

Buildings, Grounds, & Maintenance (BGM)

Approximate Major Annual Expenses

Category	Cost
HVAC	\$700,000
Grounds	\$500,000
Plumbing	\$350,000
Electrical	\$220,000
Miscellaneous (Supplies, roofing, equipment, paint, & pest control)	\$375,000
Total	\$2,145,000



Overview of the BGM Handbook

- Annual Preventative Maintenance Schedule
- Building Rental Guidelines & Application
- Current Capital Project Timeline
- Custodial Contract & Procedures
- Consumable Supplies Information
- 10 Year Facilities Plan
- Work Order System Process
- Organizational Chart and Contact Information
- Vehicle Fleet
- Vendor List and Contact Information



Benefits of Preventative Maintenance



Annual Preventative Maintenance - HVAC

Work	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Clean & inspect all uninvents	2x per year						X						X
Drain and clean interior tubing of boilers	Yearly							X					
Exhaust fans	Yearly								X				
Change filters	4x per year			X			X			X			X



Annual Preventative Maintenance - Electrical

Work	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Emergency lighting	2x per year	X					X						
Exterior lighting	2x per year				X						X		
Exit lighting	Yearly							X					
Electrical panels (3 foot clearance)	Yearly						X						
Exposed wiring / covers in place	Yearly							X					



Annual Preventative Maintenance - Plumbing

Work	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Piping (inspection)	Yearly						X						
Toilet upgrade and inspection	Yearly						X						
Inspection kitchen equipment	2x per year	X						X					
Hood cleaning	2x per year	X						X					
Defrost freezer / clean	Yearly								X				
Backflow preventer inspection	Yearly						X						



Annual Preventative Maintenance - General

Work	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Roof Inspection	2x per year				X					X			
Vents / access / leaks clear	Yearly							X					
Inspect water faucets test as needed	Yearly						X						
Door conditions / weather stripping	Yearly						X						
Fire extinguisher / pull station inspection	2x per year		X						X				
Mixing valve inspections	Yearly							X					

