

Eastern Suffolk BOCES

Strategic Action Plan II.A: Assuring Eastern Suffolk BOCES Facilities Services and Regional Leadership for School Facilities Management

ADDRESSES BOCES GOAL(S):

- I. High Standards for Student Achievement
- III. Shared Services
- IV. Program and Services Availability
- V. Cost-Effectiveness, Quality Management, and Operational Efficiency
- VI. Technology
- VII. Strategic Planning
- VIII. Health, Safety, Security, and Space
- X. Internal Communications

RESPONSIBLE ADMINISTRATOR:

- Director, Building Services
- Director, Administrative Services

COLLABORATOR(S):

- Administrative Council
- Program Administrators
- Operations & Maintenance
- Health & Safety

STRATEGIC PLANNING STRATEGY:

By July 2016, there will be a measurable improvement in facilities services to Eastern Suffolk BOCES students, staff, and regional school district operations and maintenance departments by 1) ensuring the health, safety, and security of all Eastern Suffolk BOCES facility occupants; and 2) becoming a regional leader in the area of school facilities management.

ACTIVITIES	Target Date for Completion	Responsible Person/Group	Status/Outcome <i>(include dates - mm/dd/yy)</i>
1. Provide roundtable discussions with Facility Directors of component districts regarding cases where BOCES can help meet district needs and assist in cooperative programs to reduce costs and resources.	Ongoing through 2016	Director, Building Services	
2. Receive feedback from component districts and BOCES internal departments for facility-related co-operative bids for commodities/services	Ongoing through 2016	Director, Building Services	
3. Utilize preventive maintenance program to monitor and schedule predictive and preventive maintenance activities. These activities will ensure the health and safety of building occupants.	Ongoing through 2016	Director, Building Services	

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ACTIVITIES	Target Date for Completion	Responsible Person/Group	Status/Outcome <i>(include dates - mm/dd/yy)</i>
4. Continuous evaluations and updates of Health, Safety, and Security programs to meet current agency needs.	Ongoing through 2016	Director, Administrative Services	

RESOURCES REQUIRED:

- BOCES Existing Personnel and Work Time
- Demographic Studies
- Facilities Studies (usage and availability)
- Planning Studies

POSSIBLE SOURCES OF FUNDING:

- Capital and Program Budgets
- Local/State/Federal Grants

BASELINE DATA:

1) Measurement A. Ensuring the Health, Safety, and Security of All Eastern Suffolk BOCES Facility Occupants

a) ESBOCES Facilities Survey

Baseline Year: 2002-2003

Baseline Data:

- Internal ESBOCES survey satisfaction results from 2002 (see attached)

2016 Projection:

- Exceed 2002 excellent/good survey result percentages in the areas of Appearance, Safety, Security, Lighting, Custodial standards, and Maintenance

b) ESBOCES Safety and Security Assessment

Baseline Year: 2007-2008

Baseline Data:

- The agency does not presently have any access control systems or IP cameras
- Recommendations for the improvement of Access Control at ESBOCES locations

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2016 Projection:

- Completion of all Phase I Security Assessment recommendations.
- After the completion of Phase I, the reassessment of access control needs, with the installation of additional access control points providing the agency with more than the 58 access control door systems as outlined in Phase I of Security Assessment
- Reduction of custodial overtime utilized to perform building checks through the use of access control system enhancements (i.e. temperature sensors, etc.)

c) Use of Online Preventive Maintenance System for ESBOCES facilities

Baseline Year: 2007-2008

Baseline Data:

- 0%: The agency does not presently utilize a preventative maintenance system

2016 Projection:

- After the cataloging of all building systems, the agency will utilize an online system for the preventive maintenance of 100% of its facilities equipment and related components

2) Measurement B. Becoming a Regional Leader in the Area of School Facilities Management

a) Use of Facilities Management related cooperative bidding

Baseline Year: 2007-2008

Baseline Data:

- The agency presently has 13 facilities related cooperative bid documents

2016 Projection:

- Increase facilities related cooperative bids by 20%
- Increase district participation levels

b) ESBOCES/Component District Facilities Manager Meetings

Baseline Year: 2007-2008

Baseline Data:

- Number of meetings : 0
- Component district participation rate: 0%

2016 Projection:

- Number of meetings: 4/yr
- Average participation rate: above 50%

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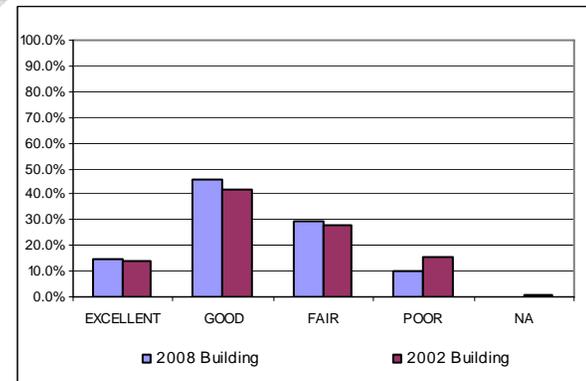
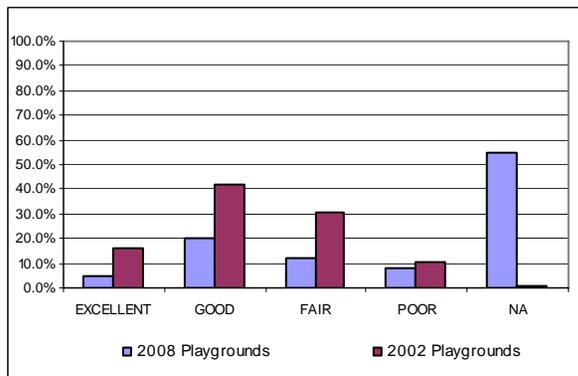
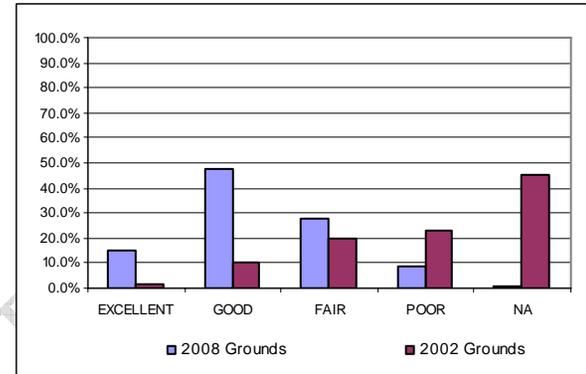
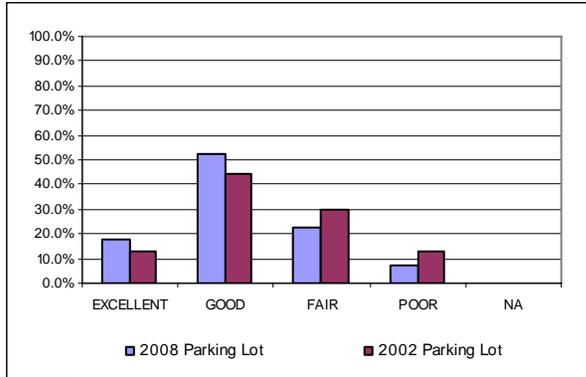
AGENCY-WIDE
RATINGS OF BUILDING - APPEARANCE*

YEAR		PERCENT OF RESPONDENTS				
		EXCELLENT	GOOD	FAIR	POOR	NOT APPLICABLE
	<i>OUTSIDE</i>					
2008	Parking Lot	17.5%	52.4%	22.6%	7.2%	0.3%
2002		12.9%	44.1%	30.1%	12.7%	0.2%
2008	Grounds	14.7%	47.9%	27.5%	8.9%	1.0%
2002		1.4%	10.1%	19.7%	23.2%	45.5%
2008	Playgrounds	5.2%	19.9%	12.0%	8.3%	54.5%
2002		15.9%	41.8%	30.8%	10.6%	0.9%
2008	Building	14.6%	45.7%	29.1%	10.2%	0.3%
2002		14.1%	42.2%	27.6%	15.6%	0.4%
	<i>INSIDE</i>					
2008	Lobby	20.7%	50.7%	18.8%	6.5%	3.2%
2002		12.3%	49.7%	28.6%	5.2%	4.1%
2008	Hallways	17.0%	51.3%	24.5%	5.7%	1.5%
2002		14.0%	49.2%	28.7%	6.6%	1.5%
2008	Classrooms	9.9%	33.3%	25.8%	8.9%	22.0%
2002		7.1%	36.2%	29.8%	8.8%	18.2%
2008	Gymnasium	7.3%	23.9%	15.8%	11.6%	41.4%
2002		5.5%	24.5%	20.9%	6.8%	42.2%
2008	Cafeteria	8.1%	27.3%	21.3%	13.2%	30.2%
2002		3.5%	21.1%	24.5%	11.6%	39.3%
2008	Conference Rooms	12.2%	46.5%	18.9%	4.3%	18.1%
2002		10.3%	43.6%	21.8%	6.4%	17.9%
2008	Offices	14.8%	51.1%	23.9%	3.7%	6.5%
2002		10.0%	53.1%	27.1%	7.2%	2.7%
2008	Kitchen	8.7%	33.1%	22.1%	12.0%	24.1%
2002		6.1%	34.2%	25.1%	11.8%	22.8%
2008	Restrooms	10.2%	36.6%	31.7%	21.3%	0.2%
2002		7.3%	33.4%	34.8%	24.1%	0.4%

*Appearance: Cleanliness, maintenance, paint, floor condition, ceiling tiles
(e.g., How does the area look? Is it clean and well maintained?)

