



# Town of Reading

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Joseph P. Huggins  
DIRECTOR OF FACILITIES

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## MISSION STATEMENT

The Facilities Department Mission is to support the Town's Educational and Municipal Government functions. This mission is accomplished through the quality driven delivery of Facilities Services in a timely and cost effective manner along with exceptional customer service.

Facilities Staff members strive to maintain an efficient, safe, clean, attractive and inviting environment for all public associated with the Town of Reading. The Facilities Department also provides the necessary services to facilitate building use for interior and exterior users.

## DEPARTMENT OVERVIEW

The Facilities Department is responsible for the repair, maintenance and capital improvements of eight (8) School Buildings and nine (9) Municipal Buildings totaling 1.1 million square feet of space. The Department manages a staff of tradesmen made up of an electrician, plumber and carpenter. The additional trade disciplines are outsourced through service contracts. Cleaning of the buildings is accomplished with a staff of twenty three (23) full-time custodians. Contracted cleaning is utilized at two (2) schools: RMHS, Coolidge Middle School; and four (4) town buildings: Town Hall, Reading Public Library, Pleasant Street Center and the Police Station.



## ESSENTIAL TECHNOLOGY UTILIZED

### Computerized Maintenance Management System

#### SchoolDude Web Based Platform

Maintenance Direct – Work order system used to enter and track work requests made by staff and building users.

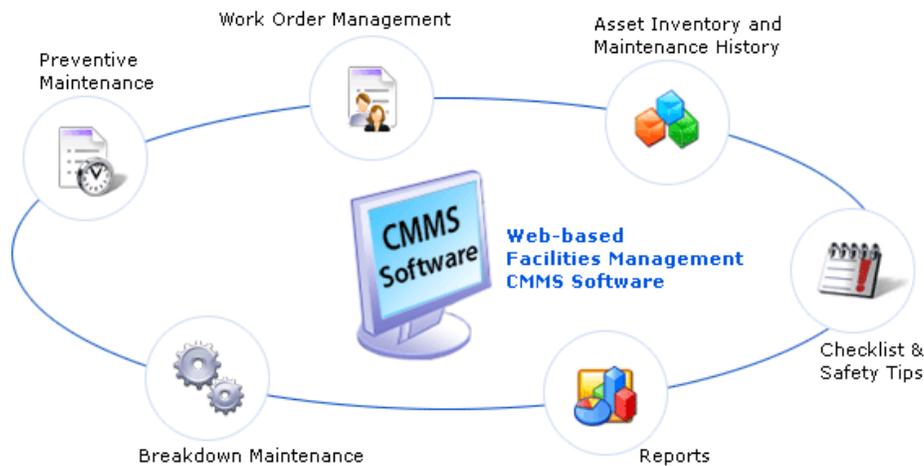
Facilities Direct – Utilized to schedule school rentals and invoicing.

FS Automation – Implemented in the fall of 2016. FS Automation links school rentals into Town Energy Management System Software turning HVAC Systems on and off as needed

Critical Alarm Automation – Monitors key points on the Town’s Energy Management System. Sends out email/text and produces a work order which is crucial in early warning. System provides 24 hour monitoring of vital systems.

