Capital and Maintenance Budget Process

Westwood Public Schools

There are three items that are interrelated

- Long Term (Five Year Capital Plan)
- Annual Capital Budget
- Maintenance Budget (Line item in Operating Budget)

Capital Budget Process

- "The capital budget process is an ongoing process that is happening throughout the year. As a result, priorities change as new information becomes available."

  - Said Any Business Manager

The Capital Budget Process consists of five steps:

1. Gather information
2. Prioritize Projects
3. Estimate Costs
4. Identify available funding from the Town
5. Finalize and submit capital budget to School Committee for approval

1. Gather Information

- Buildings/Grounds inspections
- Facilities Condition Index (FCI) Data
- Work Orders
- Principal Requests during annual budget process
- Identify any current Town initiatives

Building and Grounds Inspections

- Our facilities are inspected using an “outside-in approach”. We start with the grounds around our facilities and then the building envelope, internal rooms and then the mechanical systems of the building.

Building and Grounds Inspections

- Director of Operations, Ken Aries and Asst. Director, Greg Baldwin visually inspect all seven facilities at least twice a year. Building principals also participate in at least one of the inspections.

- We use contractors to inspect various components of our facilities. These include boilers, roof top units (RTUs), roofs, emergency/fire alarm systems etc.

Building and Grounds Inspections

- Our maintenance staff inspects our buildings regularly since they are working on the front line and can easily identify potential issues with our various systems.
- Our Town insurance company, MIIA also does an inspection of our buildings noting potential issues.
- Town Departments that also conduct inspections are the Board of Health, Fire Department and the Building Department.

Facilities Condition Index (FCI)

- The Facilities Condition Index is a process that we use to keep track of school building systems.
- It identifies major system components, tracks information about these components, which includes their expected useful life, age and condition.
- For example an FCI keeps track of information not just about the HVAC system as a whole, but also about each boiler.

Westwood Public Schools - Boiler Information						
School	Model	Install	Life Expectancies*	Cost to replace (equipment only)	Current Condition	Remaining Life
High School	H.B. Smith gas / oil fire	2004	30	$28,000.00	Good	16
High School	H.B. Smith gas / oil fire	2004	30	$28,000.00	Good	16
High School	H.B. Smith gas / oil fire	2004	30	$28,000.00	Good	16
DeerField	Weil McLain BL 788S sectional Steam Boiler with Webster J gas burner	2013	30	$17,000.00	Good	16
DeerField	Weil McLain BL 788S sectional Steam Boiler with Webster J gas burner	2003	30	$17,000.00	Good	16
Downey	HTP Model 1000 water boiler / OEM gas burner	2016	30	$22,000.00	Good	16
Downey	HTP Model 1000 water boiler / OEM gas burner	2017	30	$22,000.00	Good	16
Downey	HTP Model 1000 water boiler / OEM gas burner	2018	30	$22,000.00	Good	16
Martha Jones	HTP Model 1000 water boiler / OEM gas burner	2017	30	$22,000.00	Good	16

Westwood Public Schools - Circulating Pumps Information

School	Name & Model of Pumps	Install	Life Expectancies	Current Condition	Remaining Life	Cost to replace - parts only - no install
High School	Bell & Gossett VSC with Baldor EM2515T motor	2004	20	Good	6	$7,000.00
High School	Bell & Gossett VSC with Baldor EM2515T motor	2004	20	Good	6	$7,000.00
DeerField	Bell & Gossett M09181 motor only	2005	20	Good	5	$600.00
DeerField	Bell & Gossett M09181 motor only	2005	20	Good	5	$600.00
Downey	Nepco RB09-25-050-17-3 with Magnetek 9-390708 motor	2001	20	Good	3	$3,000.00
Downey	Nepco RB09-25-050-17-3 with Magnetek 9-390708 motor	2001	20	Good	3	$3,000.00
Martha Jones	TACO FE2008E2C1F4LOA with Baldor EM3218T-8 Motor	2001	20	Good	3	$3,000.00
Martha Jones	TACO FE2008E2C1F4LOA with Baldor EM3218T-8 Motor	2001	20	Good	3	$3,000.00
Sheehan	Nepco RB09-25-050-17-3 with Marathon KVH184TTFW960264AM Motor	2012	20	Good	5	$3,000.00
Sheehan	Nepco RB09-25-050-17-3 with Marathon KVH184TTFW960264AM Motor	2012	20	Good	5	$3,000.00
Hanlon	Marathon 5K36JN50 motor only	original	20	fair	0	$600.00
Hanlon	Marathon 5K36JN50 motor only	original	20	fair	0	$600.00
Thurston Middle	Thrush 1-1/6x7 PF/E300 with Baldor EM3154T-8 Motor	2000	20	Good	2	$3,000.00
Thurston Middle	Thrush 1-1/6x7 PF/E300 with Baldor EM3154T-8 Motor	2000	20	Good	2	$3,000.00
Thurston Middle	Nepco RP06-3C-160-34-3 with Marathon PVK215TTDW4023ACM	2016	20	Fair	11	$1,700.00
Thurston Middle	Nepco RP06-3C-160-34-3 with Marathon PVK215TTDW4023ACM	2017	20	Fair	10	$17,000.00

