

Facility and Outdoor Maintenance and Use Agreement

Schools and Recreation Centers



City of Alexandria, Virginia
Department of Recreation, Parks & Cultural Activities
Department of Transportation and Environmental Services
Department of General Services
Alexandria City Public Schools

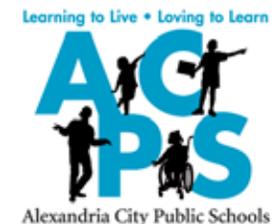


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Background



This facility maintenance and use agreement was formed as an update to an agreement signed in 1997 by the City Manager and the Superintendent of Alexandria City Public Schools (ACPS). While the 1997 agreement has been instrumental in helping ACPS and the City determine maintenance responsibilities, there are many gray areas in which further consensus is necessary, particularly in facilities that are shared by ACPS and the Department of Recreation, Parks & Cultural Activities (RPCA).



The purpose of this updated memorandum of understanding is to fill in the gaps of the 1997 MOU and to clarify areas where maintenance responsibilities are unclear. Rather than addressing each facility as a whole, this document now details maintenance responsibilities in RPCA areas, ACPS areas, and shared areas within each facility. It is a broader approach that includes three City departments (Recreation, Parks & Cultural Activities, General Services (GS), Transportation & Environmental Services (TES)) and ACPS, all under the umbrella of the Eco-City Charter.



An internal work group has met quarterly since 1997 to develop the broader agreement contained in the pages of this document. During the City Council Budget Hearings in 2006, the City Council proposed changes to the existing structure of maintenance responsibilities at the public schools. The proposal focused on developing better communication between the Departments of Recreation, Parks and Cultural Activities (RPCA), Transportation and Environmental Services (T&ES), and the Alexandria City Public Schools (ACPS). In 2007, the working group developed a plan that enabled ACPS to reassign the current grounds maintenance employees to the City, reducing ACPS's obligation to ground maintenance and allowing them to concentrate on education. Working with RPCA, the City gained additional efficiencies and provided a higher level of maintenance for each school. This agreement further represents the efforts and synergy of the work group in helping the City attain a better quality product for its citizens.



In 2010, the City of Alexandria approved a revised Snow Plan to increase efficiencies and improve services. The revision to the Schools Outdoor Maintenance Agreement, approved in February 2011, coordinates with the new Snow Plan and includes changes in response to recent construction and Capital Improvement Projects.

How to Use This Document

Facility

This document is arranged alphabetically according to the facility name. For each facility, there is a floor plan delineating which spaces are used solely by ACPS and RPCA and which spaces are shared. The chart on the right defines which agency is responsible for maintenance elements required within the delineated spaces. Each page also includes text that describes the facility in greater detail.

Charles Barrett Elementary School and Recreation Center
1115 Martha Custis Drive, Alexandria, VA 22302

Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	ACPS
Exterior Building Envelope	GS	ACPS	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Asphalt/Concrete Repairs	TES	TES	TES
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	RPCA	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	ACPS	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details
 ACPS Square Footage: 62,760
 RPCA Square Footage: 8,447
 Shared Area Managed By: ACPS
 Shared Area Activities: RPCA requests use for regular recreation center activities, summer program, school holidays, winter and spring vacations.

GYM

November 1, 2010

7

Facility Name

Facility Address

Facility Maintenance Needs

Owner of Maintenance Responsibility (varies depending on the area in which the maintenance occurs)

Details (Gross square footage, shared uses, owner of facility)

ACPS Use (White)

RPCA Use (Pink)

Shared Use (Yellow)

How to Use This Document

Grounds Sites

This document is arranged alphabetically according to the site name. For each site, the property line is identified in red. Areas shaded are the responsibility of the appropriate agency as identified within this document. Each page also includes text that describes the facility in greater detail as needed.

Levels of Service to be Provided

Charles Barrett Elementary School - Four Mile Run District

Charles Barrett School serves grades K- 5 and is located in the north end of the city adjacent to Charles Barrett Recreation Center.