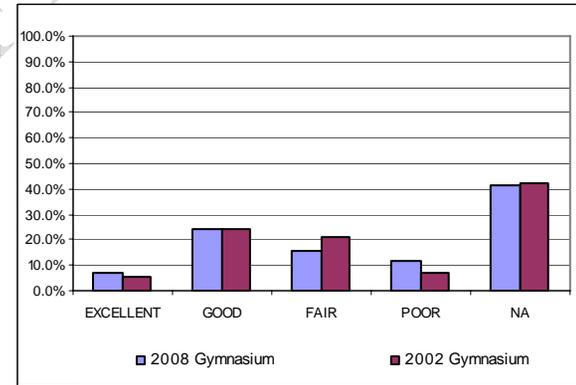
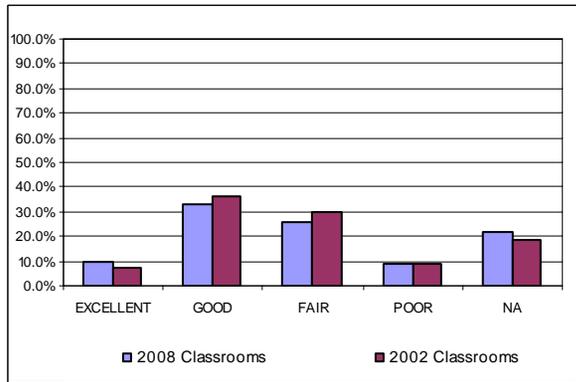
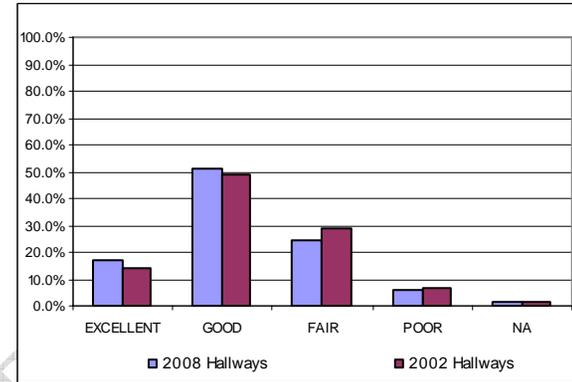
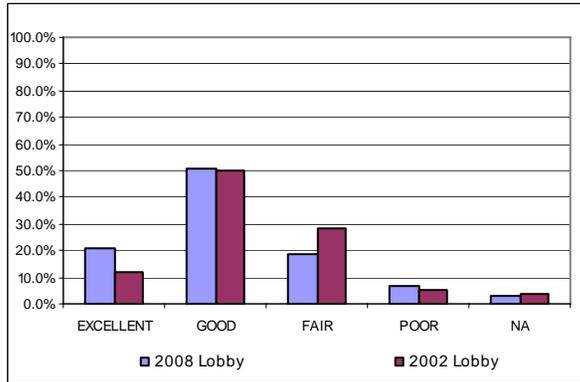
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AGENCY-WIDE APPEARANCE



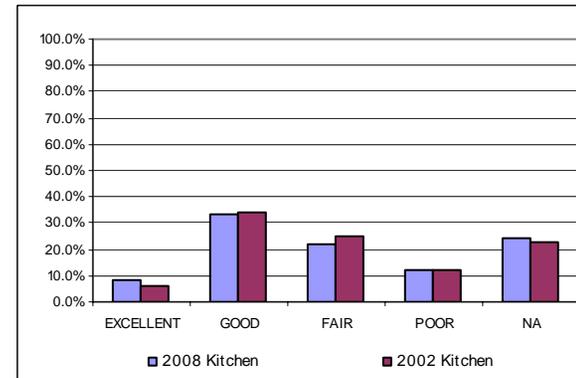
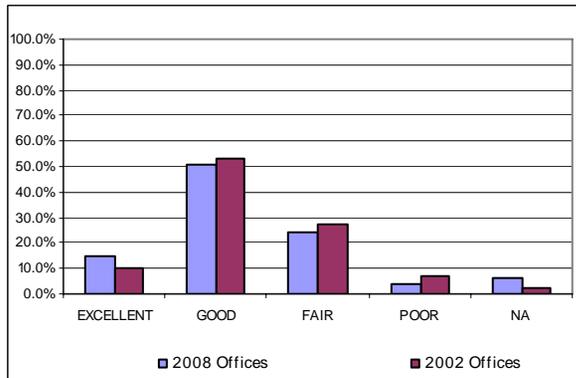
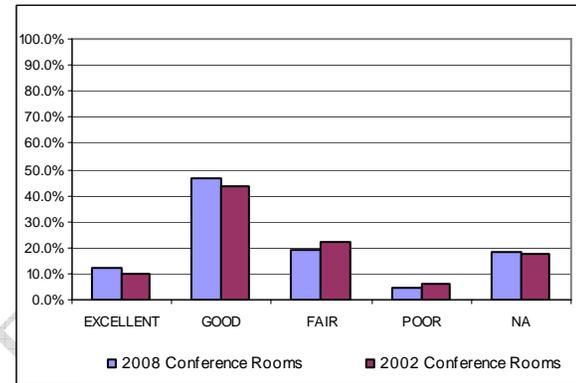
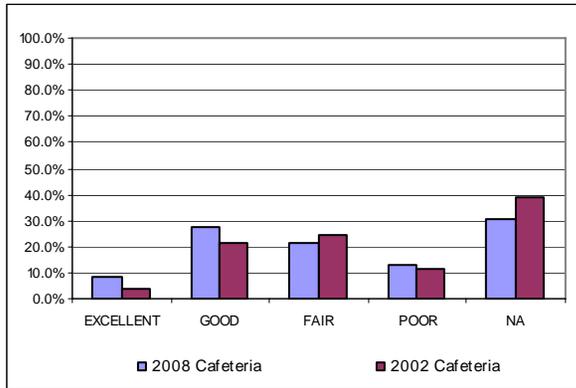
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**AGENCY-WIDE
APPEARANCE (continued)**



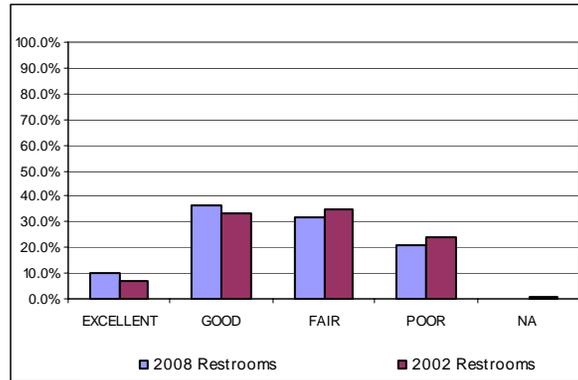
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**AGENCY-WIDE
APPEARANCE (continued)**



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**AGENCY-WIDE
APPEARANCE (continued)**



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AGENCY-WIDE
RATINGS OF BUILDING - SAFETY*

