ALLOCATION (SQUARE FOOTAGE SCALING):** Applies a standardized formula of 1.0 FTE per 20,000 square feet (inclusive of both permanent structures and relocatable units) to accommodate physical space cleaning.

Key Data Summaries and Shift Distribution

Under this revised model, positions are strategically distributed across operating shifts to optimize building coverage, leadership oversight, and deep-cleaning schedules:

- **ELEMENTARY SCHOOLS (FIXED BASE:** 2 FTEs): Every elementary school receives a baseline of 1 building service manager (BSM) for day coverage and 1 building service worker (BSW) for the swing shift (11:00 a.m.–7:30 p.m. / 1:30 p.m.–10:00 p.m.). Additional night shift BSWs (2:00 p.m.–10:30 p.m.) scale with square footage, including relocatable classrooms, resulting in total staffing levels between 5.0 and 11.0 FTEs for facilities ranging from 53,000 to 179,000 sq. feet.
- **MIDDLE SCHOOLS (FIXED BASE:** 3 FTEs): Middle schools receive a baseline of 1 BSM (Day) and 2 BSWs (Swing) to accommodate larger student bodies and midday facility needs. Variable night coverage

scales allocations to 7.0 to 15.0 total FTEs for facilities ranging from 86,000 to 245,000 square feet, including relocatable classrooms.

- **HIGH SCHOOLS (FIXED BASE:** 4 FTEs): High schools receive a baseline of 1 BSM (day) and 3 BSWs (swing) to handle extensive athletic, extracurricular, and community usage. With square footage reaching up to 457,000 sq. ft. and up to 19 relocatables, variable night staff allocations range from 12 to 23 positions, bringing total staffing to 16.0 to 27.0 FTEs.

Advanced Capacity Adjustments (APP Best Practice)

In addition to base and square-footage allocations, the revised standards introduce **Capacity Threshold Adjustments (APP Best Practices)**. This mechanism accounts for the increased wear-and-tear, trash volume, and specialized sanitation requirements in overcrowded facilities:

- **100%–110% FACILITY CAPACITY UTILIZATION:** +5% to +10% staffing adjustment
- **111%–120% FACILITY CAPACITY UTILIZATION:** +10% to +15% staffing adjustment
- **121%+ FACILITY CAPACITY UTILIZATION:** +15% to +20% staffing adjustment

This structured narrative and data breakdown demonstrates how the model balances physical footprint with facility complexity, ensuring transparent, reproducible, and equitable staffing across all schools.

Staffing Standards for Building Service Employees

Staffing Formula: Total FTEs = Base Employees + Additional Employees (1 FTE per 20,000 sq. ft.)

Facility Information				Base Employees		Add'l Employees	Total Employees
Schools	Existing Sq. Ft.	Relocatables	Total Sq. Ft.	Building Service Managers (BSM)	Building Service Worker (BSW) SWING SHIFT (11 to 7:30 or 1: 30 to 10)	Building Service Assistant Manager (BSAM) and Building Service Worker (BSW) NIGHT SHIFT 2 TO 10:30	Total FTEs
Elementary Schools							
Sample 1	91,178	8	98,090	1	1	5	**7**
Sample 2	54,234	2	55,962	1	1	3	**5**
Sample 3	53,212		53,212	1	1	3	**5**
Sample 4	102,198		102,198	1	1	5	**7**
Middle Schools							
Sample 1	120,532	2	122,260	1	2	6	**9**
Sample 2	115,000		115,000	1	2	6	**9**
Sample 3	148,718	2	150,446	1	2	8	**11**
Sample 4	209,464		209,464	1	2	10	**13**
High Schools							
Sample 1	386,567	19	402,983	1	3	20	**24**
Sample 2	276,462	15	289,422	1	3	14	**18**
Sample 3	235,986		235,986	1	3	12	**16**
Sample 4	427,048		427,048	1	3	21	**25**

APP Staffing Adjustment Formula Best Practice (Capacity / Threshold Adjustments):

100–110% Capacity: +5–10% staff
111–120% Capacity: +10–15% staff
121%+ Capacity: +15–20% staff

Facility Condition Index (FCI)

A clear look at the condition of our facilities to guide repairs, renovations, and long-term planning

To proactively manage aging infrastructure and protect school assets, Montgomery County Public Schools (MCPS) contracted with Bureau Veritas, an independent engineering firm, to perform comprehensive Facility Condition Assessments on all schools, offices, and holding centers built prior to 2023. Beginning in the 2024–2025 school year and continuing through 2025–2026, these assessments establish a detailed baseline covering major building systems—such as roofs, HVAC, plumbing, and electrical—with all final reports published by the end of summer 2026.

MCPS evaluates each facility's overall condition using the Facility Condition Index (FCI) Depleted Value metric, which quantifies the depleted life and value of primary building assets. The collected data is vital to understanding school needs and strategically targeting resources, allowing MCPS to sustain the useful life of its schools and inform educational facility planning.

- **LOWER SCORES (CLOSER TO 0):** indicates facilities in better physical condition with fewer system deficiencies, higher operational reliability, and lower maintenance costs.
- **HIGHER SCORES (CLOSER TO 1):** Indicate facilities in poorer condition, where the cost to address deficiencies is a significant portion of the replacement cost.

MCPS Facility Condition Assessments

Website : ww2.montgomeryschoolsmd.org/departments/facilities/FCI/

Deferred Maintenance Methodology and Clarification

This narrative serves to contextualize the preliminary deferred maintenance figures presented in the Fiscal Summary (Section D4). The provided financial estimates represent a high-level approximation rather than an exhaustive audit, intended to reflect current planning projections while inter-agency strategic efforts remain underway.

A primary constraint in establishing a definitive cost figure has been the historical absence of a standardized, comprehensive definition of deferred maintenance across local and state bodies. Notably, the figure previously reflected in the FY26 Goal/Budget is significantly lower than the broader estimates presented for the FY26 Actual and FY27 Goal/Budget projections. This earlier, lower figure was narrower in scope, representing primarily identified routine maintenance projects and equipment replacements that were pushed back due to budget shortfalls, without accounting for larger capital initiatives that were not funded by the Department of Facility Maintenance. To offer a more complete perspective on overall capital liabilities moving forward, this analysis considers an expanded scope that includes not only routine maintenance deferrals, but also capital replacement initiatives, facility modernization upgrades, and major delayed construction projects.

To support a more data-driven approach, MCPS contracted with Bureau Veritas to conduct independent Facility Condition Assessments across facilities built prior to 2023. These completed assessments establish

an empirical baseline using the Facility Condition Index (FCI) Depleted Value metric to quantify the depleted life and remaining value of primary building assets.

While the FCI Depleted Value data provides a vital, objective resource for understanding physical building health, FCI metrics alone do not dictate specific construction timelines or set final budget line items. To contextualize this technical data within broader community infrastructure, MCPS is engaging with the Montgomery County Council and Montgomery County Parks Department within the Maryland-National Capital Park and Planning Commission through a joint Infrastructure Work Group aimed at exploring shared capital and facility needs.

Because these inter-agency conversations are ongoing, publishing static, non-harmonized figures in this summary could lead to confusion if the estimates differ from future joint reports or discussions. Providing a qualified estimate in this submission ensures fiscal transparency while maintaining flexibility for ongoing inter-agency coordination. As these collaborative efforts progress, updated information will be shared with the Board of Education and state regulatory authorities to support long-term facility planning.

Americans with Disabilities Act (ADA) Compliance

Ensuring equal access and inclusion across all MCPS facilities

As part of our commitment to maintaining a safe, inclusive, and compliant learning environment, our school system continues to actively address accessibility across all our facilities. In accordance with Title II of the Americans with Disabilities Act (ADA), 198 facilities were assessed during 2017–2018 by EMG Project Architects and Engineers to evaluate services, programs, and physical barriers. (EMG [formerly EMG Corp] was acquired by Bureau Veritas and now operates under the name Bureau Veritas Technical Assessments LLC). Per U.S. Department of Justice guidelines, people with disabilities should be able to arrive on the site, approach the building or facility and its amenities, and enter as freely as everyone else. The findings allow MCPS to assess the requirements for barrier removal under Title I (Employment) and Title II (state and local government) to outline how barriers will be addressed and how accommodations can be made. Barrier removal is being accomplished in phases as funding becomes available. For transparency, our dedicated website hosts facility accessibility data as of October 2019, categorized across several priorities, ranging from accessible parking and approaches to restrooms, program areas, and employee spaces, to ensure our community remains informed on our progress.

MCPS Americans with Disabilities Act Compliance Data

Website : ww2.montgomeryschoolsmd.org/departments/facilities/ada/

SECTION G: PROOF OF BOARD APPROVAL

ADOPTED
8.23

Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

September 24, 2026

MEMORANDUM

To: Members of the Board of Education

From: Thomas W. Taylor, Superintendent of Schools

Subject: Fiscal Year 2027 Comprehensive Maintenance Plan

[ ] Information [X] Action

Superintendent Recommendation:
The superintendent recommends that the Board of Education approves the Fiscal Year 2027 Comprehensive Maintenance Plan.

Under Code of Maryland Regulations 14.39.02.19, *Maintenance*, Montgomery County Public Schools (MCPS) is required to annually update and submit to the Interagency Commission on School Construction a board-approved Comprehensive Maintenance Plan that is compatible with the MCPS Educational Facilities Master Plan and Capital Improvements Program.