Located at:
1115 Martha Custis Drive
Alexandria, VA 22302

Service Level 3

ACPS Maintenance
Property Boundary
Revised September 1, 2011

- Site Name and Park District
- Description
- Site Address
- Service Level Provided
- Locator Map
- RPCA Maintenance (not shaded within property line)
- Graphic Depicting Maintenance Responsibilities
- ACPS Maintenance (Blue)
- Property Line (Red Line)

Facility Maintenance and Use Definitions

Interior Building Envelope

The interior envelope includes floors, drywall, paint, interior fixtures, gymnasium furnishings (goals, nets, rims, wall padding), cabinetry, appliances, duct work, sound systems, shades, doors, hardware, alarm systems, and IT systems.

Exterior Building Envelope

The exterior envelope is defined as the structural components of the building, including roof, walls, doors, hardware, windows and foundation. It also includes ceiling, insulation, electrical system, plumbing, HVAC, roof and roof drainage systems, and exterior lighting fixtures attached to the building.

Custodial Services / Supplies

Custodial services include the regular cleaning, supplies, and upkeep of the facility and custodial services for set up / take down for special events. The level of service must meet the program capacity engaged at the facility. Green cleaning methods are to be employed in the cleaning of facilities.

Solid Waste / Recycling

Solid waste / recycling includes the removal of trash and recycling items from dumpster areas to the appropriate disposal location.

Litter Clean-up

Litter clean-up involves the removal or disposal of trash, debris, and items left from events taking place at a shared facility. It is the user's responsibility to clean area from daily litter, special events, sports groups and other users.

Asphalt/Concrete Repairs

Asphalt and concrete repairs include minor patches to existing asphalt and concrete infrastructure, filling of potholes, and emergency repairs. These repairs are quick fixes and are not expected to last longer than a year. This type of maintenance does not include repairs to the subgrade or remilling of the existing surface. Sidewalks and curb and gutter within street right-of-way will be maintained by TES. Each agency is responsible for repairs on its own property. Maintenance of concrete/asphalt on ACPS property is the responsibility of ACPS; maintenance of concrete/asphalt on RPCA property is the responsibility of RPCA and TES. ACPS and RPCA sites are being included in the City's pavement management system.

Facility Maintenance and Use Definitions (Continued)

Site Lighting

Site lighting maintenance is the necessary upkeep of all lighting associated with the facility that is not owned by Dominion Power. This includes bulb replacement, fixture repair, painting and replacement if necessary.

Interior Graffiti Removal

This involves the removal of graffiti on the interior of the building. The responsible agency is designated in the matrices located in the text of this MOU.

Exterior Graffiti Removal

This involves the removal of graffiti on the exterior of the facility and on playgrounds.

Stormwater Facilities and BMP's

Each agency is responsible for BMP maintenance on its own property. TES will assist with assessment of all stormwater facilities and BMP's. Attachment A contains a list of ACPS maintained and City maintained BMPs.

Sanitary Sewer

TES will be responsible for the sanitary sewer system to the service connection. General Services and ACPS will be responsible for all sanitary sewer lines out to the main line connection, including the tap, for the respective buildings.

Hydrants and Fire Lines

TES will be responsible for maintenance of all hydrants in the street right-of-way. TES will review, assess and test all hydrants on ACPS and park property. Any and all maintenance on hydrants are the responsibility of the agency. All private secondary lines to the service connection are the responsibility of the agency.

Life and Safety Systems

Sprinkler and fire alarm systems, where stand alone, shall be maintained by the agency. Where systems serve both facilities, refer to individual facility pages in this document.

Shared Use Spaces

Each shared use space is managed by the owner of the space.

Outdoor Maintenance Definitions

Mowing Operations

The schools sites will be mown at frequencies prescribed in their assigned level of service, April through October depending on weather conditions and the condition of the individual sites. Every attempt will be made to conduct mowing operations before the school day starts.

Leaf Collection

Leaf collection will begin with City scheduled removal of leaves during November and December. Collection activity will be conducted according to level of service assigned to each site. Every attempt will be made not to disrupt school activities.

