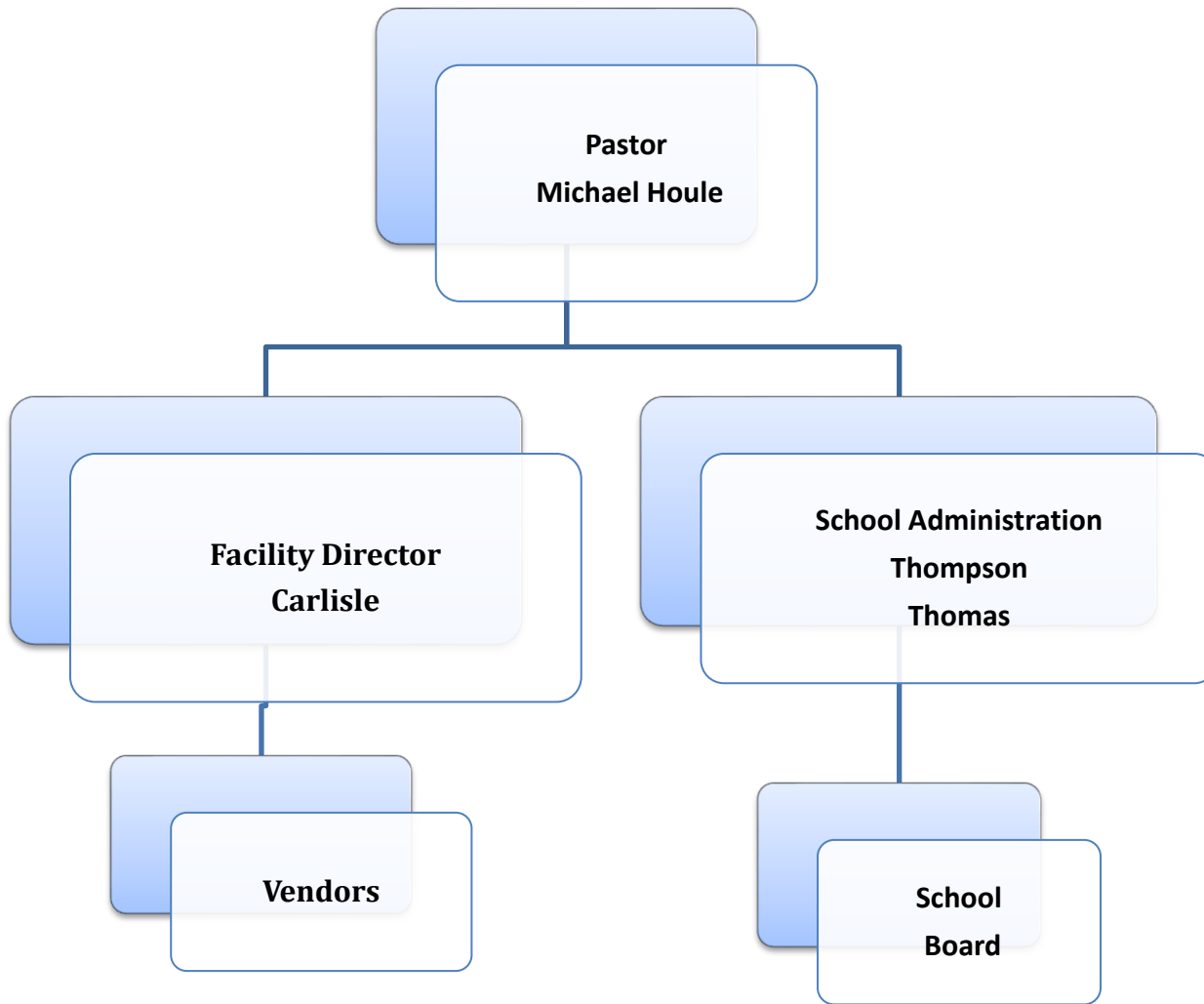


St. Paul's Catholic School Facility Master Plan

Diocese of St. Augustine(Updated 6/2017)

Krissy Thompson, Principal

Facility Plan



The facility team is responsible for developing an annual facility plan, implementing the strategies that are developed in the plan, and providing oversight to ensure facility sustainability.

Mission Statement

The mission of the St. Paul's Catholic School community is to provide an environment where the Gospel message and teachings of the Catholic Church are woven throughout quality education...St. Paul's is a place where faith and knowledge intertwine.

We believe...