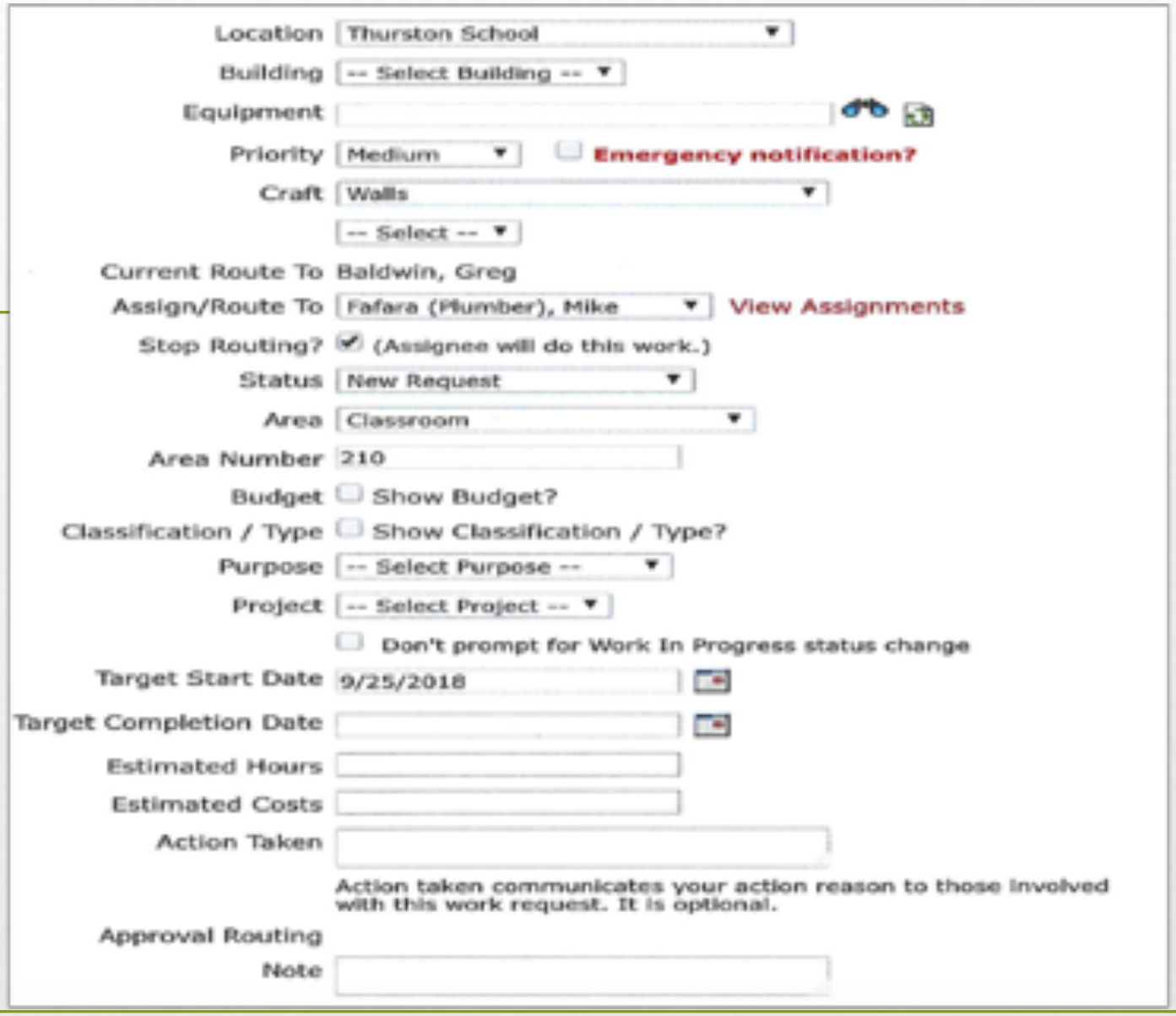
NOTE* ASHRAE EQUIPMENT LIFE EXPECTANCY CHART