Snow Removal

In the City's 2010-11 snow plans which were presented to City Council in November 2010, schools are priority when up to eight inches of snow or other winter weather conditions are in the forecast that lead the City to designate a storm as Level 1 severity. City road crews (T&ES) first treat and plow primary roads (which include snow emergency routes) making them passable and then turn their attention to secondary routes (including hills). After these priorities are completed, road crews will begin treating and plowing residential streets and ensure that secondary school parking lots are clear. In Level 1 storms, the City's pedestrian crews (RPCA) focus first on all school pedestrian areas and elementary school parking lots unless ACPS determines that schools will be closed due to weather conditions. When the City designates a storm as Level 2 severity or when ACPS chooses to close schools, T&ES will provide passable access to all school parking lots for building engineers and essential staff but parking lots will not be cleared until other roadway objectives are met. For the pedestrian group (RPCA), in a Level 2 or 3 storm schools are lower priority than sidewalks in critical, high-volume pedestrian areas near Metro stations.

Winter maintenance programs will typically take place December through February or other times when winter weather is in the forecast. The snow removal plans for each school are depicted as revised in February 2011 on the following pages. The parking areas will be maintained in accordance with the 1997 City/School Facilities Use and Maintenance & Service Agreement, and/or its successor.

Outdoor Maintenance Definitions (Continued)

Spring Maintenance

In March and April, each site will receive additional maintenance including pruning the trees, overhauling the flower and shrub beds and repairs to the fields and turf areas. These activities may extend into the school day. Every attempt will be made not to disrupt school classes.

Tree Services

Yearly pruning and tree maintenance will be provided by RPCA on a regular schedule. During storm events RPCA's first priority is to provide arterial road access for health and safety concerns for the general public. Storm damage clean-up at schools will be assigned a priority status depending on damage. Any damage that inhibits school operations will be assigned top priority. All other storm damage will be attended to as soon as possible.

Horticulture Services

The goal is to provide perennials and seasonal color to all designated areas at each school according to the assigned level of service. The Horticultural Supervisor will determine and plant the landscaping areas. RPCA will consult with ACPS's Landscape Consultant to determine plant needs and provide a coordinated effort of planning for each site. Mulch will be provided through requests to the Facilities Department. Any additional landscape areas or services not identified in this plan that the ACPS desire will be at the expense of ACPS.

Litter Can Service

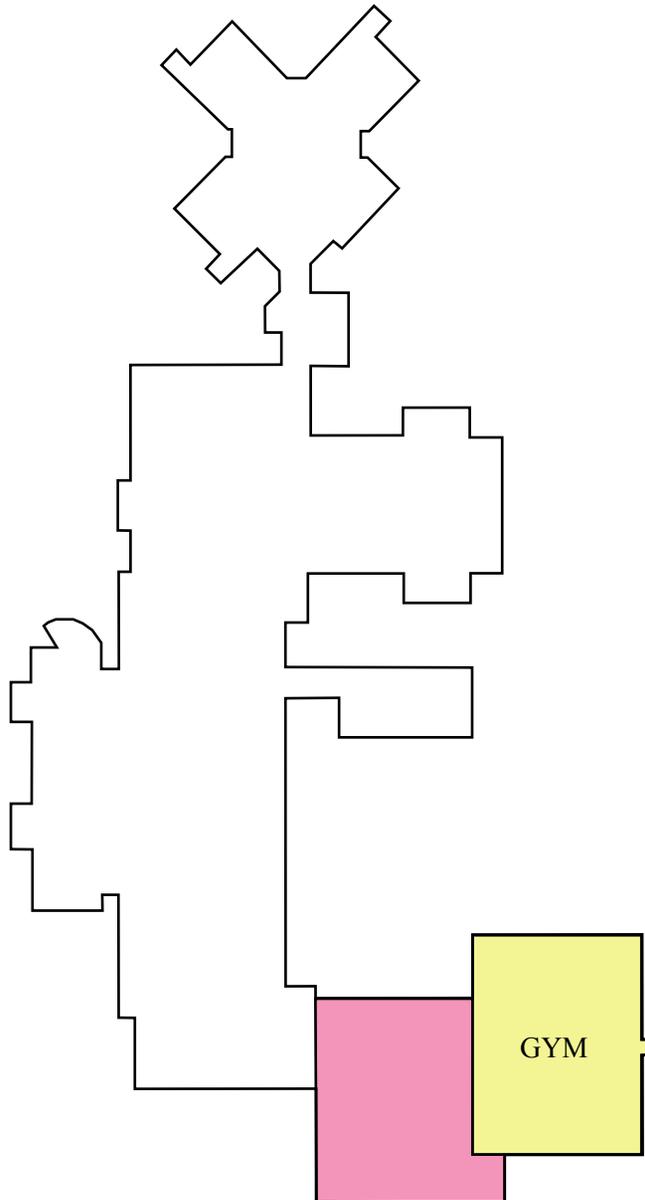
Litter can service at each site will be re-evaluated as needed around the school perimeter including parking lots, and walkways. Service will be provided daily, twice weekly or upon inspection every 5-7 days, depending on the level of service. All trash cans in the school and courtyards will remain the ACPS's responsibility to empty, maintain and service. Plans showing ACPS maintenance boundaries are included on the following pages.