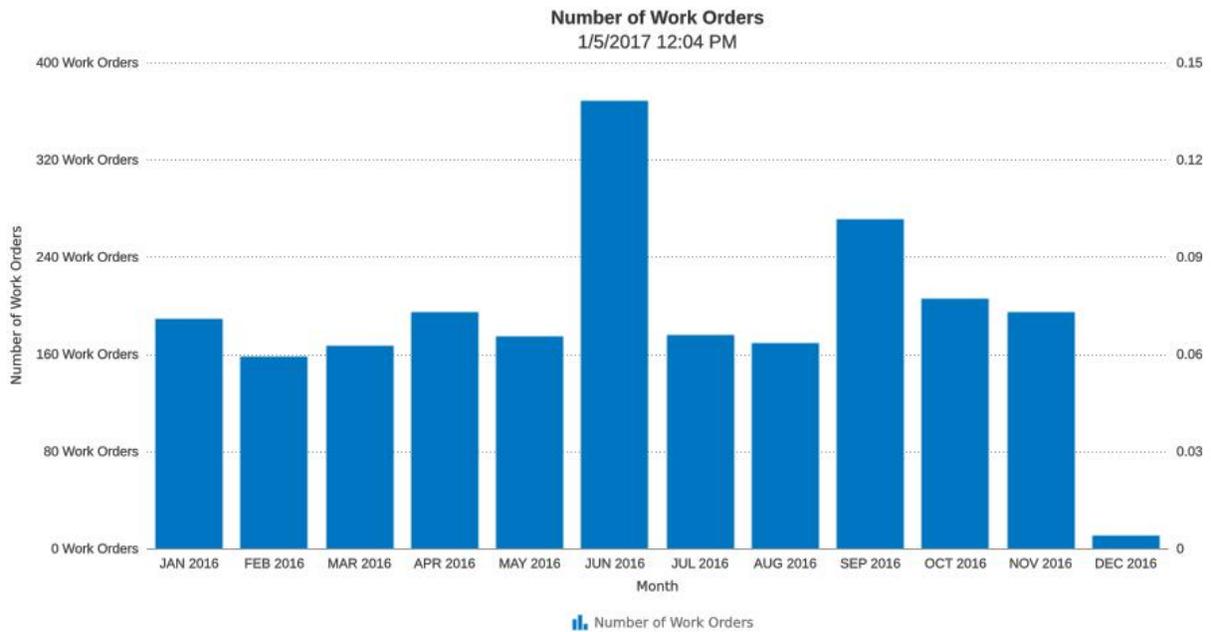
Utility Trac Plus – Implemented in the fall of 2016. Utility Trac enables the department to track energy usage and costs across all utilities and identify trends on consumption and spending.

**EMS – Energy Management System** – The department employs EMS to manage the building heating, cooling and ventilation systems. Proper scheduling and control are essential to managing consumption.



## DEPARTMENT KEY FUNCTIONS

- Maintaining the work order system and manage work flow
- Perform routine maintenance/repairs
- Manage and support Preventative Maintenance (PM) program
- Provide project management
- Collaborate with Permanent Building Committee
- Long term planning
- Coordinating outside contractors
- Follow state mandated inspection schedules
- Capital planning and project management/implementation
- Manage custodial service for all town and school buildings
- Manage and track energy and fuel consumption



**MANAGEMENT TEAM**



**BUILDING INFORMATION**

<b><u>Building</u></b>	<b><u>Constructed</u></b>	<b><u>Renovated</u></b>	<b><u>Use</u></b>	<b><u>Area Footage</u></b>
RMHS	1957	2006	School	375,000
Coolidge Middle	1959	2000	School	96,000
Parker Middle	1925	1998	School	98,000
Killam	1968		School	57,000
Wood End	2004		School	52,000
Barrows	1963	2005	School	54,000
Birch Meadow	1957	1995	School	59,000
Eaton	1920	1994	School	56,000
Town Hall	1918	1990	Municipal	16,000
Senior Center	1850	1993	Municipal	57,000
Police	1998		Municipal	30,000
Main St Fire	1990		Municipal	10,000
West Side Fire	1956		Municipal	7,400
DPW Garage	1989		Municipal	42,000
Library	1894	1983/2015	Municipal	37,500
Mattera Cabin	1983	2011	Municipal	3,000
Cemetery Garage	1929		Municipal	3,000

## **FY 17 CAPITAL PROJECTS COMPLETED**

- UPS Battery Replacement Town & School Data Centers
- Main Street Fire Flooring Replacements
- Police Station Carpet Replacement
- Killam Flooring Replacements
- Killam HVAC upgrades
- Wood End Kitchen Floor Refinishing
- Parker Music Suite Flooring replacement
- RMHS Carpeting
- DPW Garage Main Entrance Door
- RMHS Sidewalk Repair & Replacement



Killam, New carpeting and high visibility strips, Completed December 2016

## **FY 17 REMAINING CAPITAL**

- Wood End HVAC upgrades
- Upgrade of Honeywell EMS
- West Side Fire Roof Replacement