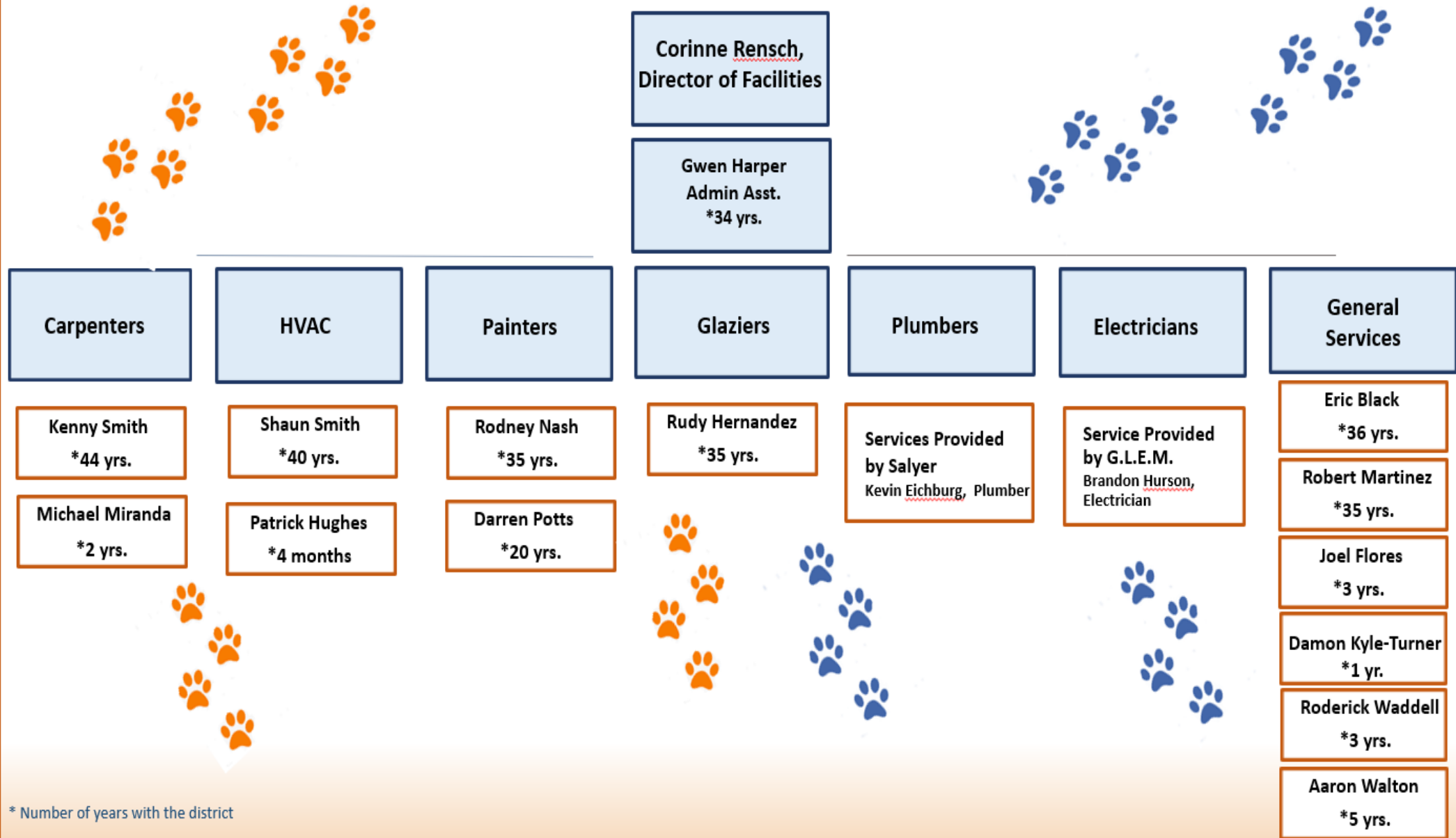


Annual Preventative Maintenance - General (Continued)

Work	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inspect playground equipment / sport equipment / track	Yearly						X						
Inspect lawn equipment	Yearly			X									
Inspect vehicles	Yearly			X									
Power wash walkway surfaces / awnings	Yearly								X				
Inspect generators	2x per year				X					X			
Inspect trees and landscaping	Yearly							X					



BGM Organizational Chart



* Number of years with the district



BGM Vehicle Inventory

Year	Make / Model
1999	Ford 3250
1999	Ford
2003	Ford F56
1999	Ford E24
1999	Ford E250
2007	Ford E250
2008	Chevy Silverado
2001	GMC Box Truck
2016	Dodge Ram
2018	Dodge Pro Master
2018	Dodge Pro Master 2500
2022	Ram 1500 Big Horn
2011	PJT Trailer C52



BGM Grounds Crew & Lawn Mower Equipment

Staff Name	Years with District
Robert Martinez	35
Eric Black	36
Joel Flores	3
Roderick Waddell	3
Damon Kyle-Turner	1
Aaron Walton	5

Quantity	Description
1	7" Scag Mower
2	60" Scag Mowers
1	30" Scag Hand Mower
2	Weed Wackers
1	Edger



Lawn Services for Open Schools

Schools with In-House Grounds Crew
Bailly
Bethune
BGM
Gary Career Center
West Side Baseball / Softball / Track
Williams

Services Provided by Contractor Derrick Millard	
Schools	Closed Schools
Banneker	Ambridge
Beveridge	Lew Wallace
Gary Middle	Lincoln
Glen Park	Melton
McCullough	Norton
West Side	Roosevelt
	Webster

Open schools are scheduled to be cut every other week and closed schools are scheduled every 3 weeks.



Snow Removal Team

Staff Name
Kenny Smith
Rudy Hernandez
Michael Miranda
Eric Black
Robert Martinez
Brandon Hurson



Snow Removal Vehicles

Year	Make / Model	Plow / Salter
2008	Ford F250	Plow
2004	Dodge Ram	Both
2012	Ford F350	Both
2015	Ford F250	Both
2022	2500 Dodge Ram Tradesman	Plow