Capital Improvement Projects

The City and ACPS recognize that consideration should be given to making capital improvements on school grounds maintained by RPCA. Such improvements could include, but are not limited to; new irrigation systems, synthetic fields, engineered play areas, miracle fields, etc. The RPCA will consult with ACPS staff during the development of the City Manager's proposed CIP. Such projects, if proposed by the City Manager, will be contained in the RPCA section of the CIP. Any improvements on school property included in the RPCA CIP will be subject to School Board approval, per code of Virginia. Nothing in this section is to be construed as prohibiting ACPS from including capital improvement projects on school grounds from the ACPS CIP budget.

Charles Barrett Elementary School and Recreation Center

1115 Martha Custis Drive, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	ACPS
Exterior Building Envelope	GS	ACPS	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	RPCA	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	ACPS	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 70,038

RPCA Square Footage: 8,447

Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for regular recreation center activities, summer program, school holidays, winter and spring vacations.

Levels of Service to be Provided - Outdoor Maintenance

Charles Barrett Elementary School



Charles Barrett School serves grades K- 5 and is located in the north end of the city adjacent to Charles Barrett Recreation Center.

Located at:
1115 Martha Custis Drive
Alexandria, VA 22302

Service Level 3



ACPS Maintenance



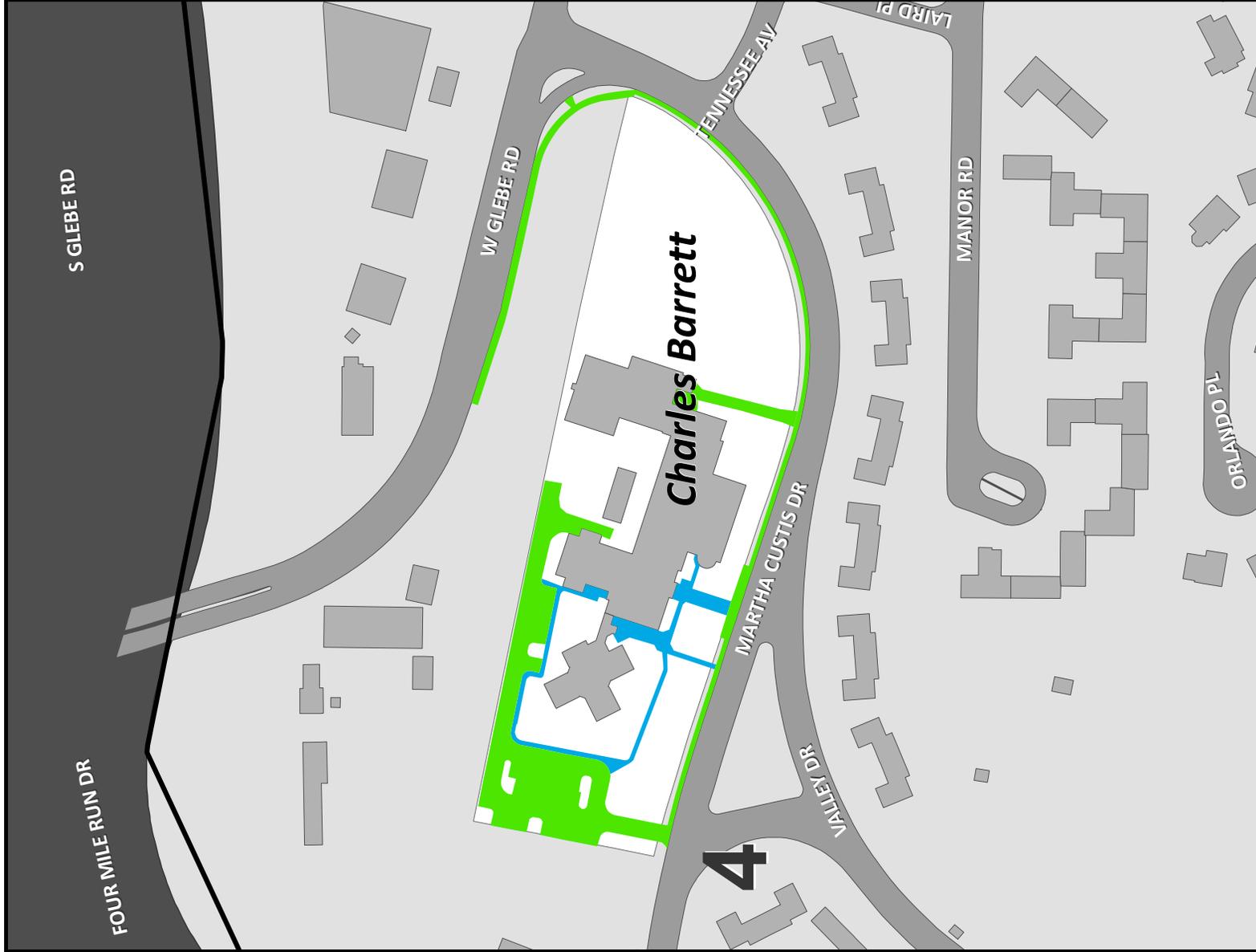
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

