BCPS FACILITIES TASK FORCE

Minutes
Thursday, November 2, 2017
Plantation High School Media Center • 6901 NW 16th St, Plantation, FL 33313

REGULAR MEETING 7:00 P.M. - 9:00 P.M.

1. Meeting was called to order 7:06 pm and quorum was met.
2. Introductions were made
3. Approved Minutes – October 2, 2017
4. House Keeping:
   i. IMPORTANT FTF MEETING DATES TO REMEMBER: Dec. 7th, 2017, Jan. 11th, 2018, Feb. 1st, Mar 1st, Apr. 5th, June 7th.
   ii. Conflict of Interest Form
   iii. Reminder – Click on link to complete the On Line Committee Training
   iv. Status of Smart Schools website: http://www.browardschools.com/School-Info/SmartSchools. Hover mouse over the dot and click on “Learn more about this project”.
5. Guest Speaker – Roger Riddlemoser, Director, Environmental Health & Safety – See attached documents. Provided a handout of the Indoor Air Quality Program (IAQ) Response Protocol steps 1 through 13 process seems to work well. The big part of the process is the on sight staff and the on sight staff being part of the team along with Physical Plant Operations (PPO) and Environmental health and Safety. If all those elements come together then the process works very well. The biggest thing is to identify the issue we have and to resolve it as soon as possible.

Walking through the protocol, someone needs to report the issue as soon as possible. First phase is to address it on sight. The on sight personnel need to address it first. Looking down the line at initiating the EPA Tools For Schools Indoor Air Quality program usage to nearly 100%. That includes the EPA IAQ app. One of the key elements is having a team at each one of the facilities and having them aware, informed and educated on how they can address the issue. There should be 3 or 4 team members to address a lot of the IAQ issues. There is an anonymous form where concerns arise. The information under Risk Management for IAQ is transitioning to the Environmental Health & Safety. There are a couple of different components first being the on sight personnel being available and trained (i.e. facilities service people and an administrator).

If you go to Environmental Protection Agency Website and look at their Tools for Schools program, that is what they are going to try to establish. Department currently has that, but they are looking to enhance it. Training will not be for a mold remediator or accessor. The role is to look for locations that could be potential problems. If it is something that they are not able to address, then the department needs to bring in a certified mold accessor to find out what needs to be done corrective action wise. The request form would have to be filled out to supply the department with information to proceed even if the anonymous form was filled out. Along with any work orders. Maximo will allow more feedback which current system does not allow. There is a cost allocation that shows up, but schools do not pay for PPO maintenance. The language in the BTU contract has been reviewed and the department will be working with the union. The Union is part of the on sight group and part of the team. The union needs to know what process is in place along with a point person at the facility. Three individuals are mold accessors and are qualified. The issue of printing out the form versus having an electronic version was raised. Recommendation is to make the form an online fillable PDF and easily accessible when transition is made from Risk Management.

The work orders that are created through the Environmental department will be generated in Maximo. Next time we will talk about schedules, plans and structure on the Tools for Schools program. Each report is sent to an administrator for the school site along with the facility service people are responsible so that everyone is aware of what needs to be done. The administrator addresses and follows up on the report. The department has the staff to initiate the Tools for Schools program, but it also requires the buy in from the schools to establish their teams.

6. Follow Up Items
   Western HS Drainage & covered walkway- exfiltration system is needed and pavers need to be removed to provide proper drainage.
Gulfstream Academy covered walkway - all were done. SSOS funds were approved for a covered walkway.

Chapel Trail – painting of building – have not been able to get the painter out to the school.

Schedule for the last time school’s requested were painted – List hasn’t updated which PPO is currently updating.

Coral spring HS – Single Point of Entry – Will remain as part of major renovation. Design is close to being complete and moving into the phase of hiring a contractor. Looking at a schedule for next meeting as to when it will be done. Reuse of plans for the single point of entry was discussed. Verified that there is no hole in the Ft. Lauderdale HS bathroom.

7. Old Business
   The Bond oversight committee is due in 2 weeks.
   a. SMART Program
      i. Update on vendor evaluation process. Currently going through a draft test mode. Selected project managers who will actually be doing the work. Sit down and train them in the instrument and then use the instrument with a series of designs, CM’s and contractors. Then fine tune the instrument based on feedback. Then be in 90 – 120 days in mode of where it is actually in the peaks of operation. It should inform those who are currently doing business and would need to look at new vendors coming in who have not done business with the district. Asked that the evaluation be brought back to Facilities Task Force for input. Building department gave comments which were imbedded into document so that the evaluation would cover issues for designers.
      ii. School Enhancement - purchase order cannot be issued until Ms. Ghaby, from Heery, has a signed off ballot.

8. New Business
   a. Media Center – no/antiquated ed spec for the “New” media center
      There is a design and materials standards do have a prototypical media center. The design standard is at a certain level and the media centers are all over the place based on when they were built. Going one by one to bring them up to a certain standard.
   b. Plantation Middle School Media Center – Project amount reduced
      To be reviewed.
   c. Needs assessment vs RFQ vs scope validation – discrepancies
      Issues that came up were expediting a project with no direction from staff. No return phone calls. Comments received are not clear or are already in the plan. When district reviews the plans from the trades the information may be on another page. The architects suggested that they sit down and review the plans. This would expedite the process. When the plans reach 90% then they go to the reviewers in Atlanta. It seems the architects rely on the district reviewers to identify corrections. The building department is required to return the plans within 5 days of receipt.
   d. Rotation of Vendors for small projects was discussed and the process being used.

11. Public Comment
12. Adjourned meeting 9:19 p.m.