The Comprehensive Maintenance Plan demonstrates how MCPS will:

- Maintain safe and healthy schools
- Extend facility life
- Minimize interruptions to teaching and learning
- Protect public investments

This plan reinforces MCPS' commitment to preserving the value of its facilities, optimizing operational performance, and ensuring that every student and staff member has access to a safe, functional, and well-maintained learning environment. The plan initially was presented to the Board for discussion at the August 20, 2026, Business Meeting. The following resolution is provided for your consideration.

WHEREAS, Staff in the Division of Facilities Management has prepared a Fiscal Year 2027 Comprehensive Maintenance Plan in accordance with the criteria laid out by the Interagency Commission on School Construction; now therefore be it

Resolved, That the Board of Education approve the Fiscal Year 2027 Comprehensive Maintenance Plan for submission to the Interagency Commission on School Construction.

TWT:ALS:mk

Attachment



SECTION H:
PREVENTIVE MAINTENANCE (PM) PLAN

Building on the established preventive maintenance (PM) workflows detailed in **Section A10f,** our department is actively evolving from a reactive-dominant maintenance framework to an automated, standardized, and data-informed asset stewardship model. In an ideal operational environment, every critical building system, grounds infrastructure, and routine custodial workflow will operate on an automated schedule within our computerized maintenance management system (CMMS), maximizing asset lifespans while streamlining staff efficiency.

To achieve this vision, we are systematically auditing and refining our existing PM library. For example, the former Annual Bi-Directional Amplifier (BDA) Inspection schedule has been reconfigured and broadened to the Annual Emergency Responder Radio Coverage System Inspection, to align with updated life-safety compliance standards. Furthermore, expanded environmental PM tasks—such as Tree Health Evaluations and Bioretention Maintenance—are currently in development for full implementation. Additionally, we are actively developing simplified, low-friction tracking protocols, in alignment with guidance from the Interagency Commission on School Construction (IAC), regarding the integration of custodial activities into the district's work-order platform.

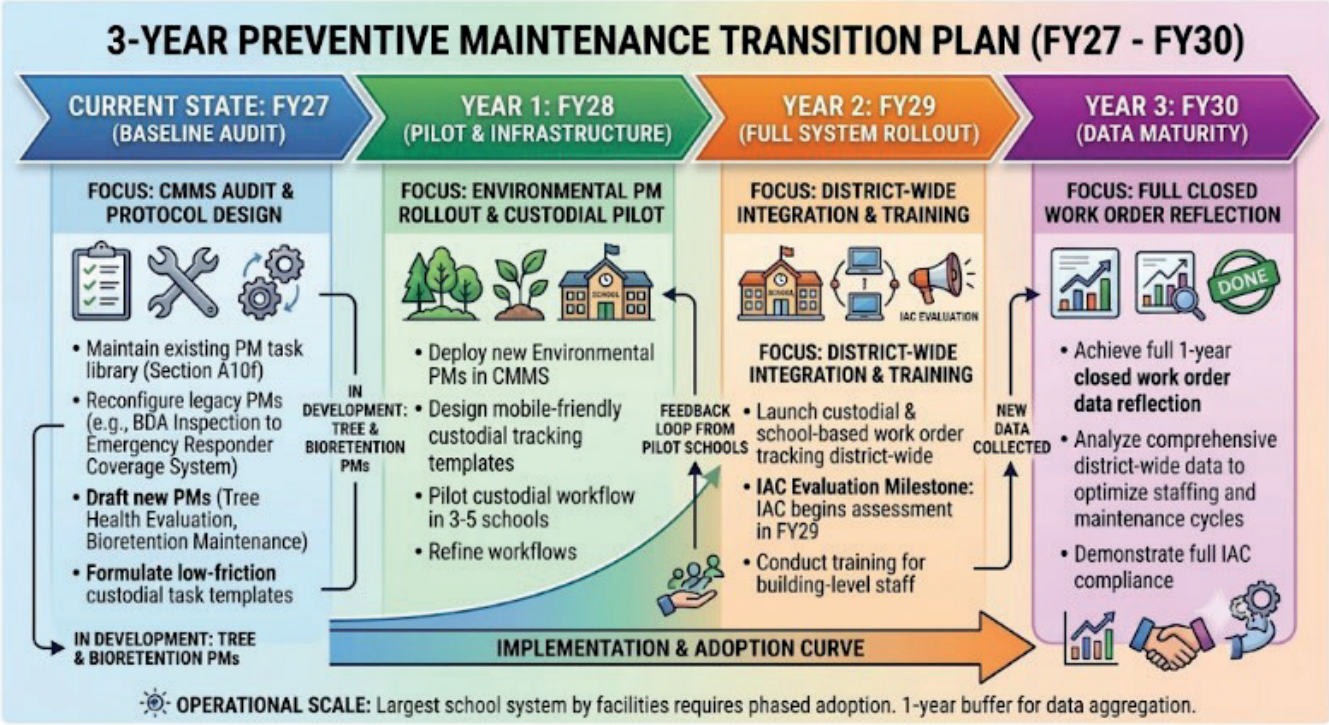
Given that our district manages the largest inventory of school facilities in the state, implementing systemic operational changes requires a phased, deliberate approach. Integrating custodial and school-based maintenance activities into the CMMS directly supports our core operational goals:

Verify Completion and Measure Performance: Confirming required tasks are completed consistently and to standard across all school sites.

- **ASSESS FIDELITY AND IDENTIFY GAPS:** Ensuring PM procedures follow established standards while detecting missed tasks or documentation gaps early.
- **STRENGTHEN ACCOUNTABILITY AND DRIVE CONTINUOUS IMPROVEMENT:** Providing transparent, measurable oversight that yields actionable data to refine processes and boost system reliability.
- **ENHANCE OPERATIONAL READINESS:** Ensuring building systems and learning environments remain safe, functional, and fully prepared for daily school operations.

The magnitude of the IAC's directive to track custodial activities cannot be overstated. As Maryland's largest school district, logging routine custodial tasks in a CMMS is an unprecedented undertaking. Absorbing building-based custodial routines and current school-based preventive maintenance tasks (*Appendix G: Preventive Maintenance Tasks*) into our work-order system creates immense administrative, logistical, and technological demands. Successfully navigating this transition requires a deliberate, multi-year rollout to adapt infrastructure, train hundreds of site-based staff, and establish realistic data baselines. However, our current staffing levels may not be sufficient to absorb these additional demands before the IAC begins evaluating CMMS-logged custodial activities during facility assessments in FY 2029.

Despite these significant operational demands, our school system remains fully committed to modern facility stewardship. By embracing this ambitious roadmap, we will not only meet evolving compliance standards, but also establish a benchmark for operational excellence, ensuring our facilities remain safe, efficient, and well-maintained environments where our students and staff can thrive.



APPENDICES

Appendix A—APPA School Cleanliness Standards

Appendix B—MCPS Facility Cleanliness Inspection Form

Appendix C—Operations Support Specialist Job Description

Appendix D—Cleaning Tasks for Building Service Staff

Appendix E—Trade License, Certification, and Training Plan

Appendix F—Sample Facility Asset Inventory

Appendix G—Preventive Maintenance Tasks




READ WITH
PRIDE

APPENDIX A

APPA School Cleanliness Standards

Level 1: Orderly Spotlessness—Showpiece Facility

- The floors and base moldings shine and/or are bright and clean; the colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work, and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor-free.

Level 2: Ordinary Tidiness—Comprehensive Care

- The floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but up to two days' worth of dust, dirt, stains, or streaks can be present.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Lights all work, and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor-free.

Level 3: Casual Inattention—Managed Care

- The floors are swept or vacuumed clean, but upon close observation, there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpets in walking lanes. There are streaks or splashes on the base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints.
- The lamps all work, and the fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor-free.

Level 4: Moderate Dinginess—Reactive

- The floors are swept or vacuumed clean but are dull, dingy, and stained. There is an obvious buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in the walking lanes. The base molding is dull and dingy, with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks.
- Lamp fixtures are dirty, and some (up to five percent) lamps are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked.
- Trash containers smell sour.

Level 5: Unkempt Neglect—Crisis

- The floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints—all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than five percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked.
- Trash containers smell sour.

APPENDIX B

MCPS Facility Cleanliness Inspection Form

School Name: _____

Date of Inspection: _____/_____/_____

Inspector Name: _____

Cleanliness Rating Key

- **1 – SPOTLESS:** no dust or debris
- **2 – CLEAN:** Minimal dust
- **3 – MODERATE:** Noticeable dust, some buildup
- **4 – POOR:** Dingy, heavy dirt accumulation
- **5 – CRITICAL:** Neglect, unsafe conditions

General Building Condition

Area	Rating (1–5)	Comments/Specific Issues
Entrances		
Hallway floors		
Faseboards		

Classrooms

Room #	Desks & Surfaces (1–5)	Floors (1–5)	Trash Removal (1–5)	Windows (1–5)	Carpet (1–5)

Bathrooms

Location	Type	Toilets & Sinks (1–5)	Odor & Sanitation (1–5)	Supplies Stocked? (Y/N)
	Student			❑ Yes ❑ No
	Student			❑ Yes ❑ No
	Student			❑ Yes ❑ No
	Staff			❑ Yes ❑ No

Specialty & High-Use Areas

Area	Clean & Prepared (Y/N)	Overall Rating (1–5)	Notes
Gym	❑ Yes ❑ No		
Cafeteria	❑ Yes ❑ No		
Media Center	❑ Yes ❑ No		
Stairwell 1	❑ Yes ❑ No		
Stairwell 2	❑ Yes ❑ No		
Stairwell 3	❑ Yes ❑ No		
Floors	❑ Yes ❑ No		
Windows	❑ Yes ❑ No		
Ceilings & Vents	❑ Yes ❑ No		

Operations & Maintenance Spaces

Area	Overall Rating (1–5)	Notes
Building Service Closet #1		
Building Service Closet #2		
Boiler Room		

Praise, Question, Polish (PQP)

Praise (What was great to see during the inspection?)
Question (What would you like to know more about?)
Polish (What specific suggestions do you have for improvement?)

