

March 2, 2015

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 14-35
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Spring 2015 Center Facilities' Maintenance

1. Purpose. To provide guidance on facilities' operations and preventive maintenance. Guidance for the upcoming seasonal change is in place to improve center operations and cost savings.

2. Background. In accordance with Job Corps' Policy and Requirements Handbook (PRH) Section 5.11, R1, "Center Operators shall maintain all buildings, grounds, roads, sidewalks, and equipment for which the center is responsible by implementing a center maintenance program." A properly conducted Prevention Maintenance (PM) program prolongs the life of equipment, reduces energy consumption, and increases operational availability of equipment.

3. Action. Job Corps centers are required to prepare Heating, Ventilation, and Air Conditioning (HVAC) equipment for seasonal changeover. It is difficult to present a simple description of the seasonal temperature changeover policy because of the variety of buildings and related HVAC systems. When determining the exact changeover date for a building, facilities management should consider prevailing weather patterns, the building's HVAC system, system controls, and building usage. The spring changeover is also the time to begin planning PM activities on boilers, furnaces and the associated vents, stacks, and chimneys.

In an effort to ensure the physical comfort and well-being of students and staff during this cooling season, the goal is to maintain the temperature below 78°F in campus buildings while occupied, and below 85°F while unoccupied. Remember that during the spring weather can be variable, causing building internal temperatures to vary as much as 15 degrees.

For more information on basic and larger central HVAC system maintenance, refer to the "Cooling Season Preparations" attachment.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Direct all inquiries to Nakia Wayns, Engineering Support Contractor, at (703) 516-2225 or wayns.nakia@dol.gov.

Attachment

Cooling Season Preparations