- each child should be recognized as an individual and capable of learning.
- children should be instilled with a strong sense of responsibility for their learning.
- teachers should provide a variety of technological and educational approaches to prepare each child for an ever-changing world.
- teachers should promote personal best effort to achieve academic excellence.
- open communication and mutual respect prepares the heart, mind and soul to meet life's many and varied challenges.
- service to school, parish community, country and the world is essential.

ST. PAUL'S CATHOLIC SCHOOL IS FULLY ACCREDITED BY THE FLORIDA CATHOLIC CONFERENCE.

Positioning Statement

For Catholic families in the Jacksonville Beach and surrounding areas, St. Paul's Catholic School provides a strong academic program entrenched in Gospel values. The original building was established in 1949. The cafeteria and gymnasium were added in 1984. The middle school and kindergarten classrooms were added in 1996. Portable classrooms were added to the campus in 2007 to accommodate a growing VPK program. In January of 2016, the ELC which occupies part of the parish Family Life Building, was added to the school program.

Purpose:

The purpose of this Facility Master Plan is to provide a valuable planning tool for future facility related decision making that is consistent with the mission of the school and that meets the needs of the parish as a whole. The master plan recommendations consist of both short term and long term recommendations required to adequately address the facilities issues facing St. Paul's Catholic School.

Short Term Needs:

- Systematic repairs and renovations to existing buildings
 - Renovation to all bathrooms including energy efficient plumbing
- Improvements to facilities to meet operational needs
 - Irrigation system for field
- Building improvements to achieve energy conservation and efficiency
- Technology upgrades required to maintain a growing technology initiative
- Continue safety and security upgrades
 - New fencing around field
 - Landscaping that does not inhibit security monitoring or produce hiding places
 - Paved parking along 2nd Avenue

Long Term Needs:

- Construct additional classroom for growing VPK program
 - New classrooms must incorporate cost effective “ Green Building” features that support energy efficiency, reduce maintenance, and improve the overall physical learning environment
- Construct additional classrooms for instructional support
 - Classrooms should support project based learning, independent studies, flexible utilization of space, and accessibility to technology
- Major capital improvements
 - Roofing

- HVAC
 - Exterior doors and windows
 - Existing bathroom remodel
- Acquisition of additional property surrounding existing building to allow for expansion as parish continues to grow.

Keys to Success

- Emergency facility reserves
- Defined role and responsibilities for facility director
- Proactive maintenance on all systems
- Strong relationships with vendors
- Utilizing bid method to outsource repairs
- Consistent communication with maintenance department
- Action plan to address short term and long term needs

Overview of Current Facilities Program

Lease Agreements	The Principal is responsible for generating and negotiating all lease terms and documents where needed. (VPK Portables)
Janitorial	St. Paul's janitorial needs fall into two categories: (1) immediate – ie... routine spills that are taken care of by the on-site maintenance staff; (2) regular daily cleaning, which is contracted out to local providers. Cleaning and other facilities supplies are purchased in bulk from a single contracted vendor.
Safety and Security	A school safety plan is in place, in accordance with diocesan and local law enforcement requirements. This plan addresses fire drills, lockdowns, and emergency situations warranting evacuation or school shutdown. Fire inspections and safety drills are conducted on a regular schedule. Security cameras are placed throughout the campus and monitored by the facilities department. During the day, all doors and means of egress other than emergency exits are locked from the inside. All visitors or persons coming on school grounds must report to the main office and obtain a visitors badge.
Regular Repairs and Preventative maintenance	Regular and preventative maintenance is (now or soon will be) scheduled. The facility manager, in collaboration with the principal, will develop regular maintenance schedules. Depending on the repair, regular or minor preventive maintenance tasks are either performed by the on-site maintenance staff or a contracted licensed vendor.
Cost Saving	To be addressed.
Compliance	St. Paul's is in full compliance with ADA, AHERA, Jacksonville Beach Fire Code, Public Health, FDOE, and all other required agencies. St. Paul's performs regular AHERA inspections in accordance with diocesan policy. The inspections focus on encapsulation in boiler rooms, tiles anchored to floors, etc. If abatement needs arise, the contractor develops a work plan which is then performed by specialists or contracted maintenance providers, depending on the severity of the situation.
Insurance	Facilities and comprehensive liability insurance is procured through Gallagher Basset who also performs operations and physical plant audits. These audits identify corrective actions that can or should be taken in physical plant maintenance and plant operations in an effort to avoid lawsuits or cut operating costs.
Emergency Repairs	All emergency and irregular repairs are contracted out to a licensed contracted vendor.
Service Agreements	Responsibility for managing and scheduling ongoing service agreements (i.e. maintenance and servicing HVAC systems and equipment, maintaining septic pumps, regularly replacing air filters etc.) rests with the Facility Director. Service agreements are located with the facilities director.