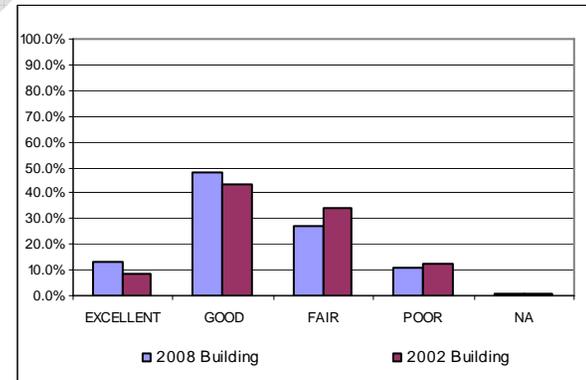
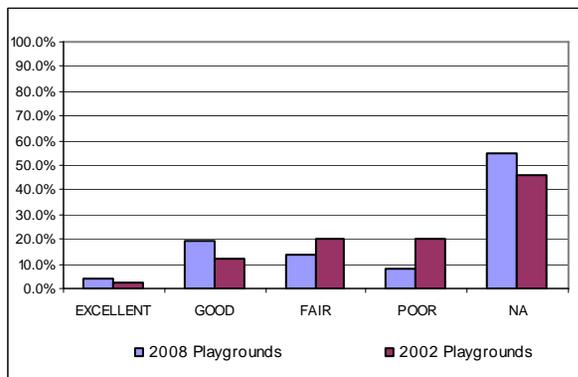
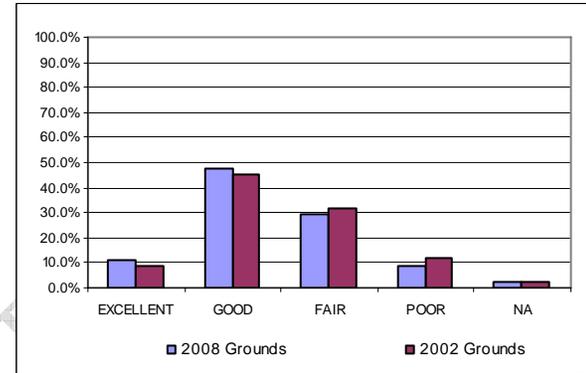
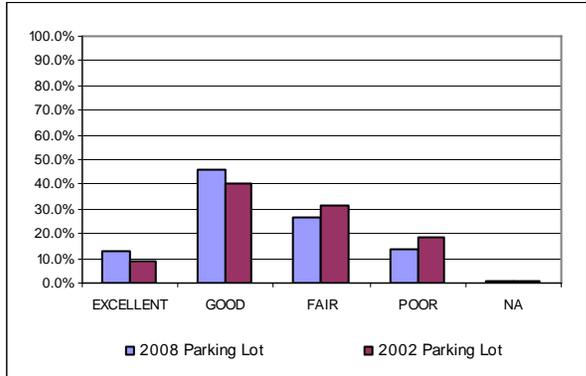
YEAR		PERCENT OF RESPONDENTS				
		EXCELLENT	GOOD	FAIR	POOR	NOT APPLICABLE
	<i>OUTSIDE</i>					
2008	Parking Lot	12.7%	46.0%	26.4%	13.7%	1.1%
2002		8.7%	40.1%	31.4%	18.8%	1.0%
2008	Grounds	10.8%	47.9%	29.5%	9.1%	2.5%
2002		8.8%	44.9%	31.8%	12.1%	2.4%
2008	Playgrounds	4.2%	19.2%	13.7%	8.1%	54.8%
2002		2.1%	12.1%	19.8%	20.2%	45.8%
2008	Building	13.0%	48.3%	27.1%	10.6%	0.9%
2002		8.5%	43.7%	34.4%	12.7%	0.6%
	<i>INSIDE</i>					
2008	Lobby	18.0%	53.1%	20.6%	5.3%	3.0%
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2002		6.7%	40.4%	26.8%	7.2%	19.0%
2008	Gymnasium	6.9%	27.9%	16.6%	7.7%	40.8%
2002		4.1%	29.3%	19.2%	6.2%	41.2%
2008	Cafeteria	8.4%	32.8%	21.2%	7.3%	30.3%
2002		3.6%	26.6%	22.2%	7.1%	40.4%
2008	Conference Rooms	12.6%	48.3%	16.1%	3.0%	20.0%
2002		8.8%	45.7%	20.1%	4.9%	20.4%
2008	Offices	14.3%	53.7%	21.4%	2.8%	7.8%
2002		8.6%	54.6%	24.7%	7.1%	5.0%
2008	Kitchen	9.2%	39.2%	19.1%	6.1%	26.4%
2002		5.5%	37.2%	24.1%	9.3%	23.8%
2008	Restrooms	12.5%	47.9%	25.2%	10.6%	3.7%
2002		7.7%	42.7%	33.5%	13.1%	2.9%

*Safety: Health issues, broken furniture/equipment, fire equipment, parking lot markings

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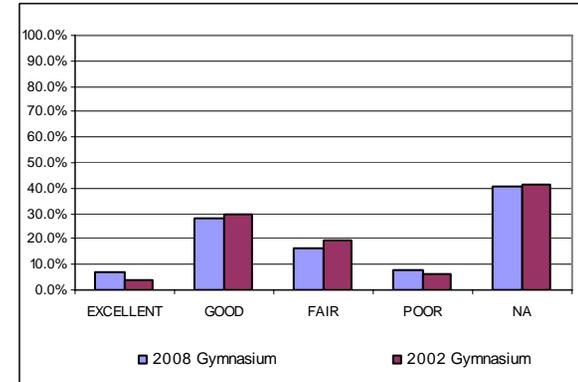
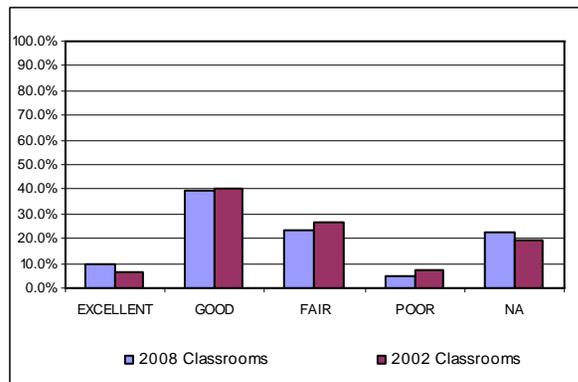
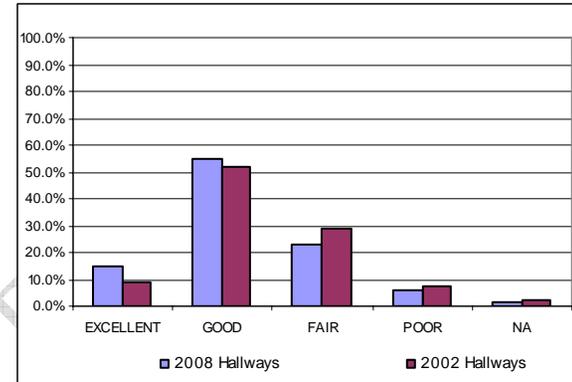
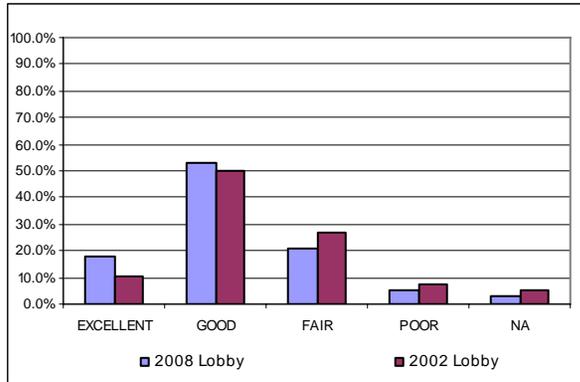
(e.g., Is the area maintained in a healthy and safe manner?)