## **SPECIAL PROJECTS COMPLETED**

- All Schools, Faucet & Water Fountain repairs/replacements, Lead Contamination Control Act (LCCA)
- Barrows, Soffit Vent replacement
- Roof Inspections Town and School Buildings
- All Schools, Interior Painting
- Utility Trac Implementation
- RMHS 4<sup>th</sup> Floor, Ceiling Fan Installation
- J. Eaton, LED Lighting Conversion
- Town Hall, Exterior Painting
- Town Hall, Inspectional Services Renovations
- DPW Garage, Breakroom and Kitchen Renovation
- Pleasant Street Center, Interior & Exterior Painting



DPW Garage Kitchen Renovation, Completed September 2016

**Statistical Information**

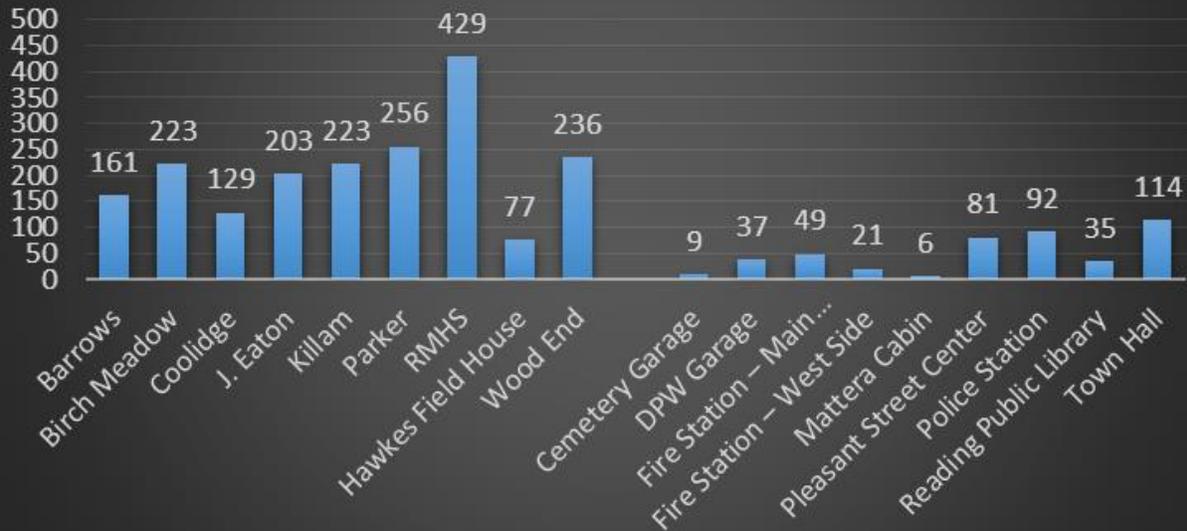
<b>In-House Special Projects Calendar Year 2016</b>				
<b>Location</b>	<b>Project Name</b>	<b>In-House Labor Hours</b>	<b>In-House Work Order Count</b>	<b>Average Hours Per Work Order</b>
RMHS	Stairwell Painting	14	2	7
Town Hall	Inspectional Services Renovation	57	6	9.5
DPW Garage	Breakroom & Kitchen Renovation	183.5	5	36.7
All Schools	LCCA Fixture Replacement/Repair	151	3	50.33
RMHS/PMS/CMS	Security Camera Work	11.5	4	2.88



Facilities Department Carpenter, working at the J. W. Killam Elementary School

<b>Work Orders by Selected Crafts FY16</b>	
<b>Craft</b>	<b>Work Order Count</b>
Boiler	28
Carpentry	59
Clocks/Bells	17
Custodial	137
Custodial Equip. Repair	13
Energy Management	32
Delivery	183
Doors & Hardware	82
Electrical	247
General Craftsman	185
Generators	11
HVAC	269
Key/Lock	39
Moving	45
Painting	20
Pest Control	37
Plumbing	206
Roof	36
Shades/Blinds	31
Telephone Service	115