Facilities Inventory (as of 6/2017)

Building	Original construction date	Last Paint Exterior	Last Paint Interior	HVAC Replacement	Window replacement	Roof Replacement	Bathroom Replacement	Additions or Renovations
Elementary	1949		Ongoing as needed					Renovation to front lobby, offices, (6/2013) Renovation to media center (6/2015)
Middle School	1996	6/2015	Ongoing as needed					Renovation to media center (6/2014)
Kindergarten	1996	6/2015	Ongoing as needed					
ELC (Family Life)			Ongoing as needed					
Cafeteria			Ongoing as needed					Stage added (2007) Complete kitchen

								renovation (6/2013) Renovation to Apple Room (6/2015)
Gym	1984	8/2016	3/2015	5/2016		7/2016	2008	New floor and bleachers, goals, renovate stage (6/2015) Renovate Kelly Hall (6/2016)
VPK Portables	2007 Lease	NA	Ongoing as needed					
Playground		NA	NA	NA	NA	NA	NA	New equipment, pavers, mulch, fencing (6/2016)

Action Plan- Facilities

The facility plan is to be reviewed and updated yearly.

Facilities Department

Goal: The facilities director, in collaboration with the principal, will ensure the overall maintenance, sustainability and security of all school buildings.

Action Item	Responsibility	Timeline
Develop and implement plans and procedures for building cleaning operations	Facilities Director/Principal	✓
Evaluate service contracts for cleaning supplies and maintenance service	Facilities Director	✓
Utilize school facilities checklist to ensure productivity and compliance	Facilities Director/Principal	✓
Develop and implement plans for preventive maintenance	Facilities Director	2/2017
Develop programs to reduce waste and unnecessary costs	Facilities Director	6/2017
Evaluate and implement building safety and fire procedures	Facilities Director/Principal	✓
Establish and maintain building security procedures	Facilities Director/Principal	✓
Oversee major capital improvements	Pastor/Facilities Director/Principal	✓
Develop and implement plans and procedures for operations of playgrounds, playground equipment, and surface parking areas	Facilities Director/Principal	✓
Develop system to manage work orders	Facilities Director	✓
Develop system to manage wireless work orders/technology	Facilities Director/IT Department	✓
Develop system for facilities scheduling	Facilities Director/Registrar	✓
Collaborate with Pastor and parish leadership team to ensure overall campus plan is intact.	Facilities Director/Principal	✓

Review budget to ensure that it adequately meets maintenance and repair needs	Facilities Director/Principal	✓
Designate emergency reserves for unforeseen repairs	Principal	2/2017

School Facilities Checklist:

RATING: 5 = Exceeds Standard, 4 = Above Standard , 3 = Standard 2 = Below Standard, 1 = Inadequate	Rating	Comment
Customer Service		
Staff are attentive to student, parent, guest and other staff requests/needs		
Custodial/Cleaning		
Outside of building is clean and free of litter		
Hallways are clean, free of litter, graffiti and dirt		
Bathrooms are clean, fully stocked and in working order		
Classrooms are clean and orderly		
Facilities		
All building furniture and equipment is in working order and well maintained		
Bathrooms are in working order		
All lighting is in working order		
All building systems are functional and working at appropriate efficiency		
Ceilings, walls, floors and doors are functional and display no signs of damage		
Finance		
Budget is tracked and staff is aware of financial position of school		
Budget is within spending parameters and over spending is documented		

Payroll files are accurate, neatly maintained and all backup is documented		
Information Technology (shared responsibility w/ IT Department)		
Computers, servers, peripherals and phones are all functional and in use		
Uptime of network and phone system is at 95% or better		
Technology is being used for appropriate purposes		
Software systems are up to date, appropriately licensed and fully functional		
Technology is well cared for and neatly used in offices and classrooms		
Human Resources (shared responsibility w/ Human Resource Director)		
Documentation for staff is current		
HR policies and procedures are accurately followed at all times		
Teacher certifications are up to date and on file with school		
All classrooms are staffed by appropriate personnel at all times		
Purchasing		
Purchasing procedures are accurately followed and documented		
Purchasing is done cost effectively and with a focus on student achievement		
Security		
Security system is functional and in use		
Building appears secure in all aspects		