AGENCY-WIDE SAFETY



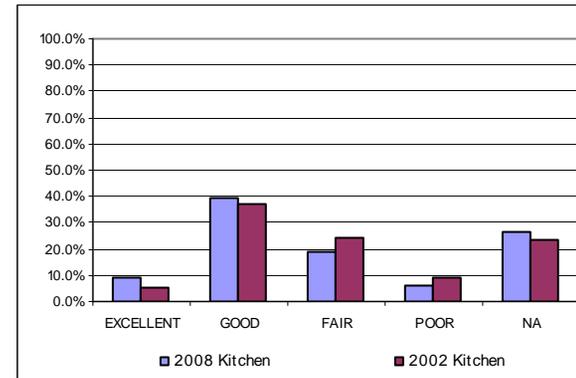
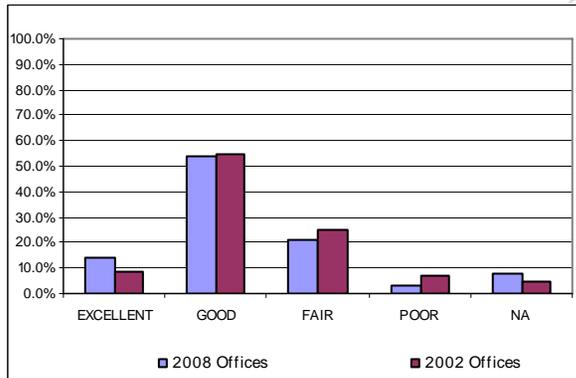
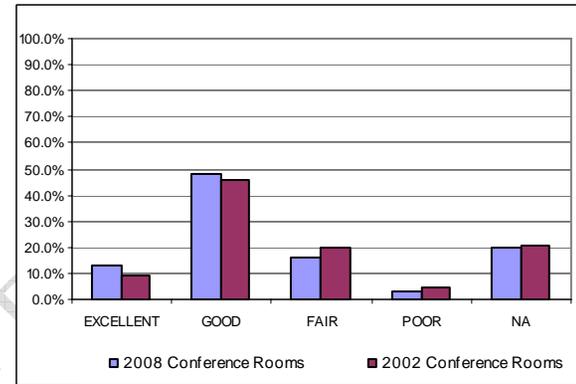
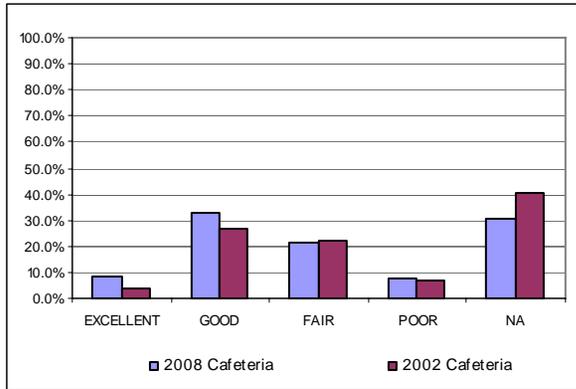
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**AGENCY-WIDE
SAFETY (continued)**



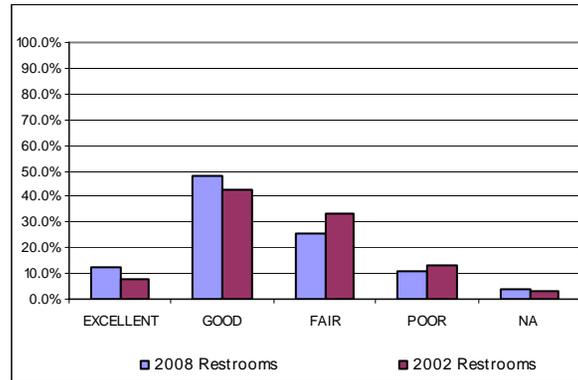
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**AGENCY-WIDE
SAFETY (continued)**



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**AGENCY-WIDE
SAFETY (continued)**



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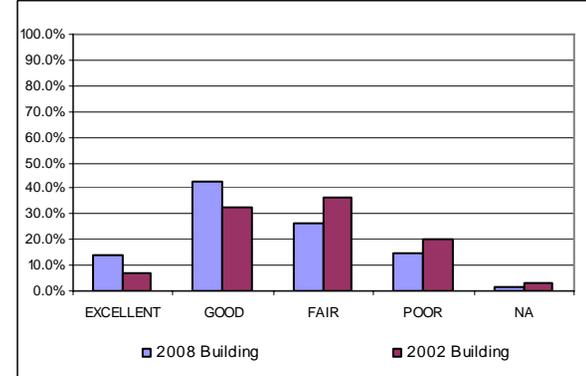
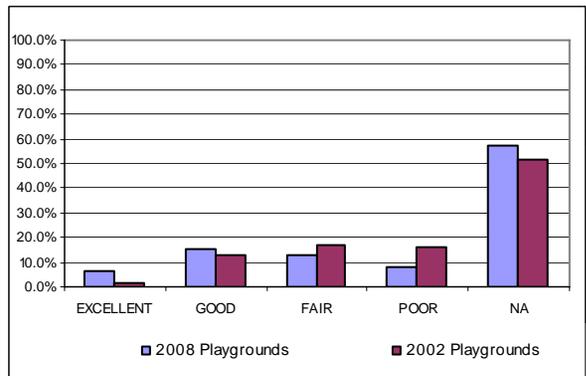
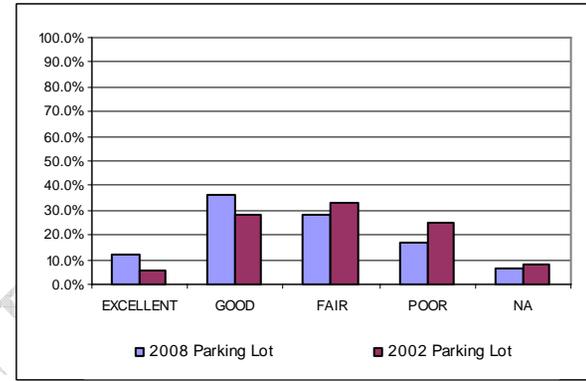
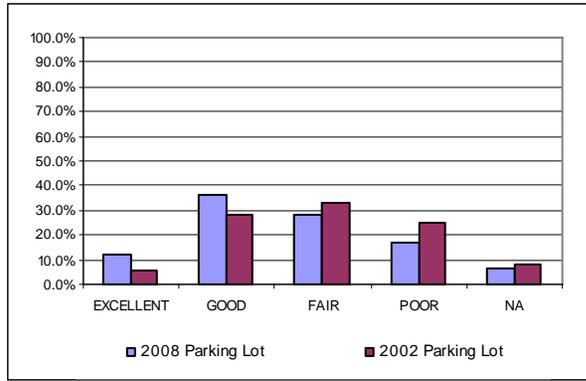
AGENCY-WIDE
RATINGS OF BUILDING - SECURITY*

YEAR		PERCENT OF RESPONDENTS				
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2008	Grounds	11.1%	40.1%	28.1%	14.5%	6.1%
2002		5.0%	30.5%	36.5%	21.3%	6.7%
2008	Playgrounds	6.4%	15.2%	13.0%	8.4%	57.0%
2002		2.0%	12.9%	17.3%	16.3%	51.4%
2008	Building	14.2%	42.5%	26.6%	15.1%	1.7%
2002		7.3%	32.7%	36.4%	20.4%	3.2%
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2002		4.1%	30.3%	26.9%	11.2%	27.5%
2008	Restrooms	12.1%	42.4%	25.4%	11.1%	9.0%
2002		5.9%	35.8%	31.1%	17.6%	9.6%

*Security: Door locks, window locks, access to building
(e.g., Is the area operated with your personal security in mind?)