Charles Barrett Elementary School



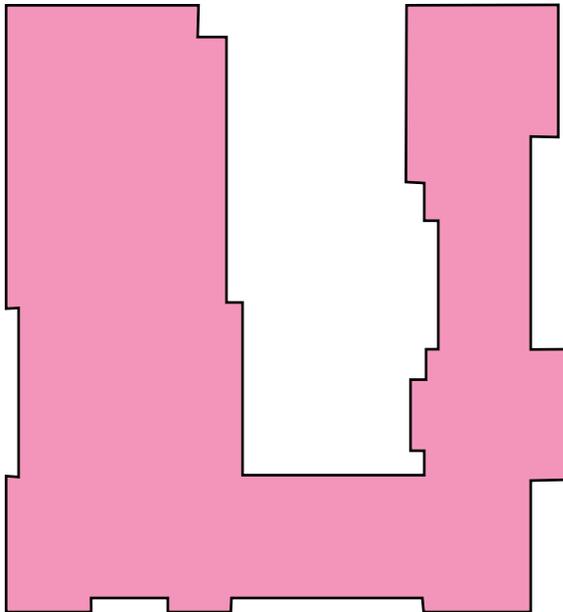
Snow Removal Responsibilities: Charles Barrett Elementary School

Responsibilities		Snow Plow Zones	
	SCHOOL		Snow Plow Zones
	RPCA		Buildings
	GS		School Areas
	TES		

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Charles Houston Recreation Center

905 Wythe Street, Alexandria, VA 22314



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	N/A	N/A
Exterior Building Envelope	GS	N/A	N/A
Custodial Services	RPCA	N/A	N/A
Solid Waste	TES	N/A	N/A
Litter Clean-Up	RPCA	N/A	N/A
Grounds Lighting	RPCA	N/A	N/A
Interior Graffiti Removal	RPCA	N/A	N/A
Exterior Graffiti Removal	RPCA	N/A	N/A
Life Safety Systems	GS	N/A	N/A

*Comb = Combined. User cleans up litter after each use.