Building Service Staffing & Shift Roster

(Note: List position, staff member name, and shift hours. Write "VACANT" for open positions.)

Position	Staff Name (or VACANT)	Shift Hours
Building Service Manager		
Building Service Assistant Manager		
Building Service Worker		
Building Service Worker		
Building Service Worker		
Building Service Worker		
Building Service Worker		
Building Service Worker		
Building Service Worker		
Building Service Worker		


Wes Moore, Governor
Aruna Miller, Lt. Governor
Building Bright
Futures in Maryland
The State of Maryland and the Montgomery County Board of Education are:
HVAC Equipment Replacement
at
Sligo Middle School
Public School Construction Program
Architect: James Posey Associates
Contractor: M&M Welding and Fabricators, Inc.
The Maryland General Assembly
Adrienne A. Jones, Speaker of the House
Bill Ferguson, President of the Senate
Board of Public Works
Wes Moore, Governor
Brooke Lierman, Comptroller
Dereck E. Davis, Treasurer

APPENDIX C

Operations Support Specialist Job Description

OFFICE OF HUMAN RESOURCES AND DEVELOPMENT → CLASSIFICATION → OPERATIONS SUPPORT SPECIALIST

Sorted by job title: A - C | D - H | I - Q | R - Z

Operations Support Specialist

MONTGOMERY COUNTY PUBLIC SCHOOLS CLASS DESCRIPTION		
OFFICIAL TITLE: Operations Support Specialist	CODE: 7415	SQ/OQ: Optimal Qualified
WORKING TITLE: Operations Support Specialist	GRADE: 17	MONTHS: 12
SUMMARY DESCRIPTION; PHYSICAL DEMANDS; AND SPECIAL REQUIREMENTS: Summary Description: Under direction of the central facilities operations manager, Department of Facility Operations, the operations support specialist (specialist) provides training and coaching support to two categories of MCPS building service managers (managers): new managers and those managers who have been identified as below standard or underperforming. The specialist observes performance and provides feedback to managers assigned to their caseload, builds the manager's knowledge base and repertoire of skills, and supports the manager's efforts to improve building conditions for students and staff success. The specialist works and collaborates with the service center operations manager/assistant manager, principal and other local school staff to provide maximum assistance to assigned managers. The role is responsible for preparing and submitting reports to the direct supervisor and principal for each manager on their caseload. The scope of the specialist role is complementary and is not in conflict with or redundant to the Professional Growth System, Peer Assistance Review (PAR) process and Performance Improvement Process. Physical Demands: Work requires extensive mobility, i.e., standing, walking, bending and occasional lifting up to 50 pounds. Special Requirements: May be required to work overtime and outside the normal duty day.		
MINIMUM QUALIFICATION STANDARDS		
KNOWLEDGE SKILLS ABILITIES: Knowledge, Skills, Abilities: Ability to demonstrate best practices in a variety of management methods, full knowledge of all required equipment for building service duties, emergency response procedures, safety and best practices of equipment not limited to low pressure boilers, automatic scrubbers, burnishers, snow blowers, Kubotas, walk behind and push mowers, and hydraulic lift and training. Understanding of how to develop cleaning schedules and the ability to model a repertoire of interpersonal and communication skills. Knowledge of best practices in solving staffing shortages and how to manage and develop a team. Excellent communications, interpersonal and leadership skills, including conflict resolution required. Ability to coach and model building service expectations to adult learners in a variety of settings and effectively engage and mentor adults is a supportive manner. Working knowledge of and ability to use computers for common office tasks, including corresponding through email, ordering supplies, equipment, preparing reports and processing work orders. Ability to obtain relevant data and provide useful analysis. Knowledge and application of the seven performance standards that have been established for the Montgomery County Public Schools (MCPS) Supporting Services (SEIU) Professional Growth System (SSPGS).		
EDUCATION, TRAINING AND EXPERIENCE; CERTIFICATE AND LICENSE REQUIREMENTS: Education Training Experience: High School or GED diploma required. Extensive experience in general cleaning of buildings and maintaining school plants and grounds, preferably for large buildings. Minimum five years' successful building service manager experience, preferably in a public school system. Experience in modeling building service behavior to adult learners in a variety of settings (i.e. workshops, seminars, courses, etc.). Leadership (i.e. team leader, systemwide committees, etc.) experience preferred. Must have completed the Building Systems Operations course and taken the MCPS Building Manager Test and receive the required score prior to, or within 6 months of hire. Other combinations of applicable education, training, and experience which provide the knowledge, abilities and skills necessary to perform effectively in the position.Certificate License: Possession of a stationary engineers license indicating proficiency in the safe operation of low pressure boilers preferred.		
OVERTIME ELIGIBLE: Yes		

DUTIES AND RESPONSIBILITIES:

Example Duties: Serves the needs of assigned building service managers by observing and conferring with each underperforming manager determined to be below standard in the supporting service evaluation process. Conducts school walkthroughs and inspections for the purposes of determining current status of building readiness and cleanliness and identifies areas in which the building service manager needs improvement. Conducts multiple observations, engages in ongoing communication with the manager, and confers with the central facilities operations manager, service center operations manager/assistant manager and/or principal to obtain feedback regarding the manager's improvement or progress and/or concerns. Prepares reports regarding future employment for each manager on their caseload. Assists new, first-year managers assigned to their caseload through observations, feedback, and best practices. Works with managers on assigned caseload to build a knowledge base and repertoire of building service skills to improve school environment, and in acquiring and applying new skills and abilities. Plans and conducts demonstration schedules, inventory, modeling of use of provided school budget, and models effective management strategies. Assists managers on assigned caseload in analyzing data to determine implications for effective school operations, reviewing principal's formal evaluation and observations to plan and implement intervention strategies. Helps managers identify concerns, facilitates constructive problem solving, and refers individuals to appropriate internal programs (i.e. Employee assistance program) when additional support is needed. Supports staff through coaching conversations that encourage accountability, skill development, and continuous improvement. Utilizes computers and technology to maintain digital records, schedule meetings, prepare training materials, correspond with staff and administrators, provide guidance and assist managers with ordering supplies and equipment, preparing reports, and processing work orders, as well as other tasks as assigned or needed. Participates in planning and delivering summer new building service manager training during the months of June, July or August. May also be assigned assistant building service managers to support. Performs related work as required.

This description may be changed at any time.

APPENDIX D

Cleaning Tasks for Building Service Staff



CLEANING TASKS FOR BUILDING SERVICE STAFF

Use this checklist as a guide for understanding the tasks that should be performed by building service staff. Please follow the guidelines below to determine the level of cleaning, disinfection, and minor repairs that staff should care for on any particular day.

REGULAR OPERATIONS

Routine tasks to be performed **daily**.

- Remove trash from bins, and replace liners as needed
- Sweep/vacuum traffic areas
- Vacuum entrance door mats
- Clean and disinfect touchpoints (telephones, light switches, keyboards, pencil sharpeners, etc.) twice a day
- Clean/disinfect water fountains
- Clean door glass
- Clean countertops
- Clean hard surface furniture, as needed
- Cleans walls, as needed Clean door frames, as needed
- Clean and disinfect health cots
- Clean and disinfectant restroome (sinks, urinals, commodes, floors, walls, and partitions)
- Clean soap and paper towel dispensers
- Fill soap, paper towel, and toilet tissue dispensers
- Refresh bathrooms; restock and clean at least thres times each day
- Flush all water fountains and sinks for 60 seconds each day before students and staff arrive
- Sweep and spot mop floors
- Empty outside trash and recycling cans
- Check grounds for trash
- Remove leaves and other debris from the front entrance
- Remove litter and debris from the playground area; check play equipment for safety



EXPANDED OPERATIONS

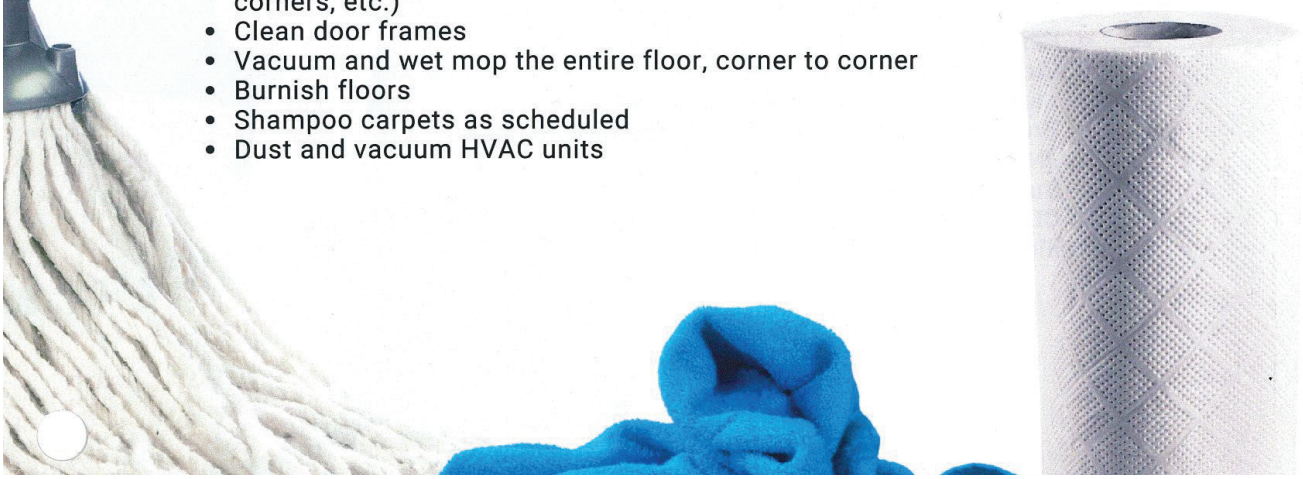
Intense cleaning and disinfection are to be performed with increased frequency to help prevent the spread of germs during flu season, COVID-19 outbreaks, or any virus-related situation. These tasks are in addition to the regular and detailed operations duties listed above.