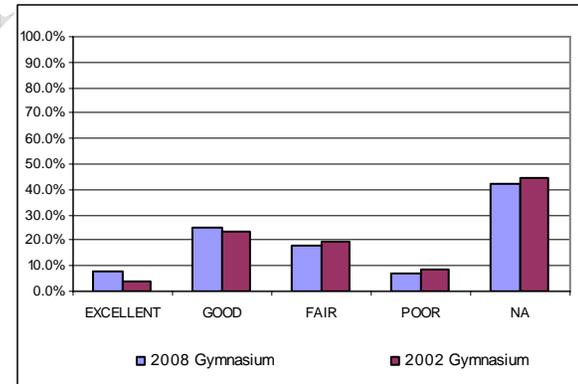
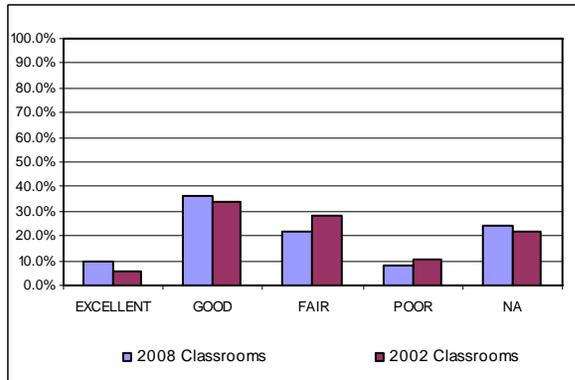
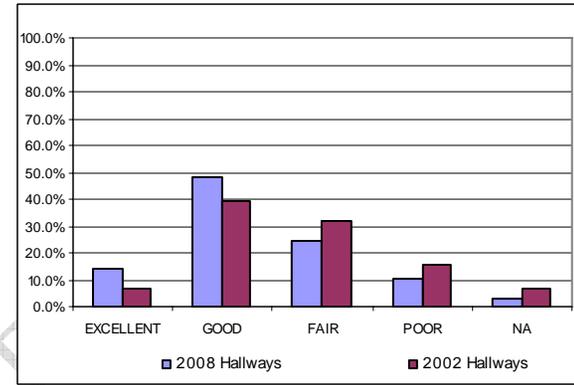
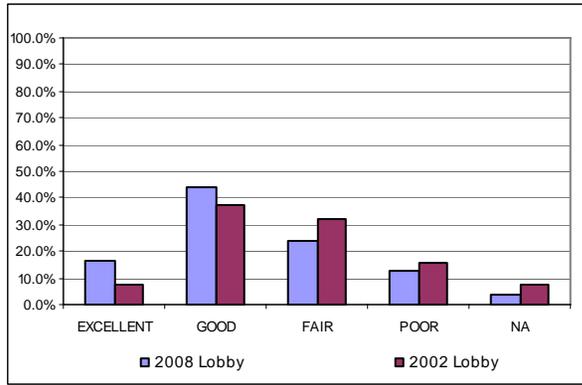
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AGENCY-WIDE SECURITY



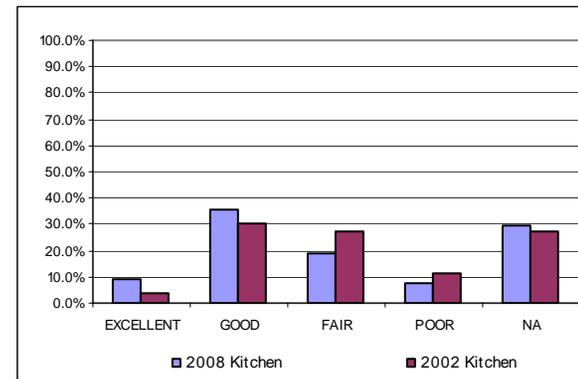
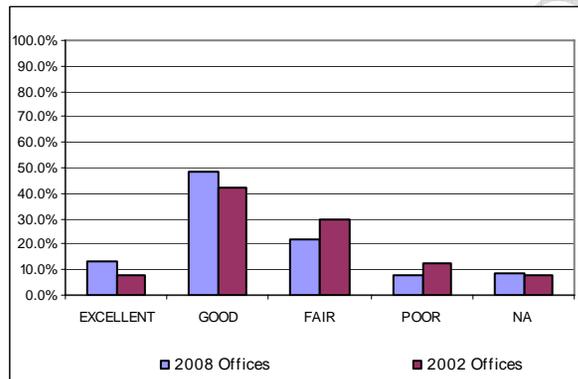
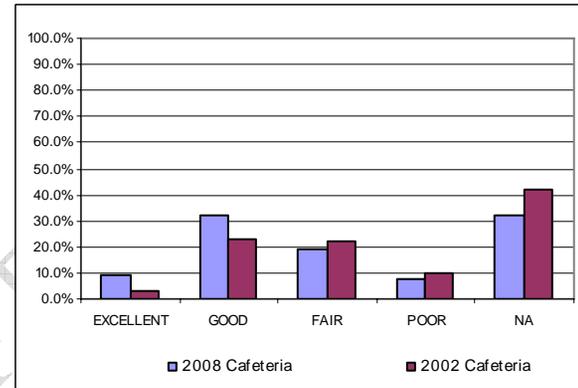
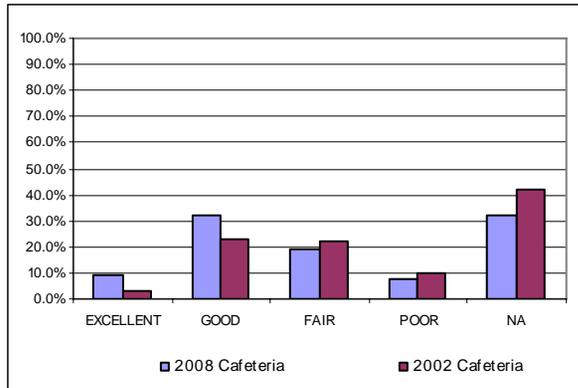
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**AGENCY-WIDE
SECURITY (continued)**



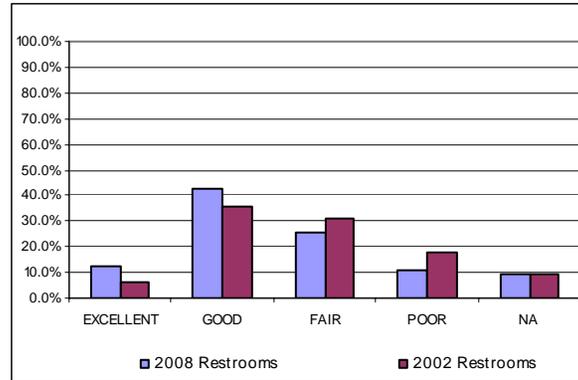
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**AGENCY-WIDE
SECURITY (continued)**



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**AGENCY-WIDE
SECURITY (continued)**



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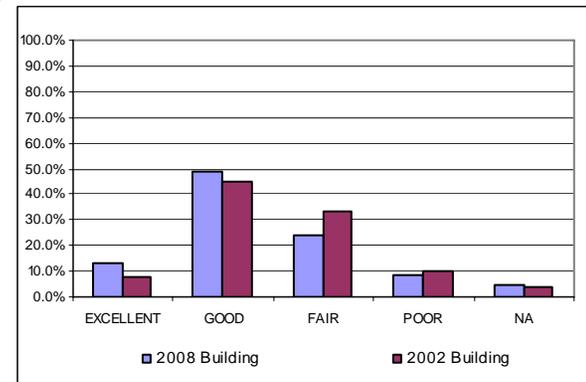
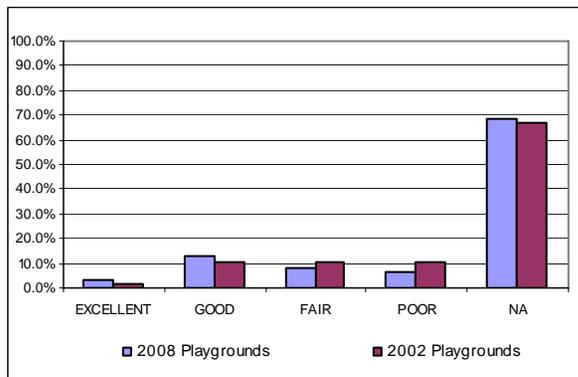
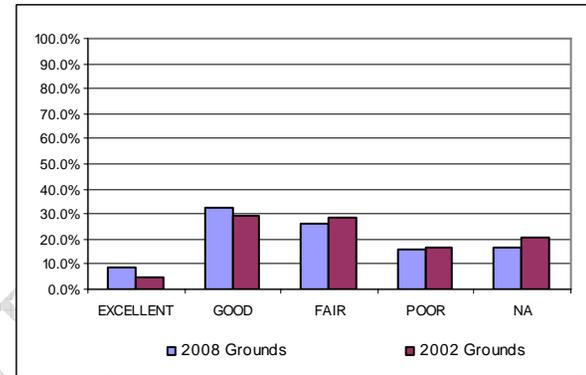
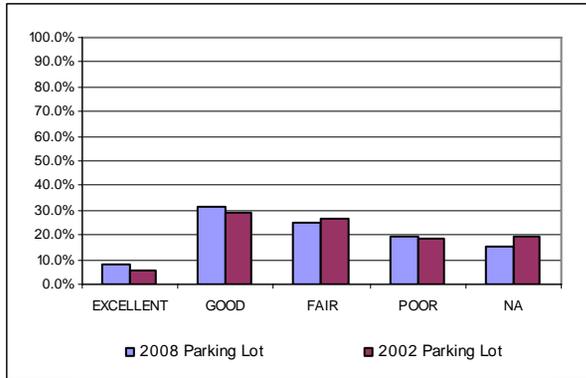
AGENCY-WIDE
RATINGS OF BUILDING - LIGHTING*

