

**CENTRAL GEORGIA TECHNICAL  
COLLEGE**

**Maintenance, Custodial & Operation  
Plan  
Facilities & Equipment**

## **Central Georgia Technical College Maintenance, Custodial and Operation Plan**

In order that Central Georgia Technical College's building equipment operates at its best commensurate with its quality and age, one maintenance supervisor, one senior maintenance mechanic, one maintenance mechanic, and two maintenance helpers are assigned to maintain and repair the equipment.

Preventive maintenance is performed on a regular basis with items being checked daily, monthly, quarterly, semi-annually, and annually. The frequency of inspection depends on variable factors, such as weather, time of year, cost of repair/replacement, etc.

Equipment is to be checked daily for proper operation. Equipment is to be checked for: leakage, worn parts, drive belts, faulty electrical equipment, loss of power, etc.

Equipment will be refurbished when needed by cleaning, draining and replacing operating fluids and gases, lubricating moving parts such as bearings and drive pulleys, and replacing worn and bad parts.

When an item of equipment fails or otherwise goes out of service, the Supervisor of Maintenance will assess the situation and make the decision for repair or replacement. If the failure can be repaired by the supervisor or helper, a purchase order for parts, if approved by the Vice President for Administrative Services, will be obtained from the business office. If the failure cannot be fixed by the supervisor or helper, contracts with the necessary source of expertise and equipment to effect the repair or replacement are solicited. Depending on the cost of the repair or replacement, a quotation or a bid is required from three suppliers or contractors.

The supplier or contractor with the lowest bid will be awarded the contract to make the repair or replacement. A short-term warranty is solicited in the event of immediate failure after the equipment is returned to service.

Maintenance and repair of the buildings and building equipment is effected by request forms with approval from the President and the Vice President of Administration that are given to the Supervisor of Maintenance.

Deferred maintenance is only used when work cannot be performed because of students using the building and/or when non-budgeted funds are needed.

Central Georgia Technical College's vehicles are to be kept in good working condition. When a problem occurs with vehicle the Supervisor of Maintenance is to be advised so that the problem (such as oil change, filter, tune-up, etc.) can be taken care of.

Central Georgia Technical College's Supervisor of Maintenance will also be over all day and night custodial personnel. He will assign one Head Custodian for day and night.

## Central Georgia Technical College

### Routine Maintenance and Preventive Maintenance (Daily)

1. Centrovac Water Chiller
  - (1) Check for proper functioning
  - (2) Gauges inspected visually
  - (3) Monitor temperature of chiller  
(Several times a day when on)
  - (4) Check for water or Freon leaks
  
2. Air compressor Systems
  - (1) Check for proper operation
  - (2) Drain tank
  
3. Domestic Hot Water Boilers
  - (1) Check for proper operation
  - (2) Check temperature
  
4. Hot Water Boilers
  - (1) Check for proper operation when on
  - (2) Check temperature several times a day when on
  - (3) Check all controls visually
  - (4) Open blow down on low water cut-off to flush
  
5. Air Handler Units
  - (1) Check for proper functioning
  
6. Cooling Tower
  - (1) Check water level
  - (2) Check for proper operation
  
7. Lights and Doors
  - (1) Check to make sure lights and doors are in proper working order
  - (2) Open some outside doors

**H. Building "H" - (2) York Chiller**

(1) Check daily operation of chiller through computer in maintenance office

1. Request Forms

(1) Complete all requests

(2) Emergency requests are handled verbally and immediately

10. Restrooms

(1) Check and repair any drain stoppage

(2) Check for leaks and proper operation (visually)

11. Pumps

(1) Check for proper operation

(2) Check for leaks

12. Landscaping and Grounds

(1) Maintenance with outside contractor

(2) Trash cans emptied daily by custodian

## Central Georgia Technical College

### Preventive Maintenance (Monthly)

1. Cooling Tower
  - (1) Lubricate pump bearings
  - (2) Oil fan motor
2. Domestic Hot Water Boilers
  - (1) Lubricate water circulator pumps
  - (2) Visually inspect for leaks
  - (3) Check controls
3. Air Compressors
  - (1) Check belts
  - (2) Check proper operation
4. Air Handler Units
  - (1) Check and change roller filters if needed
  - (2) Check operation
5. Air Conditioning in Computer Room, Bldg. "B"
  - (1) Check operation
  - (2) Check belt
  - (3) Check filters
- F. Emergency Battery Power Lights**
  - (1) Inspect monthly
  - (2) Service as required
7. Fire Extinguishers
  - (1) Check visually
  - (2) Have recharged when needed
8. Parking Lot Lights