- Increase the frequency of cleaning and disinfection of touchpoints to 3-4 times per day
- Increase restroom refresh to 4-5 times per day
- Clean and disinfect hard surface furniture daily
- Perform minor repairs and small projects

DETAILED OPERATIONS

Tasks are to be performed **weekly** in addition to regular operations tasks.

- Clean windows, window sills, and blinds
- Clean all hard surface furniture (top, bottom, and sides), including removing gum and other debris
- Clean light fixtures
- Clean high, low, horizontal, and vertical surfaces (ceiling vents, walls, corners, etc.)
- Clean door frames
- Vacuum and wet mop the entire floor, corner to corner
- Burnish floors
- Shampoo carpets as scheduled
- Dust and vacuum HVAC units



OPERATIONS ONLY

When the school is closed, the following deep cleaning, general maintenance, and other tasks **must** be performed:

- TOUCH-UP PAINTING:
  - Classroom walls
  - Restrooms
  - Handrails (indoors and outside)
  - Basketball court backboards, if needed
- ENHANCED DUSTING AND CLEANING:
  - Storage closets
  - Boiler room
  - Windows
  - Classroom air vents
  - High vents in the gym, corridors, entrances, etc.
- HVAC PREP:
  - Make sure all filters have been changed
  - Update filter inventory
- MINOR REPAIRS:
  - Replace all stained or missing ceiling tiles
  - Replace any burned-out lights
  - Repair broken toilet seats
  - Adjust hinges and door closures
  - Adjust nuts and bolts throughout
- GROUNDS:
  - Cut and trim grass, trees, and bushes
  - Weed and mulch landscape areas
  - Remove weeds from sidewalks and curbs
  - Clean fence lines and backstops
  - Clean outside of windows, high and low
  - Pressure wash sidewalks and stadium bleachers
- TRAINING:
  - Building Systems Operations
  - COVID-19 Cleaning and Disinfecting
  - Electrostatic Sprayer Use





APPENDIX E

FY 2026–FY 2027 Trade License, Certification, and Training Plan

FY 2027 Maintenance and Operations Trade Licenses

Trade Shop/Position	Type	Name
GENERAL MAINTENANCE		
General Maintenance Worker I	Required	Maryland Class B Commercial Driver's License (CDL)
General Maintenance Worker II	Required	Maryland Class B Commercial Driver's License (CDL)
General Maintenance Worker III	Required	Maryland Class A Commercial Driver's License (CDL) or equivalent
General Maintenance Assistant Supervisor	Required	Maryland Commercial Driver's License (CDL) or equivalent
General Maintenance Supervisor	Required	Maryland Class B Commercial Driver's License (CDL)
HVAC		
HVAC-R Technician I	Required	Valid EPA-approved Universal CFC Certification (Universal Refrigerant Handling Certification). Must obtain a Maryland HVAC-R Journeyman or Restricted Journeyman License within the 6-month probationary period.
HVAC-R Technician II	Required	Valid EPA-approved Universal CFC Certification and an active Maryland HVAC-R Journeyman or Restricted Journeyman License.
HVAC-R Assistant Supervisor	Required	Valid EPA-approved universal CFC license and an Active state-issued HVAC Journeyman's License
HVAC-R Supervisor	Required	Valid EPA-approved universal CFC license and an Active state-issued HVAC Unrestricted Journeyman's License
PLUMBING		
Plumber I	Required	Valid Backflow certification
Plumber II	Required	Valid Backflow certification & Active Journeyman license
Plumbing Assistant Supervisor	Required	Active state-issued Journey Plumber/Gas license
Plumbing Supervisor	Required	Valid Backflow certification & Active Journey Plumber/Gas license

FY 2026–FY 2027 Maintenance and Operations Certification/Training

Service Area	Type	Name
GENERAL MAINTENANCE		
All	Certification	OSHA10, CPR/AED/First Aid
	Training	Annual Districtwide Compliance, Bloodborne Pathogens, Heat Illness Prevention, CMMS (Asset Essentials) Training, Supervisory Skills Training, Progressive Leadership for Managers Training, Evaluator Training, other Professional Development Courses offered through PDO internal site
Carpentry	Certification	Fall Protection, Bucket Truck
	Training	Table Saw, Google Apps, Google Sheets
Electrical (Electricians)	Certification	Arc Flash, Fall Protection, Bucket Truck, Aerial/Scissor Lift
	Training	Google Apps, Google Sheets
Electronics (Electronic Technicians)	Certification	Fall Protection, Bucket Truck
	Training	Google Apps, Google Sheets
HVAC	Training	Boland Schematics and Wiring Diagrams, Viessmann Training, Google Apps, Google Sheets
Plumbing	Training	Watts Commercial Backflow Preventor Training, Google Apps, Google Sheets
Materials Fabrication	Certification	Aerial/Scissor Lift
	Training	Google Apps, Google Sheets
General Maintenance	Certification	Fall Protection, Bucket Truck
	Training	Smart Salt
Building Service Staff	Training	Building Service Managers Fall & Spring Meetings, Essential Skills for Building Service Managers (Basic Skills Refresher Course), Building System Operations, Basic Computer Skills for DFO employees, Building System Operations, Navigating the 7 Core Competencies to Support DFO staff, Utilizing the 7 Core Competencies, Respecting Our Coworkers in the Workplace, Basic Skills
Preventive Maintenance	Training	Preventive Maintenance (PM) Best Practices Training

APPENDIX F

Sample Facility Asset Inventory

Some information has been removed or altered for privacy or safety concerns								
Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
Life-Automatic Release Door	10000014475	Life-Automatic Release Door By XXXX			2nd Floor	HALL		
Life-Automatic Release Door	10000014480	Life-Automatic Release Door By XXXX			2nd Floor	HALL		
Life-Automatic Release Door	10000014487	Life-Automatic Release Door XXXX			2nd Floor	HALL		
Life-Automatic Release Door	10000014490	Life-Automatic Release Door XXXX			2nd Floor	HALL		
Life-Automatic Release Door	10000014491	Life-Automatic Release Door XXXX			2nd Floor	HALL		
Life-Automatic Release Door	10000014500	Life-Automatic Release Door By XXXX			2nd Floor	HALL		
Life-Automatic Release Door	10000014505	Life-Automatic Release Door By XXXX			2nd Floor	HALL		
Life-Automatic Release Door	10000014509	Life-Automatic Release Door XXXX			2nd Floor	HALL		
Life-Automatic Release Door	10000014516	Life-Automatic Release Door By XXXX			1st Floor	HALL		
Life-Automatic Release Door	10000014520	Life-Automatic Release Door By XXXX			1st Floor	HALL		
Life-Automatic Release Door	10000014525	Life-Automatic Release Door By XXXX			1st Floor	HALL		
Life-Automatic Release Door	10000014527	Life-Automatic Release Door By XXXX			1st Floor	HALL		
Life-Automatic Release Door	10000014531	Life-Automatic Release Door By XXXX			1st Floor	HALL		
Life-Automatic Release Door	10000014534	Life-Automatic Release Door By XXXX			1st Floor	HALL		
Life-Automatic Release Door	10000014535	Life-Automatic Release Door By XXXX			1st Floor	HALL		
Life-Automatic Release Door	10000014540	Life-Automatic Release Door By XXXX			1st Floor	HALL		

