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Terry Braden, Working Maintenance Coordinator

BUILDINGS & GROUNDS MAINTENANCE DEPARTMENT

Charlotte Public Schools covers an area of 124 square miles and has a total enrollment of about 3,300 students. The district is comprised of four elementary buildings, one middle school, one high school and alternative education sites (Froebel is owned by the district and the Annex is leased). In addition, the district also has the Ron Schultheiss Athletic Complex that includes a modern football/soccer/track facility at the high school, a new Charlotte Performing Arts Center that houses a beautiful auditorium along with band, choir and drama classrooms, an aquatic center with an eight-lane swimming pool, and a separate exercise pool located at the new middle school.

The buildings and grounds department consists of two groups: facilities/grounds maintenance (three employees) and custodial (22 employees). Facilities/grounds maintenance is overseen by the Working Maintenance Coordinator who, until recently, was the district's sole Master Electrician. The Working Maintenance Coordinator serves as a hands-on working coordinator with the responsibility of assisting the Associate Superintendent for Operations in the maintenance and operation of the district's facilities and grounds.

The facilities/grounds maintenance department consists of a grounds keeper, a mechanical/maintenance employee, and a Master Electrician. This group is responsible for the operation and maintenance of all buildings and grounds in the district. Their duties include designing, installing, and repairing electrical systems, HVAC/mechanical systems, plumbing systems, and grounds maintenance of athletic fields.

The custodial group is responsible for the cleaning, preservation and general maintenance of the instructional buildings. A building engineer is on site during the day in each elementary, middle school and high school facility. In the evening, each building has a custodial night leader. One custodian serves as our pool operator and another as food service truck driver. The truck driver's duties also include freight delivery between buildings, mail delivery, and two hours of

cleaning at the high school. Together, these groups are responsible for maintaining approximately 650,000 square feet of buildings within the district.

In an effort to streamline and improve efficiency, the district implemented an electronic work order system in 2005. This allows any staff member to request repairs and report problems from classrooms and offices. With the new system, work orders are received when placed thereby eliminating the need for delivery by conventional mail and handling by multiple employees. The user can also view their work order status at any time. This system has improved response times, communication, and enabled tracking of various maintenance issues.

We commend our staff for the excellent job that they do. Their services provide a clean and safe environment in which our students and staff can learn and work.