## Number of Work Orders by Location FY 2016



Purpose Summary Fiscal Year 2016	
Purpose	Work Order Count
Critical Alarms	64
Facility Scheduling	12
General Grounds	17
General Maintenance	838
Office Moves	49
Other	209
Preventative Maintenance	355
Vandalism	16
<b>No Assigned Purpose</b>	<b>908</b>
<b>Total Work Orders</b>	<b>2468</b>

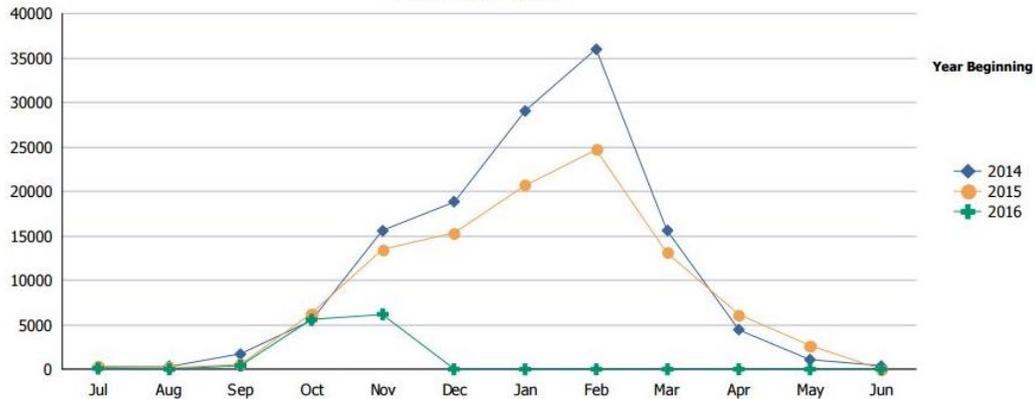
Work Orders Requested by Location, Fiscal Year 2016	
Location	Number of Work Orders
Barrows	161
Birch Meadow	223
Coolidge	129
J. Eaton	203
Killam	223
Parker	256
RMHS	429
Hawkes Field House	77
Wood End	236
Cemetery Garage	9
DPW Garage	37
Fire Station – Main Street	49
Fire Station – West Side	21
Mattera Cabin	6
Pleasant Street Center	81
Police Station	92
Reading Public Library	35
Town Hall	114

## Utility Trac

Utility Trac enables the department to track energy usage and costs across all utilities and identify trends on consumption and spending. The graph shown below shows natural gas consumption at Reading Memorial High School over a 30-month period.

Place: [READINGMEMORIALHIGHSCHOOL] Reading Memorial High School  
 62 Oakland Road  
 Reading  
 MA

Place Cost Profile



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	YTD % Ch vs 2014	YTD % Ch vs 2015
2014	301	350	1,710	5,543	15,587	18,863	29,066	35,996	15,625	4,467	1,084	356	128,947		
2015	302	187	583	6,266	13,432	15,323	20,713	24,718	13,139	6,107	2,635	0	103,404	(19.58)	
2016	97	0	420	5,579	6,205	0	0	0	0	0	0	0	12,301	(47.63)	(40.77)



Shown above, are the two Cleaver Brooks, natural gas boilers that serve as the primary heating source of Reading Memorial High School.

In addition to tracking the consumption of a single fuel source, Utility Trac also provides the department with an overview of cost across the whole portfolio under its management. The graph below shows cost information that has been entered to date, for all of the properties managed by the facilities department.