Some information has been removed or altered for privacy or safety concerns								
Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
Life-Automatic Release Door	10000014542	Life-Automatic Release Door By XXXX			1st Floor	HALL		
Life-Automatic Release Door	10000014546	Life-Automatic Release Door XXXX			1st Floor	HALL		
Life-Automatic Release Door	10000014554	Life-Automatic Release Door XXXX			1st Floor	HALL		
Life-Automatic Release Door	10000014555	Life-Automatic Release Door XXXX			1st Floor	HALL		
Life-Automatic Release Door	10000014557	Life-Automatic Release Door XXXX			1st Floor	HALL		
Art–Kiln	10000014684	ART ROOM STORAGE–KILN			1st Floor	163A	PARAGONE	TNF82-3
Art–Kiln Vent Hood	10000014680	ART ROOM STORAGE–KILN VENT HOOD			1st Floor	163A	GREENHECK	
BLDSERV-ELECTROSTATIC SPRAYER	MCPS_107378						Victory	VP200ESK
bottle filler	10000014427	Located on 2nd floor next to room 235			2nd Floor	by room 235		
bottle filler	10000014498	Located on 2nd floor next to room 223			2nd Floor	by room 223		
bottle filler	10000014615	Located on 2nd floor next to room 140			1st Floor	by room 140		
Condenser Unit	10000014419	Roof		DSS-5	Roof Level	ROOF	DAIKIN	RX18AXVJU
Condenser Unit	10000014499	200 mech		WCU-1	2nd Floor	200 mech	DAIKIN	RWEQ96TATJA
Condenser Unit	10000014538	247 mech		WCU-9	2nd Floor	247 mech	DAIKIN	RWEQ144TATJA
Condenser Unit	10000014696	Roof		DSS-1	Roof Level	ROOF	DAIKIN	RX18AXVJU
CONDENSING UNIT	10000014701	roof Freezer			Roof Level	roof	BOHN	BCH0010MCAZX2930
CONDENSING UNIT	10000014703	roof Cooler			Roof Level	roof	BOHN	BCH0010MCAZX2930
CUSTODIAL–HEDGE TRIMMER	10000010225	GAS POWERED HEDGE TRIMMER	J37453		Outside	168	ECHO	HCS-2810
Custodial–Lawn Mower	10000007887	48" WALK BEHIND MOWER		NONE	Outside	168	EXMARK	TTS481GKA48300
Custodial–Lawn Mower	10000007913	21" S/P LAWNMOWER			Outside	BSM	EXMARK	ECK180CKA2100 0
Custodial–Lawn Mower	10000007914	21" S/P LAWNMOWER			Outside	168	EXMARK	ECK180CKA2100 0
Custodial–Leaf Blower	10000007911	ECHO LEAF BLOWER		Custodial–Leaf Blower	Outside	168	ECHO	PB-500T
Custodial–Leaf Blower	10000007912	ECHO LEAF BLOWER		Custodial–Leaf Blower	Outside	OUTSIDE	ECHO	PB-500T

Some information has been removed or altered for privacy or safety concerns								
Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
Custodial–Leaf Blower	10000024497	ECHO LEAF BLOWER		Custodial–Leaf Blower	Outside	168	ECHO	PB-500T
Custodial–Pressure Washer	10000014395	PRESSURE WASHER			Outside	125	KRANZEL	
Custodial–Snow Blower	10000007877	Toro Power Max Heavy Duty Snow Blower		Custodial -Snow Blower	Outside	168	TORO COMPANY	38830
Custodial–Snow Blower	10000007879	Toro Power Max Heavy Duty Snow Blower		Custodial -Snow Blower	Outside	168	TORO COMPANY	38830
Custodial–Tractor	MCPS_56018						FORD	NA
Custodial–Tractor	10000007882	TRACTOR W/ 54" DECK PLOW AND MOWING		NONE	Outside	168	KUBOTA	BX1880V-1
Custodial–Vacuum, Walk Bhnd Gas	10000007910	27" PUSH LEAF VACUUM			Outside	168	BILLY GOAT	KV601
Custodial–Weed Eater	10000007873	LAWN TRIMMER			Outside	168	ECHO	PE-2620
Custodial–Weed Eater	10000007875	GAS POWERED STICK EDGER			Outside	TRACTOR SHED	ECHO	SRM-2620
Custodial–Weed Eater	10000024496	LAWN TRIMMER			Outside	168	ECHO	SRM-2620T
Electric–Electric–Transformer	10000014599	ELECTRIC XXXX			1st Floor			
Electric–Electric–Transformer	10000014601	ELECTRIC XXXX			1st Floor			
Electric–Panelboard	10000014321	ELECTRIC BREAKER PANEL IN XXXX			2nd Floor			
Electric–Panelboard	10000014323	ELECTRIC BREAKER PANEL IN XXXX			2nd Floor			
Electric–Panelboard	10000014326	ELECTRIC BREAKER PANEL IN XXXX			2nd Floor			
Electric–Panelboard	10000014328	ELECTRIC BREAKER PANEL IN XXXX			2nd Floor			
Electric–Panelboard	10000014330	ELECTRIC FUSE PANEL IN XXXX			2nd Floor			
Electric–Panelboard	10000014331	ELECTRIC BREAKER PANEL IN XXXX			2nd Floor			
Electric–Panelboard	10000014335	ELECTRIC BREAKER PANEL IN XXXX			2nd Floor			
Electric–Panelboard	10000014336	ELECTRIC BREAKER PANEL IN XXXX			2nd Floor			
Electric–Panelboard	10000014339	ELECTRIC BREAKER PANEL IN XXXX			2nd Floor			
Electric–Panelboard	10000014341	ELECTRIC BREAKER PANEL IN XXXX			2nd Floor			
Electric–Panelboard	10000014381	ELECTRIC BREAKER PANEL IN XXXX			2nd Floor			

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Name	Asset #	Description	Asset OR Code	Tag Number	Floor Level	Room #	Make	Model
Electric–Panelboard	10000014397	ELECTRIC BREAKER PANEL IN XXXX			1st Floor			
Electric–Panelboard	10000014398	ELECTRIC BREAKER PANEL IN XXXX			1st Floor			
Electric–Panelboard	10000014399	ELECTRIC BREAKER PANEL IN XXXX			1st Floor			
Electric–Panelboard	10000014400	ELECTRIC FUSE PANEL IN XXXX			1st Floor			
Electric–Panelboard	10000014401	ELECTRIC BREAKER PANEL IN XXXX			1st Floor			
Electric–Panelboard	10000014403	ELECTRIC BREAKER PANEL IN XXXX			1st Floor			
Electric–Panelboard	10000014406	ELECTRIC BREAKER PANEL IN XXXX			1st Floor			
Electric–Panelboard	10000014411	ELECTRIC BREAKER PANEL IN XXXX			1st Floor			
Electric–Panelboard	10000014584	ELECTRIC XXXX			1st Floor			
Electric–Panelboard	10000014587	ELECTRIC XXXX			1st Floor			
Electric–Panelboard	10000014590	ELECTRIC XXXX			1st Floor			
Electric–Panelboard	10000014593	ELECTRIC XXXX			1st Floor			
Electric–Panelboard	10000014622	ELECTRIC Panel XXXX			1st Floor			
Electric–Panelboard	10000014640	ELECTRIC Panel XXXX			1st Floor			
Electric–Panelboard	10000014644	ELECTRIC Panel XXXX			1st Floor			
Electric–Panelboard	10000014649	ELECTRIC Panel XXXX			1st Floor			
Electric–Panelboard	10000014697	Panel XXXX			1st Floor			
Electric–Panelboard	10000014698	Panel XXXX			1st Floor			
Electric–Panelboard	10000014699	Panel XXXX			1st Floor			
Electric–Panelboard	10000014702	Panel XXXX			1st Floor			
Electric–Panelboard	10000014704	Panel XXXX			1st Floor			
Electric–Switchgear	10000014714	Switch Gear XXXX			1st Floor			
Electric–Transformer	10000014332	ELECTRIC TRANSFORMER IN XXXX			2nd Floor			

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Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
Electric–Transformer	10000014333	ELECTRIC TRANSFORMER IN XXXX			2nd Floor			
Electric–Transformer	10000014337	ELECTRIC TRANSFORMER IN XXXX			2nd Floor			
Electric–Transformer	10000014338	ELECTRIC TRANSFORMER IN XXXX			2nd Floor			
Electric–Transformer	10000014402	ELECTRIC TRANSFORMER IN XXXX			1st Floor			
Electric–Transformer	10000014404	TRANSFORMER IN XXXX			1st Floor			
Electric–Transformer	10000014405	TRANSFORMER IN XXXX			1st Floor			
Electric–Transformer	10000014631	TRANSFORMER IN XXXX			1st Floor			
Electric–Transformer	10000014634	TRANSFORMER IN XXXX			1st Floor			
Electric–Transformer	10000014712	Transformer XXXX			1st Floor			
Electric–Transformer	10000014713	Transformer XXXX			1st Floor			
Elevator–Traction Elevator, Building	10000017739	ELEVATOR			1st Floor	ELEVATOR		
ERU-2	10000014695	ERU-2			2nd Floor			
EVAPORATOR	10000014430	VR-2-5			2nd Floor			
EVAPORATOR	10000014442	VR-2-6			2nd Floor			
EVAPORATOR	10000014453	VR-2-7			2nd Floor			
EVAPORATOR	10000014462	VR-2-8			2nd Floor			
EVAPORATOR	10000014474	DSS-4			2nd Floor			
EVAPORATOR	10000014486	VR-2-4			2nd Floor			
EVAPORATOR	10000014495	VR-3-2			2nd Floor			
EVAPORATOR	10000014510	VR-3-1			2nd Floor			
EVAPORATOR	10000014517	VR-9-13			2nd Floor			
EVAPORATOR	10000014526	VR-9-12			2nd Floor			
EVAPORATOR	10000014548	DSS-6			2nd Floor			
EVAPORATOR	10000014552	VR-9-11			2nd Floor			
EVAPORATOR	10000014560	VR-9-10			2nd Floor			
EVAPORATOR	10000014582	VR-1-9			1st Floor			
EVAPORATOR	10000014586	VR-1-10			1st Floor			
EVAPORATOR	10000014596	VR-1-11			1st Floor			
EVAPORATOR	10000014607	VR-1-6			1st Floor			
EVAPORATOR	10000014618	VR-1-5			1st Floor			