- (1) Inspect
  - (2) Call Georgia Power when needed to fix  
(Lights belong to Georgia Power)
1. Outside Lights Under Breezeways and/or Sides of Buildings
- (1) Inspect
  - (2) Maintenance as needed
10. Exit Lights
- (1) Inspect
  - (2) Maintenance as needed
11. Elevators
- (1) Inspect
  - (2) Service monthly
  - (3) By outside contractor, check with maintenance supervisor
12. Outside Sprinkler
- (1) Inspect
  - (2) Make repairs if needed
13. Lighting Inside
- (1) Inspect for burned out lights or ballasts
  - (2) Repair if needed
14. Eye Wash Stations
- (1) Inspect
  - (2) Maintenance as needed
15. Water Treatment for Boilers and Chillers
- (1) Test monthly
  - (2) By Anderson Chemical Company

## **Central Georgia Technical College**

### **Preventive Maintenance (Quarterly)**

1. Fire Sprinkler System
  - (1) Test for ability to activate fire alarm system conducted by Maintenance Supervisor
2. Fire Alarm System and Drills
  - (1) Test by Maintenance Supervisor
  - (2) Logs are kept by the Vice President of Administrative Services
3. Air Handler Units
  - (1) Change roll filter (quarterly and as needed)
  - (2) Check drive belts
  - (3) Lubricate bearings
4. Roof Top Vent Fans
  - (1) Inspect
  - (2) Change belt if needed
5. Air Compressors
  - (1) Change oil
  - (2) Drain tank
  - (3) Change belts if needed

**Preventive Maintenance  
(Annually)**

**A. Trane Chillers - Building B, York Chillers - Building H**

- (1) Inspect and service annually such as change oil, filter, clean oil sum, clean condenser, and evaporative tubes. Check all controls by outside contractor. File is kept in Maintenance Office. This is usually right before spring.

2. Boilers - Building B & Building H

- (1) Service fire side of boiler
- (2) Open water side of boiler and wash clean
- (3) Boiler controls safety tested
- (4) Service by outside contractor (see file in Maintenance Office)  
This will be done before heating season

3. Fire Sprinkler System

- (1) Service by outside contractor
- (2) Repair as needed

**D. Sump Pump in Elevator Sump**

- (1) Inspected annually
- (2) Repair as needed

5. Exhaust System in Welding and Automotive

- (1) Clean and inspect
- (2) Grease Motor
- (3) Inspect belt to see if loose or worn

6. Pneumatic Controls

- (1) Calibrate controls
- (2) Repair or replace when needed

7. All Unit Ventilators

- (1) Clear
- (2) Inspect proper operation

**H. Fan Coil Heaters**

- (1) Clean and service



- (2) Repair as needed
- 1. Infra-red Heater
  - (1) Clean and test
  - (2) Repair as needed
- 10. Electrical Panels
  - (1) Inspect
  - (2) Check for loose connections
- 11. Plumbing, Hot Water Tanks, Buildings B, G, H, Milledgeville Campus
  - (1) Drain annually
  - (2) Lubricate circulating pumps
- 12. Drain, Waste, and Vent
  - (1) Maintain as necessary
- 13. All Other Plumbing Problems
  - (1) Maintain as necessary
- N. Dust Collectors, Auto Body**
  - (1) Service and Clean Filters