YEAR		PERCENT OF RESPONDENTS				
		EXCELLENT	GOOD	FAIR	POOR	NOT APPLICABLE
	<i>OUTSIDE</i>					
2008	Parking Lot	7.9%	31.5%	25.1%	19.7%	15.7%
2002		6.0%	28.9%	26.6%	18.9%	19.6%
2008	Grounds	8.5%	32.2%	26.3%	16.2%	16.7%
2002		5.0%	29.4%	28.6%	16.8%	20.3%
2008	Playgrounds	3.6%	13.3%	8.2%	6.4%	68.6%
2002		1.7%	10.1%	10.8%	10.1%	67.2%
2008	Building	13.4%	49.2%	24.3%	8.5%	4.6%
2002		7.8%	44.7%	33.5%	9.8%	4.2%
	<i>INSIDE</i>					
2008	Lobby	17.8%	58.3%	17.5%	3.0%	3.4%
2002		8.2%	53.2%	27.8%	6.1%	4.7%
2008	Hallways	16.0%	59.9%	18.9%	3.3%	1.9%
2002		7.7%	52.5%	30.0%	7.5%	2.3%
2008	Classrooms	11.8%	45.7%	16.4%	3.0%	23.2%
2002		6.1%	39.9%	26.4%	8.2%	19.4%
2008	Gymnasium	8.3%	29.5%	15.1%	5.6%	41.6%
2002		3.5%	27.8%	18.7%	7.7%	42.3%
2008	Cafeteria	9.4%	41.4%	15.2%	4.1%	29.9%
2002		3.6%	31.9%	19.7%	4.3%	40.6%
2008	Conference Rooms	12.5%	50.8%	16.8%	2.4%	17.4%
2002		8.5%	47.1%	20.5%	5.1%	18.7%
2008	Offices	15.2%	56.4%	19.5%	2.7%	6.1%
2002		8.6%	54.5%	24.5%	7.8%	4.6%
2008	Kitchen	10.5%	45.7%	15.0%	4.2%	24.5%
2002		5.7%	41.4%	24.3%	5.9%	22.7%
2008	Restrooms	13.5%	52.5%	23.8%	9.0%	1.2%
2002		7.4%	45.6%	32.1%	13.1%	1.8%

*Lighting: (e.g., Is the area properly lighted?)

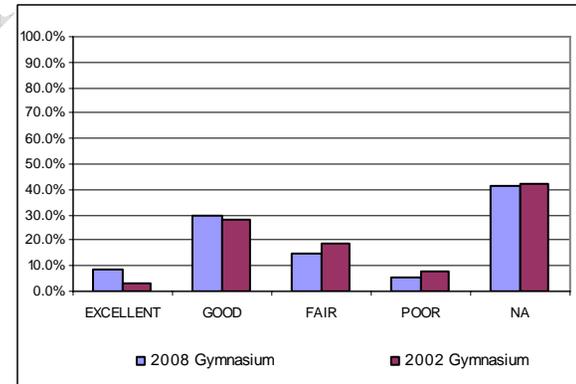
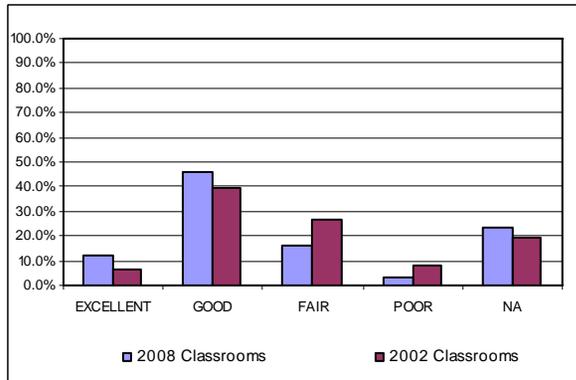
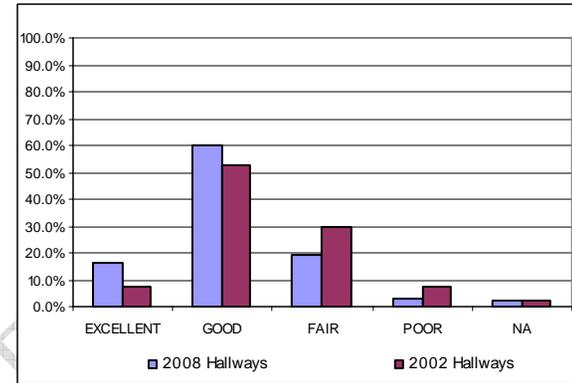
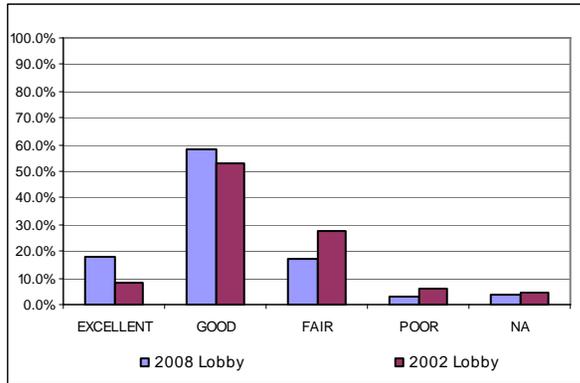
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**AGENCY-WIDE
LIGHTING**



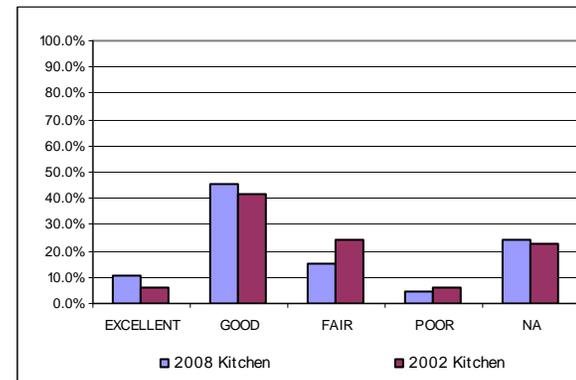
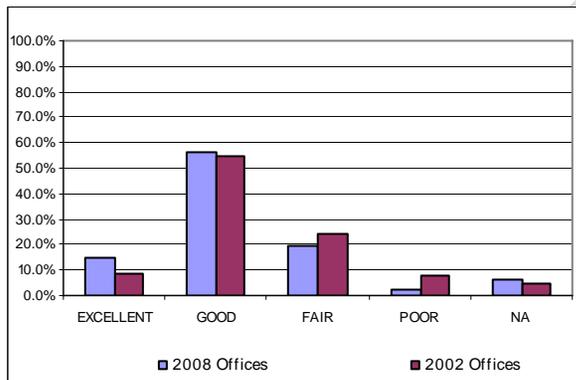
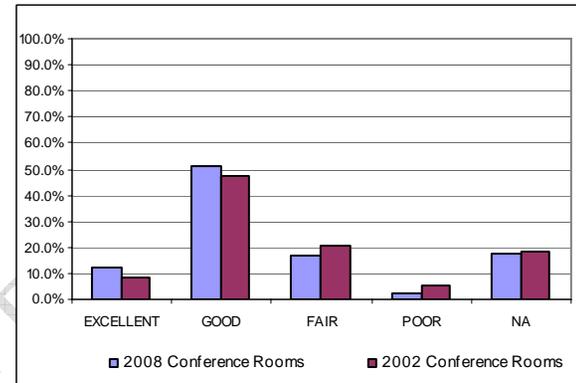
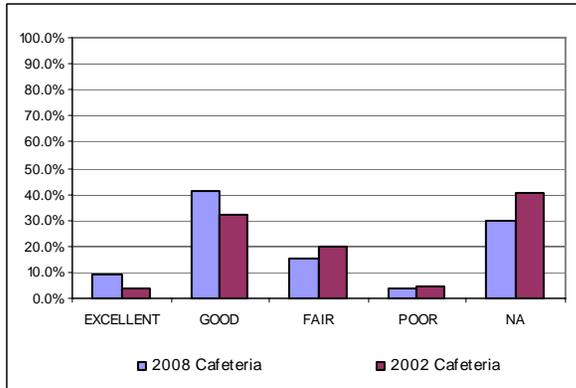
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**AGENCY-WIDE
LIGHTING (continued)**