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Name	Asset #	Description	Asset OR Code	Tag Number	Floor Level	Room #	Make	Model
EVAPORATOR	10000014623	VR-1-4			1st Floor			
EVAPORATOR	10000014633	VR-1-3			1st Floor			
EVAPORATOR	10000014637	DSS-s			2nd Floor			
EVAPORATOR	10000014639	VR-1-1			1st Floor			
EVAPORATOR	10000014645	VR-1-2			1st Floor			
EVAPORATOR	10000014663	VR-6-2			1st Floor			
EVAPORATOR	10000014665	VR-6-3			1st Floor			
EVAPORATOR	10000014672	VR-5-8			1st Floor			
EVAPORATOR	10000014677	VR-5-3			1st Floor			
EVAPORATOR	10000014683	VR-5-4			1st Floor			
EVAPORATOR	10000014689	DSS-3			1st Floor			
Fan Coil Unit	10000014591	CUH-1			1st Floor			
Fan Coil Unit	10000014669	CUH-3			1st Floor			
Fire Extinguisher System	MCPS_348-FIREXTN	Fire Extinguisher System						
Grounds Systems	MCPS_348-GROUNDS				Outside	Outside		
HVAC–Boiler High Efficiency	10000014417			Boiler 1	1st Floor			
HVAC–Boiler High Efficiency	10000014418			Boiler 2	1st Floor			
HVAC–Condenser	10000014420 DAIKIN–Condenser			DSS-6	Roof Level	DAIKIN		
HVAC–Condenser	10000014421 DAIKIN–Condenser			DSS-4	Roof Level	DAIKIN		
HVAC–Condenser	10000014423 DAIKIN–Condenser			DSS-3	Roof Level	DAIKIN		
HVAC–Condenser	10000014436 DSS–7 On XXXX			DSS–7	Roof Level	MITSUBISHI		
HVAC–Condenser	10000014464	XXXX–Daikin–Condenser		WCU-4	2nd Floor	DAIKIN		
HVAC–Condenser	10000014530	XXXX- Daikin–Condenser		WCU-3	2nd Floor	DAIKIN		
HVAC–Condenser	10000014541 WCU-2			2nd Floor	DAIKIN			
HVAC–Condenser	10000014617	XXXX Condenser		WCU-7-1	1st Floor	DAIKIN		
HVAC–Condenser	10000014621	XXXX Condenser		WCU-7-1	1st Floor	DAIKIN		
HVAC–Condenser	10000014648			WCU-6	1st Floor	DAIKIN		
HVAC–Condenser	10000014655 XXXX Daikin–Condenser WCU-5			1st Floor	DAIKIN			
HVAC–Condenser Heat Pump	10000014463			DSS-2	Roof Level	DAIKIN		

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Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
HVAC–Cooling Tower	10000014708				Outside	EVAPCO		
HVAC–Dedicated Outside Air	10000014431	DOAS #4 On XXXX		DOAS #4	Roof Level	AnnexAir		
HVAC–Dedicated Outside Air System	10000014458			DOAS-3	Roof Level	Annexair		
HVAC–Dedicated Outside Air System	10000014661	DOAS-2						
HVAC–Evaporator	10000014439	DAIKIN–Evaporator Hall By XXXX		VR-4-12	2nd Floor			
HVAC–Evaporator	10000014456	Evaporator In Ceiling XXXX		VR–8–6	2nd Floor			
HVAC–Evaporator	10000014457	Evaporator In Ceiling XXXX		VR–8–7	2nd Floor			
HVAC–Evaporator	10000014461	cr XXXX		VR 3-3	2nd Floor			
HVAC–Evaporator	10000014465	cr XXXX		VR 3-4	2nd Floor			
HVAC–Evaporator	10000014473	XXXX DAIKIN–Evaporator		VR-4-8	2nd Floor			
HVAC–Evaporator	10000014479	XXXX DAIKIN–Evaporator		VR-4-9	2nd Floor			
HVAC–Evaporator	10000014493	Evaporator In Ceiling XXXX		VR–8–8	2nd Floor			
HVAC–Evaporator	10000014496	Evaporator In Ceiling XXXX		VR–8–9	2nd Floor			
HVAC–Evaporator	10000014512	XXXX DAIKIN–Evaporator		VR-4- 4	2nd Floor			
HVAC–Evaporator	10000014514				1st Floor			
HVAC–Evaporator	10000014518	XXXX DAIKIN–Evaporator		VR-4- 5	2nd Floor			
HVAC–Evaporator	10000014519	Evaporator In Ceiling XXXX		VR–8–1	2nd Floor			
HVAC–Evaporator	10000014524	cr XXXX		VR 3-6	2nd Floor			
HVAC–Evaporator	10000014529	cr XXXX		VR 3-5	2nd Floor			
HVAC–Evaporator	10000014543	Evaporator In Ceiling XXXX		VR–9–5	2nd Floor			
HVAC–Evaporator	10000014545	Evaporator In Ceiling XXXX		VR–9–6	2nd Floor			
HVAC–Evaporator	10000014547	XXXX DAIKIN–Evaporator		VR.3.11	2nd Floor			
HVAC–Evaporator	10000014558	XXXX		VR- 1-15	2nd Floor			
HVAC–Evaporator	10000014559	Evaporator In Ceiling XXXX		VR–9–7	2nd Floor			
HVAC–Evaporator	10000014562	Evaporator In Ceiling XXXX		VR–9–8	2nd Floor			

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Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
HVAC–Evaporator	10000014569	Evaporator In Ceiling XXXX		VR–9–3	2nd Floor			
HVAC–Evaporator	10000014571	Evaporator In Ceiling XXXX x		VR–9–4	2nd Floor			
HVAC–Evaporator	10000014576	Evaporator In Ceiling XXXX		VR–9–2	2nd Floor			
HVAC–Evaporator	10000014577	Evaporator In Ceiling XXXX		VR–9–1	2nd Floor			
HVAC–Evaporator	10000014578			VR-3-9	2nd Floor			
HVAC–Evaporator	10000014579			VR-3-10	2nd Floor			
HVAC–Evaporator	10000014580	XXXX		VR- 1-7	1st Floor			
HVAC–Evaporator	10000014595	XXXX–Evaporator		VR-7-12	1st Floor			
HVAC–Evaporator	10000014597	XXXX–Evaporator		VR-7-13	1st Floor			
HVAC–EVAPORATOR	10000014598	Evaporator in XXXX (Overhead)			1st Floor			
HVAC–Evaporator	10000014600	XXXX–Evaporator		VR-7-10	1st Floor			
HVAC–Evaporator	10000014603	XXXX–Evaporator		VR-7-11	1st Floor			
HVAC–Evaporator	10000014604			VR-7-16	1st Floor			
HVAC–Evaporator	10000014606			VR-7-17	1st Floor			
HVAC–Evaporator	10000014614	cr XXXX		VR-7-9	1st Floor			
HVAC–Evaporator	10000014616	VR-7-18			1st Floor			
HVAC–Evaporator	10000014619	VR-7-19			1st Floor			
HVAC–Evaporator	10000014626	XXXX		VR- 7-1	1st Floor			
HVAC–Evaporator	10000014627			VR-7-6	1st Floor			
HVAC–Evaporator	10000014628			VR-7-6	1st Floor			
HVAC–Evaporator	10000014635	Hall by XXXX Evaporator		VR-10	1st Floor			
HVAC–Evaporator	10000014636	VR-7-2			1st Floor			
HVAC–Evaporator	10000014638	VR-7-3			1st Floor			
HVAC–Evaporator	10000014643	XXXX		VR-6-4	1st Floor			
HVAC–Evaporator	10000014647	XXXX		VR-6-5	1st Floor			
HVAC–Evaporator	10000014651			VR-6-6	1st Floor			
HVAC–Evaporator	10000014654			VR-6-7	1st Floor			
HVAC–Evaporator	10000014662 XXXX Evaporator			VR-5-1	1st Floor			
HVAC–Evaporator	10000014664 XXXX Evaporator			VR-5-2	1st Floor			
HVAC–Evaporator	10000014666 cr XXXX			VR-5-10	1st Floor			
HVAC–Evaporator	10000014667 cr XXXX			VR-5-9	1st Floor			
HVAC–Evaporator	10000014671				1st Floor			

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Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
HVAC–Evaporator	10000014673	XXXX		VR- 5-7	1st Floor			
HVAC–Evaporator	10000014678	cr XXXX		VR-5-6	1st Floor			
HVAC–Evaporator	10000014681	cr XXXX		VR-5-5	1st Floor			
HVAC–Evaporator	10000014688	cr XXXX		VR-2-1	1st Floor			
HVAC–Evaporator	10000014690	cr XXXX		VR-2-2	1st Floor			
HVAC–Evaporator	10000014691				1st Floor			
HVAC–Evaporator	10000014706	EVAPORATOR In Ceiling In XXXX		VR–1 -14	1st Floor			
HVAC–Exhaust Fan–Direct	10000014353	EXHAUST FAN IN XXXX		EF-21	Outside			
HVAC–Exhaust Fan–Direct	10000014422	GREENHECK HVAC–Exhaust Fan–Direct		EF-19	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014425	GREENHECK HVAC–Exhaust Fan–Direct		EF-17	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014428			EF-1	Roof	Level Roof		
HVAC–Exhaust Fan–Direct	10000014433			EF-8	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014435			EF-9	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014438			EF-11	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014441			EF-10	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014443	EF-20 On Upper Roof		EF–20	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014447			EF-18	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014449			EF-16	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014455				Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014469	GREENHECK HVAC–Exhaust Fan–Direct		EF-4	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014477	GREENHECK HVAC–Exhaust Fan–Direct		EF-3	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014481	GREENHECK HVAC–Exhaust Fan–Direct		EF-5	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014485	GREENHECK HVAC–Exhaust Fan–Direct		EF-6	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014522			EF-15	Roof Level	Roof		