**Full-Time Custodial Duties  
Macon Campus**

<b>Name</b>	<b>Hours</b>	<b>Duties</b>
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Christine Daniels Position #87 Crewleader	6:30 - 3:00 1:00 - 2:00 Lunch	1 <sup>st</sup> Floor & 2 <sup>nd</sup> Floor - A Bldg, Business Office, Prep Room, Hallway, Restrooms. (Sweep, vacuum, mop, dustmop, clean windows, pull trash, etc.)
Deborah Denmark Position #93 Custodian	7:00 - 4:00 10:00 - 10:15 Break 1:00 - 2:00 Lunch 2:00 - 2:15 Break	3 <sup>rd</sup> Floor & 4 <sup>th</sup> Floor - A Bldg, Information Center, Restrooms, Hallway, F Wing, (Sweep, dust, mop, clean windows, stairway, pull trash, etc.)
Audrey King Position #90 Custodian	7:00 - 4:00 10:00 - 10:15 Break 12:00 - 1:00 Lunch 2:00 - 2:15 Break	Elevator, Stairway, Faculty Lounge, Auditorium, Restroom, Office, Conference Room, 1 <sup>st</sup> Floor - H Bldg. (Sweep, mop, clean windows, pull trash vacuum etc.)
Johnny Slocumb Position #88 Custodian	7:00 - 4:00 10:00 - 10:15 Break 12:00 - 1:00 Lunch 2:00 - 2:15 Break	H-Bldg. Conference Room, Classrooms, Labs, Offices, Hospital, Stairway, Restrooms, Snack Bar (Sweep, vacuum, dust, dustmop, mop, pull trash, etc.)
Johnnie Mae Crocker Position #89 Custodian	7:00 - 4:00 10:00 - 10:15 Break 1:00 - 2:00 Lunch 2:00 - 2:15 Break	Cosmetology, Barbering, Childcare, Restrooms (Sweep, mop, dustmop, pull trash, clean windows, stairway, etc.)
Wilburn Andrews Position #85 Custodian	2:30 - 10:00 M - Th 2:30 - 10:30 F 30 min. Lunch 7:00 - 11:00 S	Childcare, Restrooms, E & F Wing, Restrooms, One Stop Service, pull all trash
Raymond Jones Position #86 Custodian	7:00 - 4:00 10:00 - 10:15 Break 12:00 - 1:00 Lunch 2:00 - 2:15 Break	C & D Wings, Big Hallway, Restrooms, Right side of small hall, Breezeways, Pull big trash (dust, dustmop, vacuum, pull trash, clean windows, etc.)
Marty Stupack Position #92 Custodian	7:00 - 4:00 10:00 - 10:15 Break 12:00 - 1:00 Lunch 2:00 - 2:15 Break	E & F Wings, Breezeways, Restrooms, Left side of small hall and mop small hallway, Pull big trash (sweep, dust, dustmop, vacuum, pull trash, clean windows, etc.)

**Part-Time Custodial Duties  
Macon Campus**

<b>Name</b>	<b>Hours</b>	<b>Duties</b>
Rorary Warren Part-time	Mon - Thurs 5:00 - 9:00 7:00 - 7:15 Break	H Bldg. 1 <sup>st</sup> & 2 <sup>nd</sup> floor, Restrooms, Hallway, Stairway, Classrooms, Snack Bar (sweep, dust, mop, pull trash, vacuum, clean windows, set up if needed, etc.)
McKeyva Jones Part-time	Mon - Fri 5:00 - 10:00 7:00 - 7:15 Break	A Bldg. 1 <sup>st</sup> & 2 <sup>nd</sup> floor, Restrooms, Office, Classrooms (sweep, vacuum, dustmop, mop, clean windows, pull trash, etc.)
Percy Hill Part-time	Mon & Fri 5:30 - 11:30 7:00 - 7:15 Break 8:00 - 12:00 Sat	H Bldg., 3 <sup>rd</sup> & 4 <sup>th</sup> floor A Bldg., Restrooms (sweep, mop, dustmop, vacuum, clean windows, pull trash, etc.)
Terry Adair Part-time	Tues - Fri 5:30 - 11:30 7:00 - 7:15 Break	A Bldg. 3 <sup>rd</sup> & 4 <sup>th</sup> floor, Restrooms (vacuum, clean windows, pull trash, sweep, mop, dustmop, etc.)
Charles Tharpe Part-time	5:00 - 11:00 7:00 - 7:15 Break	Snack Bar, Restrooms, Big Hallway, Cosmetology, East wing stairway, C Wing restroom, Small hall - B Bldg. (Sweep, dustmop, mop, pull trash, etc.)