Place: [Town Of Reading] Town Of Reading



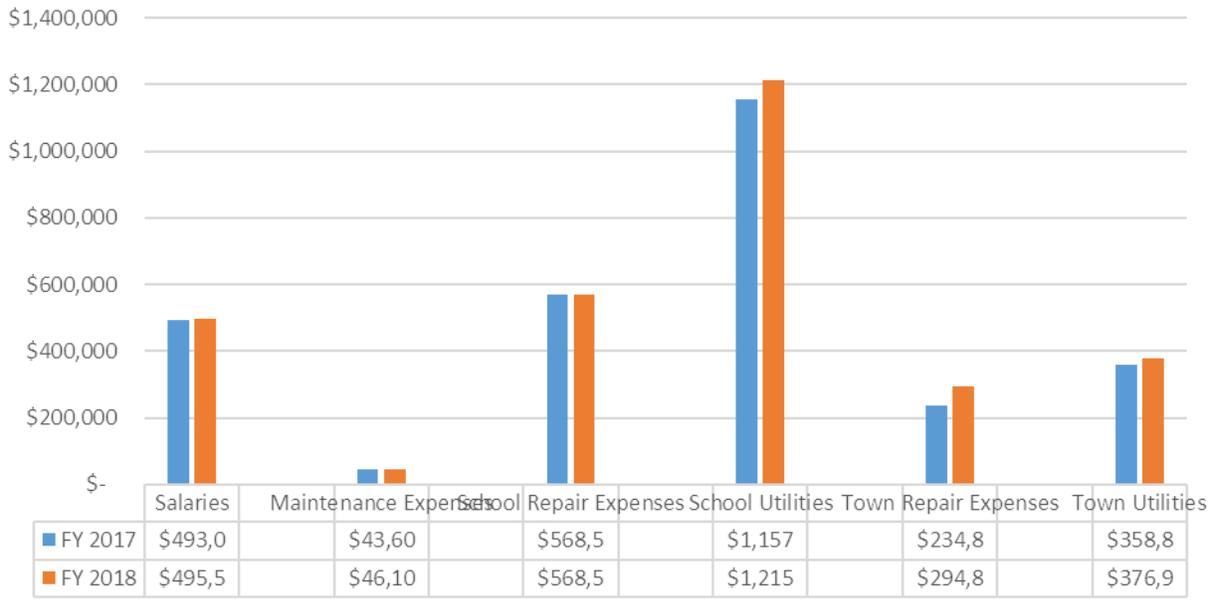
Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
2013	\$0	\$0	\$0	\$0	\$0	\$26,424	\$0	\$0	\$27,869	\$0	\$0	\$81,703	\$135,995
2014	\$39,778	\$49,922	\$87,410	\$81,139	\$116,859	\$199,720	\$179,228	\$196,024	\$168,140	\$89,239	\$74,652	\$98,127	\$1,380,238
2015	\$53,105	\$50,463	\$93,262	\$81,517	\$141,762	\$190,497	\$242,393	\$216,235	\$174,640	\$82,457	\$73,945	\$100,923	\$1,501,198
2016	\$53,729	\$59,402	\$105,937	\$89,741	\$119,297	\$158,910	\$158,876	\$167,167	\$155,227	\$86,173	\$63,792	\$57,924	\$1,276,176
2017	\$49,959	\$108,994	\$116,702	\$85,313	\$108,631	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$469,599
<b>Totals</b>	<b>\$196,571</b>	<b>\$268,781</b>	<b>\$403,311</b>	<b>\$337,710</b>	<b>\$486,549</b>	<b>\$575,551</b>	<b>\$580,497</b>	<b>\$579,426</b>	<b>\$525,876</b>	<b>\$257,869</b>	<b>\$212,389</b>	<b>\$338,676</b>	<b>\$4,763,205</b>

**Facilities Department Budget**

<b>Town Facilities</b>		
	<b>FY 2017</b>	<b>FY 2018</b>
Salaries	\$ 206,805	\$ 219,850
Custodial Services and Supplies	\$ 80,085	\$ 80,085
<b>Total:</b>	<b>\$ 286,890</b>	<b>\$ 299,935</b>

<b>Core Facilities</b>		
	<b>FY 2017</b>	<b>FY 2018</b>
Salaries	\$ 493,085	\$ 495,550
Maintenance Expenses	\$ 43,600	\$ 46,100
School Repair Expenses	\$ 568,580	\$ 568,580
School Utilities	\$ 1,157,570	\$ 1,215,200
Town Repair Expenses	\$ 234,800	\$ 294,800
Town Utilities	\$ 358,875	\$ 376,950
<b>Total:</b>	<b>\$ 2,856,510</b>	<b>\$ 2,997,180</b>

### Core Facilities FY 17 & FY18



### Core Facilities FY 2018