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Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
HVAC–Exhaust Fan–Direct	10000014533				Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014653	GREENHECK HVAC–Exhaust Fan–Direct		EF-2	Roof Level	Roof		
HVAC–Exhaust Fan–Direct	10000014656	GREENHECK HVAC–Exhaust Fan–Direct		EF-7	Roof Level	Roof		
HVAC–Fan Coil Unit	10000014630	Fan Coil Unit		CUH-9	1st Floor			
HVAC–Fan Coil Unit	10000014652	Fan Coil		CUH-8	1st Floor			
HVAC–Fan Coil Unit	10000014686	Fan Coil Unit		CUH-7	1st Floor			
HVAC–Fan Coil Unit	10000014687	Fan Coil Unit		CUH-6	1st Floor			
HVAC–Fan Coil Unit	10000014705	CUH-2 In Ceiling By XXXX		CUH–2	1st Floor			
HVAC–Heat Exchanger	10000014612	Heat Exchanger In XXXX			1st Floor			
HVAC–HP Refrigerant Brch Se	10000014504	Branch Selector 8-2 In XXXX			2nd Floor			
HVAC–HP Refrigerant Brch Se	10000014508	Branch Selector 8-3 In XXXX			2nd Floor			
HVAC–HP Refrigerant Brch Se	10000014539	Branch Selector 9-3 In XXXX			2nd Floor			
HVAC–HP Refrigerant Brch Se	10000014544	Branch Selector 9-2 In XXXX			2nd Floor			
HVAC–HP Refrigerant Brch Se	10000014574	Branch Selector 9-4 In XXXX			2nd Floor			
HVAC–HP Refrigerant Brch Se	10000014581	Branch Selector 9-1 In XXXX			2nd Floor			
HVAC–HP Refrigerant Brch Se	10000014611	Branch Selector 8-3 In XXXX			2nd Floor			
HVAC–HP Refrigerant Brch Se	10000014709	Branch Selector In XXXX			1st Floor			
HVAC–HP Refrigerant Brch Sel	10000014432	XXXX HVAC–HP Refrigerant Brch Sel			2nd Floor			
HVAC–HP Refrigerant Brch Sel	10000014451	XXXX HVAC–HP Refrigerant Brch Sel			2nd Floor			

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Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
HVAC–HP Refrigerant Brch Sel	10000014502	XXXX HVAC–HP Refrigerant Brch Sel			2nd Floor			
HVAC–HP Refrigerant Brch Sel	10000014513	XXXX HVAC–HP Refrigerant Brch Sel			2nd Floor			
HVAC–HP Refrigerant Brch Sel	10000014536	XXXX HVAC–HP Refrigerant Brch Sel			2nd Floor			
HVAC–HP Refrigerant Brch Sel	10000014550				2nd Floor			
HVAC–HP Refrigerant Brch Sel	10000014556				2nd Floor			
HVAC–HP Refrigerant Brch Sel	10000014563				2nd Floor			
HVAC–HP Refrigerant Brch Sel	10000014585	XXXX HVAC–HP Refrigerant Brch Sel			1st Floor			
HVAC–HP Refrigerant Brch Sel	10000014594				1st Floor			
HVAC–HP Refrigerant Brch Sel	10000014641	XXXX HVAC–HP Refrigerant Brch Sel			1st Floor			
HVAC–HP Refrigerant Brch Sel	10000014650	XXXX HVAC–HP Refrigerant Brch Sel			1st Floor			
HVAC–HP Refrigerant Brch Sel	10000014670	XXXX HVAC–HP Refrigerant Brch Sel			1st Floor			
HVAC–HP Refrigerant Brch Sel	10000014674	XXXX HVAC–HP Refrigerant Brch Sel			1st Floor			
HVAC–HP Refrigerant Brch Sel	10000014682	XXXX HVAC–HP Refrigerant Brch Sel			1st Floor			
HVAC–HP Refrigerant Brch Sel	10000014710	XXXX HVAC–HP Refrigerant Brch Sel			1st Floor			
HVAC–HVAC	10000014572	XXXX			2nd Floor			
HVAC–Inground (Geothermal)	10000014528	WCU-8 In XXXX			2nd Floor			
HVAC–Inground (Geothermal) Heat Pump	10000014440	XXXX			2nd Floor			
HVAC–Inground (Geothermal) Heat Pump	10000014445	XXXX		HPU-5	2nd Floor			

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Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
HVAC–Inground (Geothermal) Heat Pump	10000014501			HPU-2	Penthouse/ Mezzanine			
HVAC–Inground (Geothermal) Heat Pump	10000014511			HPU-3	Penthouse/ Mezzanine			
HVAC–Inground (Geothermal) Heat Pump	10000014567			HPU-8	2nd Floor			
HVAC–Inground (Geothermal) Heat Pump	10000014570			HPU-7	2nd Floor			
HVAC–Inground (Geothermal) Heat Pump	10000014657	XXXX		HPU-4	Penthouse/ Mezzanine			
HVAC–Inground (Geothermal) Heat Pump	10000014658 XXXX HPU-9				Penthouse/ Mezzanine			
HVAC–Inground (Geothermal) Heat Pump	10000014659 XXXX HPU-10				Penthouse/ Mezzanine			
HVAC–Inground (Geothermal) Heat Pump	10000014660 XXXX HPU-1				Penthouse/ Mezzanine			
HVAC–Space Heater	10000014317	ELECTRIC SPACE HEATER IN XXXX						
HVAC–Space Heater	10000014318	ELECTRIC SPACE HEATER IN XXXX						
HVAC–Space Heater	10000014342	ELECTRIC SPACE HEATER IN XXXX		NONE				
HVAC–Space Heater	10000014354	ELECTRIC SPACE HEATER IN XXXX						
HVAC–Space Heater	10000014668	ELECTRIC SPACE HEATER IN XXXX			1st Floor			
HVAC–Space Heater	10000014692	XXXX			2nd Floor			
HVAC–Space Heater	10000014693	XXXX			2nd Floor			
HVAC–Space Heater	10000014700				2nd Floor			
HVAC–Space Heater	10000014715	Space Heater In XXXX		PUH–1	1st Floor			
HVAC–Space Heater	10000014716	Space Heater In XXXX		PUH–2	1st Floor			
HVAC–Space Heater	10000014734	XXXX		PUH	1st Floor			
HVAC–Supply Fan–Direct	10000014452			EF-13	Roof Level			
HVAC–Variable Frequency Dri	10000014602	VFD-5 In XXXX		VFD–5	1st Floor			

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Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
HVAC–Variable Frequency Dri	10000014605	VFD-5 In XXXX		VFD–6	1st Floor			
HVAC–VFD–P1	10000014482	HVAC–VFD–P1 V		FD-P1	1st Floor			
HVAC–VFD–P2	10000014488	HVAC–VFD–P1		VFD-P2	1st Floor			
HVAC–VFD–P3	10000014494	HVAC–VFD–P1		VFD-P3	1st Floor			
HVAC–VFD–P4	10000014492	HVAC–VFD–P1		VFD-P4	1st Floor			
HVAC–VFD --1,2 Control Power	10000014472 HVAC–VFD -1,2 VFD 1,2				1st Floor			
HVAC Evaporator	10000014444			VR-8-5	2nd Floor			
HVAC Evaporator	10000014448			VR-8-4	2nd Floor			
HVAC Evaporator	10000014454			VR-8-3	2nd Floor			
HVAC Evaporator	10000014459			VR-8-2	2nd Floor			
HVAC Evaporator	10000014467			VR-4-11	2nd Floor			
HVAC Evaporator	10000014468			VR-4-10	2nd Floor			
HVAC Evaporator	10000014478			VR-4-6	2nd Floor			
HVAC Evaporator	10000014484			VR-4-7	2nd Floor			
HVAC Evaporator	10000014515			VR-4-3	2nd Floor			
HVAC Evaporator	10000014523			VR-4-2	2nd Floor			
HVAC Evaporator	10000014532			VR-4-1	2nd Floor			
HVAC Evaporator	10000014537			VR-3-8	2nd Floor			
HVAC Evaporator	10000014551			VR-3-7	2nd Floor			
HVAC Evaporator	10000014568			VR-2-9	2nd Floor			
HVAC Evaporator	10000014608			VR-7-15	1st Floor			
HVAC Evaporator	10000014609			VR-7-14	1st Floor			
HVAC Evaporator	10000014629			VR-7-5	1st Floor			
HVAC Evaporator	10000014632			VR-7-4	1st Floor			
HVAC Evaporator	10000014642			VR-6-9	1st Floor			
HVAC Evaporator	10000014646			VR-6-8	1st Floor			
HVAC Evaporator	10000014685			DSS-2	1st Floor			
HVAC System	MCPS_348-HVAC							
HVAC-Water Source Heat Pump	10000014434			P2	1st Floor			
HVAC-Water Source Heat Pump	10000014437			P1	1st Floor			
HVAC-Water Source Heat Pump	10000014446			P3	1st Floor			
HVAC-Water Source Heat Pump	10000014450			P4	1st Floor			