SOME PRICING PER CTM BUDGET HVAC SHEET

Work Orders

- Principals, teachers as well as all Operations staff can submit work orders.

- Maintenance staff schedule preventative maintenance work orders for boilers, univents, filters, etc. which enhances the longevity of our building systems.


Location
Thurston School
Building
-- Select Building --
Equipment
Priority
Medium
Emergency notification?
Craft
Walls
-- Select --
Current Route To
Baldwin, Greg
Assign/Route To
Fafara (Plumber), Mike
View Assignments
Stop Routing?
(Assignee will do this work.)
Status
New Request
Area
Classroom
Area Number
210
Budget
Show Budget?
Classification / Type
Show Classification / Type?
Purpose
-- Select Purpose --
Project
-- Select Project --
Don't prompt for Work In Progress status change
Target Start Date
9/25/2018
Target Completion Date
Estimated Hours
Estimated Costs
Action Taken
Action taken communicates your action reason to those involved with this work request. It is optional.
Approval Routing
Note

Principal Requests

- During the annual budget process principals submit capital requests with their regular budget requests. These requests usually include program needs.

- For example, moving a wall, adding electrical outlets etc. These requests are prioritized and are considered along with the requests coming from Operations.

Current Town Initiatives

- We work closely with our town Energy Manager, Tom Philbin on potential energy savings projects in our facilities.

- Over the past two years we have been able to support these initiatives through the capital budget for energy saving projects such as the replacement and re-commissioning of both the Downey and the Martha Jones heating controls.

2. Prioritize Projects

- After all information and requests are considered we then prioritize the various projects based on the following:

1. Safety First
2. Needs
3. Wants/Wish List

3. Estimate Costs

- Vendors are contacted to estimate costs of various projects. If there is a project that is anticipated to be complex we may use an architect to help plan and bid the project.

- An example is the MS Elevator project.

4. Identify available funding from Town

- We work closely with town officials to determine capital funding for the upcoming year.
- The main source of capital is free cash.
- Capital reserve account (just in case funds)

5. Finalize and submit capital budget to the School Committee for approval

- Work with priorities and available funding to develop final capital budget submittal that best addresses the needs of our school system.

Some Capital Priorities for FY20 Include…

- Repair Front Steps at Sheehan
- Deerfield Rear Classroom Step Repairs
- Hanlon Door Crash Bar Replacements
- Replacement of Door 7 at Martha Jones
- MS Window Shade Replacements
- MS Univent Replacement Phase 1
- MS AC Second Floor Phase 2
- HS Paving

Capital Budget
VS.
Building Maintenance Budget

- Capital has historically been underfunded.
- The Building Maintenance Budget helps to complete projects if funds become available during the year.

Building Maintenance Budget Line

- Routine Maintenance
- Unexpected Health/Safety Projects
- Current Needs
- Future Needs

Routine Maintenance

- Boiler Water Treatment
- Minor Plumbing Fixes
- Painting
- Carpentry
- Floor Repairs
- HVAC Repairs

Unexpected Health/Safety Projects

- These projects represent the majority of funds expended beyond the budgeted amount.
- Examples of these would include projects like…
  - FY18 Replacement of all three exterior modular staircases at the Deerfield
  - FY18 Plumbing and filter work related to drinking water

Current Needs

- These represent projects that may not be a current health/safety issue but still need to be completed.
- Examples of these include carpeting or tiling of areas that may become a safety concern over the course of the year.
- Program needs also come up during the year that may require additional electrical or plumbing work.

Future Needs

- If funds become available we look at capital items that need periodic replacement from our capital list to see if we can move them up and also be completed within the available funds.

- Examples of these would include projects such as additional paving, building masonry work, additional carpeting/flooring or even boiler replacement.

Questions?