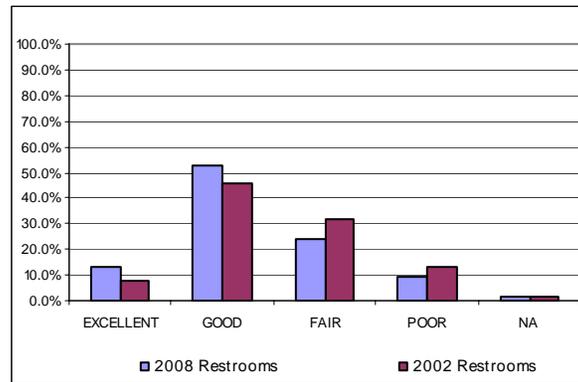
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**AGENCY-WIDE
LIGHTING (continued)**



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**AGENCY-WIDE
LIGHTING (continued)**



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Eastern Suffolk BOCES
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AGENCY-WIDE
RATINGS OF BUILDING – CUSTODIAL STANDARDS

YEAR		PERCENT OF RESPONDENTS				
		ALL OF THE TIME	MOST OF THE TIME	SOME OF THE TIME	RARELY	NOT APPLICABLE
2008	Your work requests get done in a timely manner.	34.3%	34.4%	17.5%	6.8%	7.0%
2008	Your requests are completed to your satisfaction.	38.9%	33.5%	16.4%	4.3%	6.9%
2008	The custodial staff members you come into contact with are courteous.	73.8%	19.2%	3.4%	0.6%	3.0%
2008	The custodial staff members you come into contact with are helpful.	62.8%	24.4%	8.7%	0.9%	3.1%

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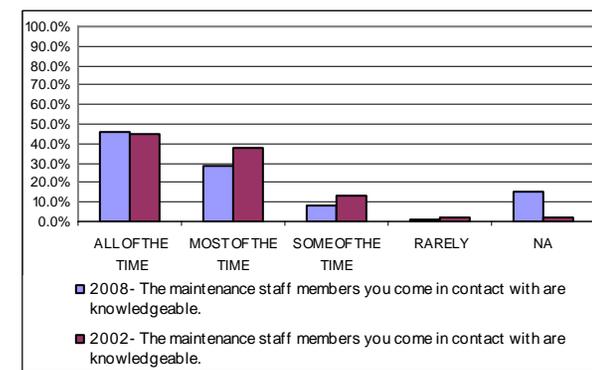
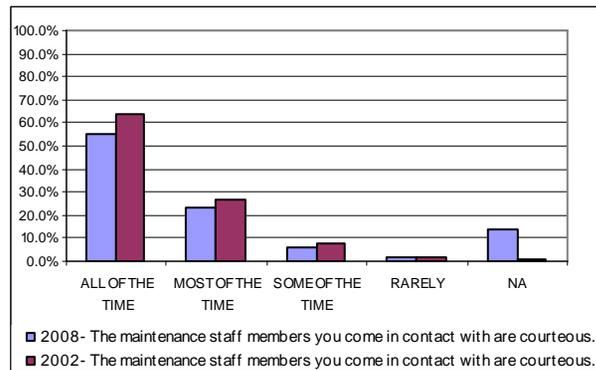
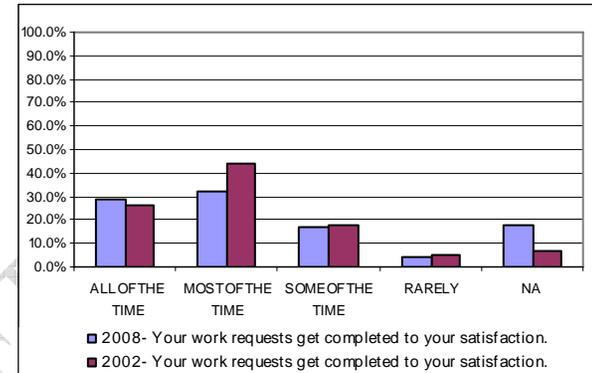
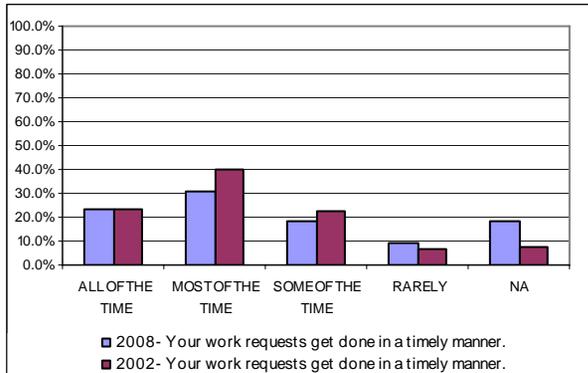
AGENCY-WIDE
RATINGS OF BUILDING – MAINTENANCE

YEAR		PERCENT OF RESPONDENTS				
		ALL OF THE TIME	MOST OF THE TIME	SOME OF THE TIME	RARELY	NOT APPLICABLE
2008	Your work requests get done in a timely manner.	23.2%	31.2%	18.2%	9.3%	18.1%
2002		23.2%	40.4%	22.5%	6.7%	7.3%
2008	Your work requests get completed to your satisfaction.	28.4%	32.2%	16.8%	4.5%	18.1%
2002		26.2%	44.4%	17.5%	4.7%	7.2%
2008	The maintenance staff members you come in contact with are courteous.	55.0%	23.5%	6.1%	1.6%	13.9%
2002		63.6%	26.4%	7.4%	1.4%	1.2%
2008	The maintenance staff members you come in contact with are knowledgeable.	45.8%	29.0%	8.1%	1.5%	15.7%
2002		44.7%	38.2%	12.9%	2.4%	1.8%
2008	The maintenance staff members you come in contact with are helpful.	47.7%	25.6%	9.6%	1.9%	15.1%
2002		50.7%	33.6%	12.6%	1.8%	1.3%

Eastern Suffolk BOCES

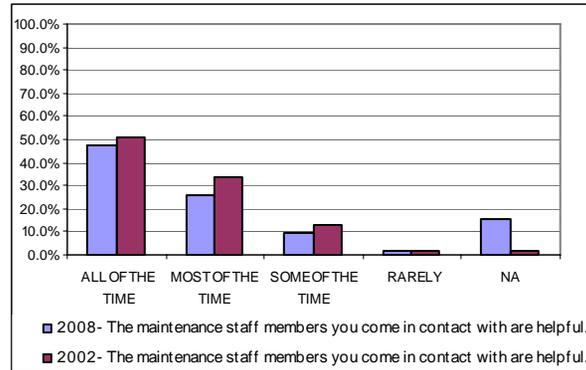
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AGENCY-WIDE MAINTENANCE



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**AGENCY-WIDE
MAINTENANCE (continued)**