**Custodial Duties  
Milledgeville Campus**

<b>Name</b>	<b>Hours</b>	<b>Duties</b>

Sharon Lee Full-Time Pos. #160 Custodian	7:00 - 4:00 1 hour Lunch	Bathrooms, Cosmetology and Nursing, Teachers Lounge, clean doors & windows, pull trash, clean front office, dust/damp mop Cosmetology and Nursing wing, window seals, etc.
Vacant Full-Time Pos. #161 Custodian	7:30 - 4:00 30 min. Lunch	Bathrooms, Bus. & Ind. Wing, Student lounge, dust & damp mop, pull trash, vacuum B-Wing classrooms, dust and damp mop B-Wing classes and Ind. Wing doorways, windows and seals, etc.
Part-time Custodian	6:00 - 11:00 p.m.	Bathrooms - Cosmetology and Nursing side of Bldg., dry and damp mop A-Hall classrooms, Nursing lab, pull trash in all rooms, touch up floors, teachers lounge.
Part-time Custodian	7:00 - 11:00 p.m.	Bathrooms - Bus. & Ind. Side of Bldg., dry and damp mop student lounge - B-wing classrooms, vacuum B-Hall classrooms wipe down tables, touch up floors, dry and damp mot Ind. wing.

### Central Georgia Technical College Square Footage of Buildings

Building	Square Footage	Year Building Completed
Building A	<b>31,800</b>	1976

Building B	31,300	1976
Building C	19,300	1976
Building C Addition	3,000	October, 1997
Building D	13,900	1976
Building D Addition	3,000	October, 1997
Building E	13,900	1976
Building E Hanger	4,800	October, 1995
Building F	18,100	1979
Building G	3,700	1979
Building H	51,379	October, 1995
Building I Trailers (3)	4,140	September, 1998 (LEASE)
Information Center	325	1997
Warehouse	3,000	1979
Warehouse Add-On	2,000	1997
Brick Storage House	400	1980
Milledgeville Campus	52,000	October, 1997
Milledgeville Trailer	1,440	January, 1999 (LEASE)
Milledgeville Trailer Bookstore	1,440	September, 2001
Milledgeville Office Building	575	1992
Security Building	168	1999
Adult Learning Center	10,000	2002 (LEASE)

**\*\*The Macon CGTC Campus has 64 Acres**

**\*\*The Milledgeville CGTC Campus has 69.621 Acres**

Macon Campus Covered Walkways	Square Footage
Walkway between F & G	2,800
Walkway between F & B	1,600
Walkway between C & D	4,300

## Central Georgia Technical College Parking Spaces – Macon Campus

<b>Front of Building A</b>	<b>8 Regular Spaces, 1 Handicap Space</b>
<b>Information Center</b>	<b>12 Regular Spaces, 1 Handicap Space</b>
<b>Beside Security Building</b>	<b>15 Regular Spaces, 0 Handicap Spaces</b>
<b>Adult Learning Center</b>	<b>173 Regular Spaces, 4 Handicap Spaces</b>
<b>Front of Building B</b>	<b>71 Regular Spaces, 3 Handicap Spaces</b>
<b>East Side of Building B – Down by Leased Trailers</b>	<b>89 Regular Spaces, 3 Handicap Spaces</b>
<b>Back Parking Lot (Behind Buildings C, D, E, &amp; F)</b>	<b>600 Regular Spaces, 8 Handicap Spaces</b>
<b>Parking Lot between Building C and Maintenance Office</b>	<b>91 Regular Spaces</b>
<b>Building H</b>	<b>204 Regular Spaces, 6 Handicap Spaces</b>

**TOTAL:**  
**Regular Spaces – 1,263**  
**Handicap Spaces – 25**  
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**TOTAL SPACES – 1,288**

<b>CGTC – Milledgeville Campus Parking Spaces</b>	
<b>Front of School</b>	<b>39 Regular Spaces, 2 Handicap Spaces</b>
<b>East Side of School</b>	<b>143 Regular Spaces, 5 Handicap Spaces</b>
<b>West Side of School</b>	<b>159 Regular Spaces, 6 Handicap Spaces</b>
<b>TOTAL:</b> <b>Regular Spaces – 341</b> <b>Handicap Spaces – 13</b> ..... <b>TOTAL SPACES - 354</b>	