

# Facilities Department

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Reports to *Superintendent*

## Our demographics

**Lead Director:** David Small

**Year in position:** 6    **In district:** 16    **In education:** 16

**Staff:** Robbin Ingram, Administrative Assistant

Ken Harris, Maintenance Supervisor

Sam Portman, Building Operations Manager

**Location:** 1321 Springdale Road, Lancaster, SC

## Our focus

Our department is dedicated in providing a well maintained facility that will support all aspects of the education process.

## Our functions

- Process daily maintenance work orders. On average the maintenance department successfully completes 10,000 work orders a year with a crew of 20 technicians.
- Manage and coordinate custodial cleaning, grounds maintenance, pest control, waste plant operations and roof repairs contracts.
- Manage property, casualty and athletic insurance and all associated claims.
- Monitor and budget all district utility accounts.
- Process, approve and review facility rental agreements.
- Establish and prioritize the district's five year capital improvement schedule.
- Conduct special projects with maintenance staff on minor construction improvements district-wide.
- Track all district energy consumptions on a web-based computer program and submit annual reports to SC energy office.
- Collect and maintain monthly fire alarm drill reports for each facility.

## Our department strengths

- The operations department is very efficient for the crew size and dollars spent on maintenance district-wide. Currently a crew of 20 maintains over 2.2 million square feet of buildings at a cost of about \$0.19 a square foot.
- The department operates on a team concept and everyone recognizes the importance of their position in the support of the classroom.

- The technical knowledge in the maintenance department is very strong. The majority of the maintenance employees have over 20 years experience in the operations of our facilities. The department has very low turnover.

### Our honors & awards

- Ken Harris – South Carolina School Plant Managers Association’s 2005 **Maintenance Supervisor of the Year**