

**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, a qualified maintenance staff is 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 maintenance staff, 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 maintenance staff, contracts may be necessary source of expertise and equipment to effect the repair or replacement. 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 use of the Maintenance Request System.

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

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

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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 Server Room
 - (1) Check operation
 - (2) Check belt
 - (3) Check filters
6. 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)
9. 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. Water Treatment for Boilers and Chillers
- (1) Test monthly

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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 Maintenance Supervisor
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

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Preventive Maintenance (Annually)

1. Trane Chillers
 - (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
 - (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
4. 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
8. Fan Coil Heaters
 - (1) Clean and service

- (2) Repair as needed
- 9. 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
 - (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

All CGTC campus buildings receive normal custodial services during service hours to include: sweeping, vacuuming, mopping, dust mopping, cleaning windows, pulling trash, dusting, sanitizing, policing parking lots, pressure washing, shampooing carpets, etc.

Central Georgia Technical College Square Footage of Buildings

MILLEDGEVILLE

Main Campus	50,562 sq. ft.
Health Sciences	77,704 sq. ft.
Storage Warehouse	3,995 sq. ft.
Bookstore Modular	1,800 sq. ft.
Small Garage	600 sq. ft.

Total CGTC Acreage:	69.72 Acres
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MACON

Building A	39,800 sq. ft.
Building B	39,300 sq. ft.
Building C	19,300 sq. ft.
Building D	16,900 sq. ft.
Building E	13,900 sq. ft.
Building F	18,100 sq. ft.
Building G	3,700 sq. ft.
Building H	51,379 sq. ft.
Building I	63,679 sq. ft.
Building J	40,000 sq. ft.
Hanger	4,800 sq. ft.
Warehouse	5,000 sq. ft.
Carpentry Storage	575 sq. ft.
Modular Unit T4	1,800 sq. ft.
Modular Unit T6	1,440 sq. ft.
Modular Unit T5	1,440 sq. ft.
Modular Unit T7	1,440 sq. ft.
Modular Unit T8	1,440 sq. ft.
Weatherization Modular	192 sq. ft.
Facilities Building	8,497 sq. ft.
Security	1,180 sq. ft.
Adult Education Building	10,000 sq. ft.

Total CGTC Acreage:	73.59 Acres
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WARNER ROBINS

Building A	43,000 sq. ft.
Building A Ext.	6,500 sq. ft.
Building B	45,671 sq. ft.
Building C	117,356 sq. ft.
Building D Ext.	2,072 sq. ft.
Building E	8,200 sq. ft.
Building F	5,000 sq. ft.
Building G	2,500 sq. ft.
Building G Ext.	22,000 sq. ft.
Building H	1,165 sq. ft.
Building J	10,500 sq. ft.
Building K	13,863 sq. ft.
Watson Building	77,809 sq. ft.
Gazebo- Wood- C West	100 sq. ft.
Gazebo- Wood- Student Center	100 sq. ft.
Gazebo- Wood- B South	100 sq. ft.
Gazebo- Wood- C East	100 sq. ft.
Gazebo- Wood- H	100 sq. ft.
Gazebo- Building B Ext.	100 sq. ft.
Gazebo- Corder Road	100 sq. ft.
Gazebo- Rect. Cedar	160 sq. ft.
12 x 24 Building w/ Aluminum	288 sq. ft.
12 x 24 Aluminum Building	288 sq. ft.
12 x 24 Storage Building	288 sq. ft.
12 x 24 Storage Building	288 sq. ft.
Building- Corder Road	77,000 sq. ft.
VECTR	31,402 sq. ft.

Total CGTC Acreage:	164.78 Acres
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