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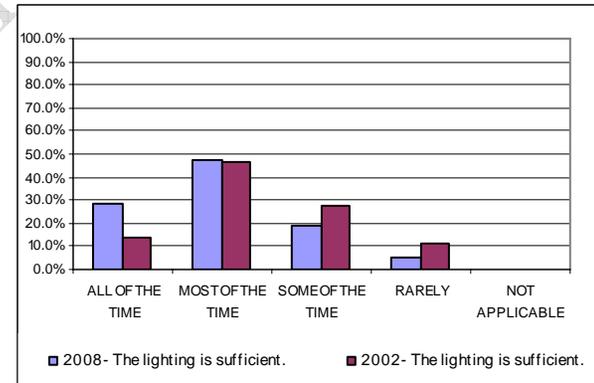
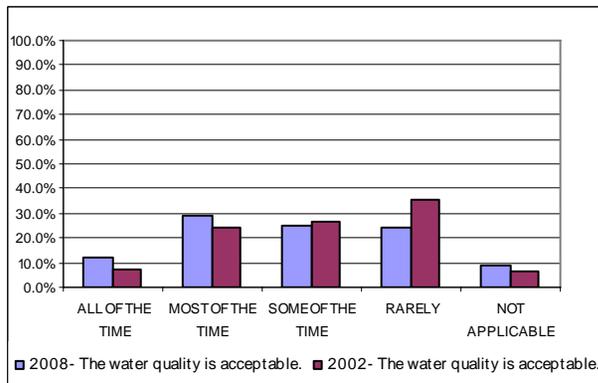
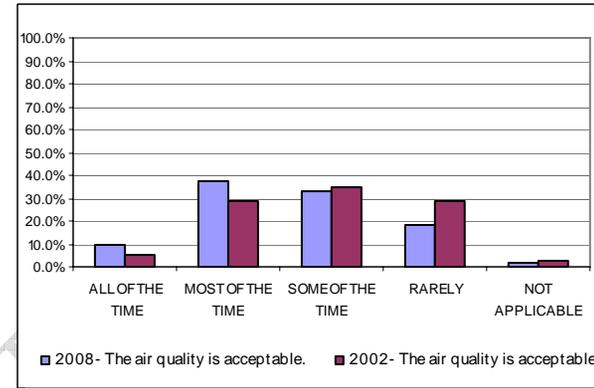
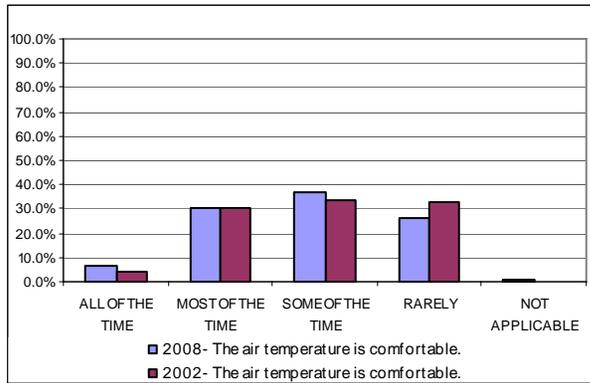
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**AGENCY-WIDE
RATINGS OF BUILDING – HEALTH & SAFETY**

YEAR		PERCENT OF RESPONDENTS				
		ALL OF THE TIME	MOST OF THE TIME	SOME OF THE TIME	RARELY	NOT APPLICABLE
2008	The air temperature is comfortable.	6.3%	30.1%	37.0%	26.0%	0.5%
2002		3.8%	30.1%	33.2%	32.4%	0.4%
2008	The air quality is acceptable.	9.4%	37.7%	32.8%	18.2%	1.9%
2002		5.4%	28.6%	34.7%	29.0%	2.2%
2008	The water quality is acceptable.	12.3%	29.4%	24.9%	24.4%	9.0%
2002		7.3%	23.9%	27.0%	35.4%	6.5%
2008	The lighting is sufficient.	28.4%	47.2%	19.3%	4.8%	0.3%
2002		14.2%	46.6%	27.4%	11.5%	0.3%
2008	The sound level is acceptable.	20.5%	43.4%	25.1%	10.2%	0.9%
2002		11.7%	42.4%	30.7%	14.4%	0.9%
2008	The building meets the needs of individuals with disabilities.	25.7%	38.0%	16.8%	8.9%	10.6%
2002		20.0%	37.2%	23.2%	12.3%	7.3%
2008	The training you have received is sufficient to perform your required duties safely.	36.8%	39.4%	11.1%	2.7%	10.1%
2002		32.7%	43.3%	15.2%	4.0%	4.7%
2008	You are provided with appropriate personal protective equipment to perform required duties.	24.2%	28.3%	11.8%	5.1%	30.6%
2002		21.6%	30.0%	18.1%	8.2%	22.0%
2008	Your work area is safe.	32.9%	45.4%	16.5%	4.1%	1.1%
2002		24.0%	50.8%	18.1%	6.7%	0.5%
2008	Your work area is secure.	31.2%	40.4%	18.6%	8.3%	1.5%
2002		19.2%	44.6%	24.2%	11.0%	1.1%

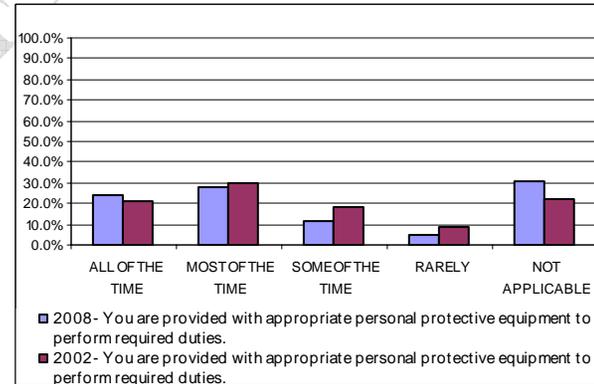
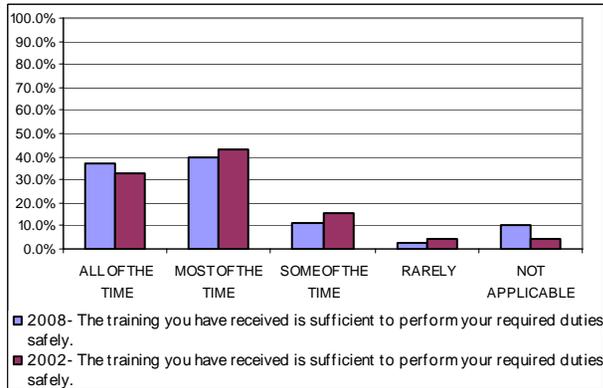
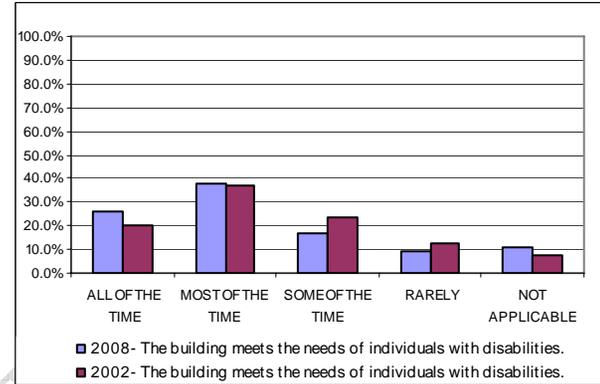
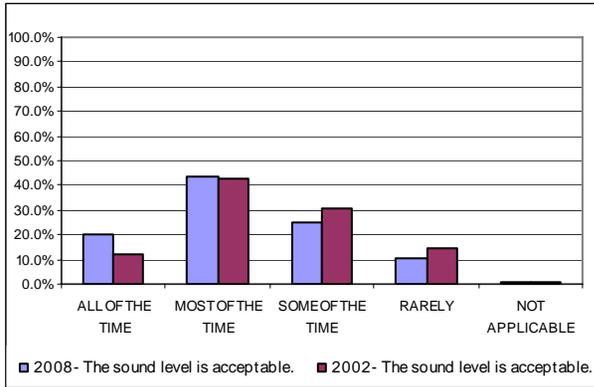
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AGENCY-WIDE HEALTH & SAFETY



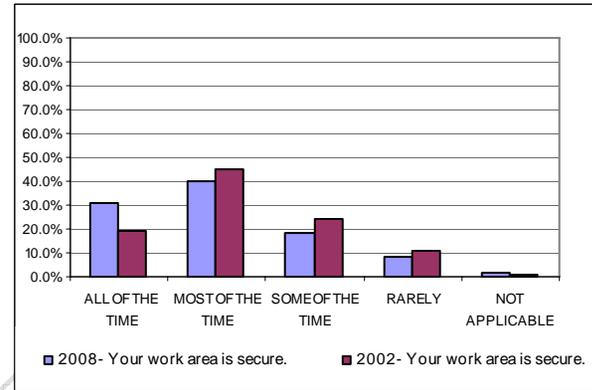
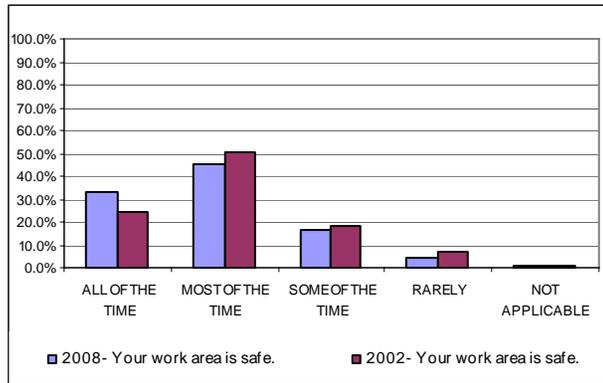
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**AGENCY-WIDE
HEALTH & SAFETY (continued)**



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**AGENCY-WIDE
HEALTH & SAFETY (continued)**



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