Some information has been removed or altered for privacy or safety concerns								
Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
Kitchen–Air Door	10000014583	KITCHEN–AIR DOOR (At Back Door)			1st Floor	110H		
Kitchen–Cashier Table	10000014489	CASHIER–TABLE			1st Floor	110H		
Kitchen–Convection–Oven	10000014573	KITCHEN–CONVECTION–LOWER OVEN			1st Floor	110H		
Kitchen–Convection–Oven	10000014575	KITCHEN–CONVECTION -UPPER OVEN			1st Floor	110H		
Kitchen–Counter–Cool	10000014470	KITCHEN–COUNTER–COOL			1st Floor	110H		
Kitchen–Counter–Cool	10000014471	KITCHEN–COUNTER–COOL			1st Floor	110H		
Kitchen–Counter–Hot	10000014476	KITCHEN–COUNTER–HOT			1st Floor	110H		
Kitchen–Milk Cooler	10000014483	KITCHEN–MILK COOLER			1st Floor	110H		
Kitchen–Reach–In Refrigerator	10000014549	KITCHEN–REACH–IN REFRIGERATOR			1st Floor	110H		
Kitchen–Reach–In Warmer	10000014497	KITCHEN–REACH–IN WARMER			1st Floor	110H		
Kitchen–Vent Hood	10000014565	KITCHEN–VENT HOOD			1st Floor	110H		
Kitchen–Walk In Freezer E-Vap	10000014592	KITCHEN–WALK–IN FREEZER E-VAP			1st Floor	110H		
Kitchen–Walk In Refrigerator EVap	10000014589	KITCHEN–WALK–IN REFRIGERATOR E-VAP			1st Floor	110H		
Kitchen–Work Table	10000014503	KITCHEN–COUNTER WORK TABLE			1st Floor	110H		
Kitchen–Work Table	10000014507	KITCHEN–COUNTER WORK TABLE			1st Floor	110H		
Life–Emergency Generator	10000014711				Outside	OUTSIDE		
Life–Fire Alarm Panel Remote Booster	10000014407	FIRE ALARM BOOSTER PANEL IN XXXX		NONE				
Life–Fire Alarm Panel Remote Booster	10000014408	FIRE ALARM BOOSTER PANEL IN XXXX		NONE				
Life–Fire Alarm Panel Remote Booster	10000014409	FIRE ALARM BOOSTER PANEL IN XXXX		NONE				
Life–Fire Panel	10000014717	Main Fire Panel In XXXX						
Life–Fire Panel	10000014410	FIRE ALARM ANNUNCIATOR PANEL IN XXXX		NONE				

Some information has been removed or altered for privacy or safety concerns								
Name	**Asset #**	**Description**	**Asset OR Code**	**Tag Number**	**Floor Level**	**Room #**	**Make**	**Model**
Life–Fire Pump–Elec	10000014352	SPRINKLER SYSTEM PUMP		NONE				
Misc–Air Scrubbers	MCPS_97851	XXX–CLASSROOM			1st Floor			
Misc–Auto-Matic Door Openers	10000014344	ELECTRIC OVERHEAD DOOR OPENER IN XXXX		NONE	Outside			
Misc–Water Bottle Filler	10000014613				1st Floor			
Misc–Water Bottle Filler	10000014624				1st Floor			
Misc–Water Bottle Filler	10000014679				1st Floor			
Misc–Water Fountain	10000014610				1st Floor			
Misc–Water Fountain	10000014625				1st Floor			
Misc–Water Fountain	10000014675				1st Floor			
Plumb–Backflow Preventers	10000014351	6" BACKFLOW IN XXXX		NONE	Outside			
Plumb–Backflow Preventers	10000019081	1 1/2" BACKFLOW IN XXXX		NONE	Outside			
Plumb–Backflow Preventers	10000019082	BACKFLOW IN XXXX		NONE	Outside			
Plumb–Single Counter Sink	10000014564	KITCHEN–SINGLE COUNTER SINK			1st Floor			
Plumb–Single Sink	10000014553	SINGLE SINK (Hand wash)			1st Floor			
Plumb–Triple Sink	10000014561	KITCHEN–TRIPLE SINK			1st Floor			
Plumb–Water Heaters	10000014355				1st Floor			
Sound System	10000014676	Located in the XXXX			1st Floor			
Space Heater	10000014707	XXXX			1st Floor			
Stage lighting	10000014694	Located on the stage in XXXX			1st Floor			
Water Fountain	10000014426	Located XXXX			2nd Floor			
Water Fountain	10000014506	Located on XXXX			2nd Floor			
Water Fountain	10000014620	Located on XXXX			1st Floor			



APPENDIX G

Preventive Maintenance Tasks

This checklist is a guide for the routine preventive maintenance (PM) tasks that should be performed in all MCPS facilities. Tasks are to be performed by Preventive Maintenance staff.

The frequency is defined as **W** (weekly/onsite), **M** (monthly), **Q** (quarterly), **S** (seasonally).

INTERIOR TASKS	W	M	Q	S
Check the operation of air compressors; record the chilled water temperature.	✓			✓
Check boiler operation, water temperature, and pressure; look for oil leaks.	✓			✓
Check the operation of the circulation pumps.	✓			
Check the water level and fan operation of the cooling tower (If applicable).	✓			✓
Check the operation and temperature of walk-in coolers (40-45°F) and freezers (0°F or below).	✓			
Report overcooling and overheating conditions in classrooms and offices.	✓			✓
Report condensate leaks from chilled water piping and HVAC equipment.	✓			✓
Check the operation of bathroom exhaust fans.	✓			
Change belts on large air-handling equipment. Grease motors and flush condensate lines.				✓
Change belts and grease exhaust fans.				✓
Grease motors and pumps in the central plant.				✓
Clear condensate lines on small terminal equipment.			✓	
Replace air filters in air supply units.			✓	
Inspect filters in air purifier units; replace if necessary.			✓	
Lubricate small terminal HVAC equipment.			✓	
Check plumbing fixtures and water coolers for leaks. Report any issues immediately.	✓			
Identify stained ceiling tiles. Inspect and report active leaks and special cuts needed.	✓			
Inspect and replace water bottle filling stations filters, as needed.	✓			
Clean and inspect clay traps.		✓		

FREQUENCY LEGEND: **W** (weekly/onsite), **M** (monthly), **Q** (quarterly), **S** (seasonally).

EXTERIOR TASKS (Roof and Grounds)	W	M	Q	S
Inspect the roof and report damage to membrane and flashing/coping.	✓			
Report damaged rooftop exhaust fan covers and vent obstructions (e.g., bird nests).	✓			
Check for damaged condensate drain lines coming from wall-mounted units.			✓	
Remove mowed grass or vegetation clogging/blocking outside air (OA) intakes.			✓	

EXTERIOR TASKS (Relocatable Classrooms)	W	M	Q	S
Replace air filters for heat pumps.			✓	
Check operation of exhaust fans.	✓			
Check thermostats and report overcooling or overheating conditions.	✓			


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RAM BOARD

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(1) Title VI of the federal *Civil Rights Act of 1964*; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not

(a) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(b) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(c) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.**

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For inquiries or complaints about discrimination against MCPS students* **	**For inquiries or complaints about discrimination against MCPS staff*** **
Department of Student Conduct and Appeals Student Welfare and Compliance Team Division of Equity and Organizational Development 850 Hungerford Drive, Suite 200, Rockville, MD 20850 240-740-3215 | SWC@mcpsmd.org	Human Resource Compliance Officer Division of Human Resources and Talent Management Department of Compliance and Investigations 15 West Gude Drive, Suite B400, Rockville, MD 20850 240-740-2888 | DCI@mcpsmd.org
For student requests for accommodations under *Section 504 of the Rehabilitation Act of 1973*	**For staff requests for accommodations under the** *Americans with Disabilities Act*
Section 504 Coordinator Division of Specialized Support Services, Department of School Counseling 850 Hungerford Drive, Room 170, Rockville, MD 20850 240-987-8031 | 504@mcpsmd.org	ADA Compliance Coordinator Division of Human Resources and Talent Management Department of Compliance and Investigations 15 West Gude Drive, Suite B400, Rockville, MD 20850 240-740-2888 | DCI@mcpsmd.org
For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff* **	
Department of Student Conduct and Appeals, Title IX Team Division of Equity and Organizational Development 850 Hungerford Drive, Suite 200, Rockville, MD 20850 240-740-3215 | TitleIX@mcpsmd.org	

**This notification complies with the federal Elementary and Secondary Education Act, as amended.*

***This notification complies with the Code of Maryland Regulations Section 13A.01.07.*

****Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mccr@maryland.gov; Agency Equity Officer, Office of Equity Assurance and Compliance, Office of the Deputy State Superintendent of Operations, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, MD 21201-2595, oeac.msde@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), 61 Forsyth St. S.W., Suite 19T10, Atlanta, GA 30303, 404-974-9406 and TDD: 800-877-8339, OCR.Atlanta@ed.gov, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.*

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