Facility Details

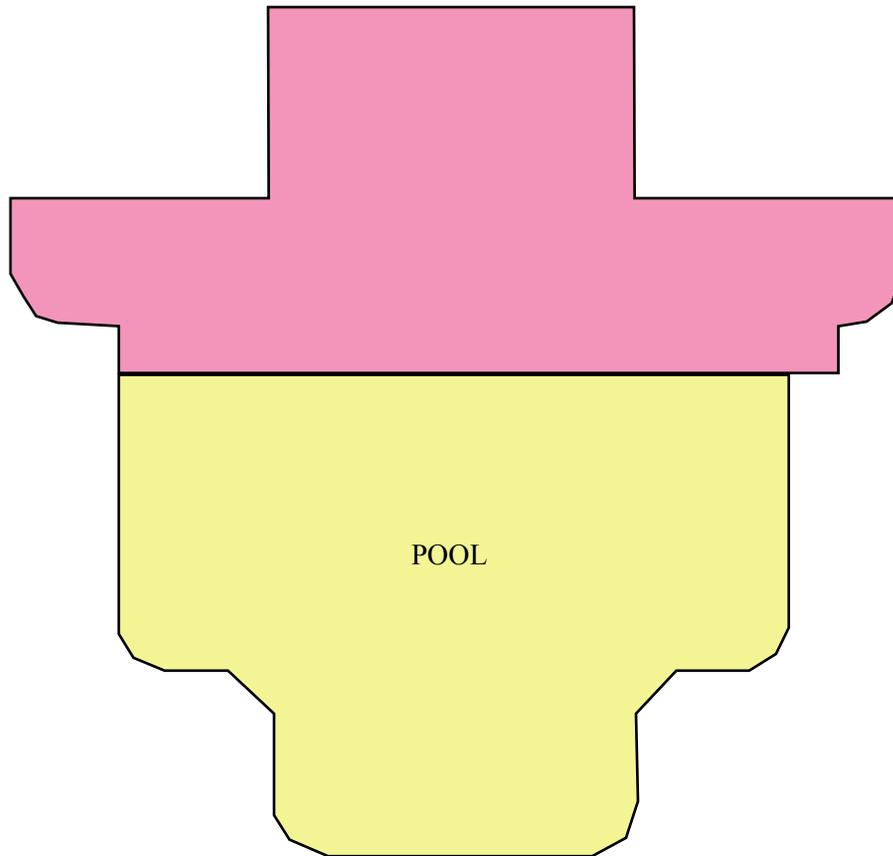
ACPS Square Footage: 0
 RPCA Square Footage: 27,607

Facility Managed By: RPCA

Shared Area Activities: None

Chinquapin Recreation Center

3210 King Street, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	N/A
Exterior Building Envelope	GS	GS	N/A
Custodial Services	RPCA	RPCA	N/A
Solid Waste	TES	TES	N/A
Litter Clean-Up	RPCA	RPCA	N/A
Grounds Lighting	RPCA	RPCA	N/A
Interior Graffiti Removal	RPCA	RPCA	N/A
Exterior Graffiti Removal	RPCA	RPCA	N/A
Life Safety Systems	GS	GS	N/A

*Comb = Combined. User cleans up litter after each use.

Facility Details

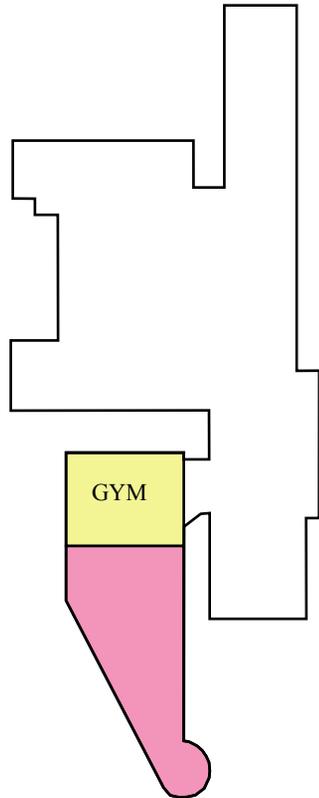
ACPS Square Footage: 0
 RPCA Square Footage: 28,515

Facility Managed By: RPCA

Shared Area Activities: ACPS uses the pool for swim team activities.

Cora Kelly Elementary School and Recreation Center

3600 Commonwealth Avenue, Alexandria, VA 22305



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	ACPS
Exterior Building Envelope	GS	RPCA/GS	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	*Comb	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	GS	GS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 69,000

RPCA Square Footage: 27,310

Shared Area Managed By: RPCA

Shared Area Activities: ACPS uses the gym during school hours only.

Levels of Service to be Provided - Outdoor Maintenance

Cora Kelly School for Math, Science and Technology



Cora Kelly serves grades K- 5 and is located in the north portion of the city adjacent to Cora Kelly Recreation Center.



Located at:
3600 Commonwealth Avenue
Alexandria, VA 22305

Service Level 3



ACPS Maintenance



Property Boundary

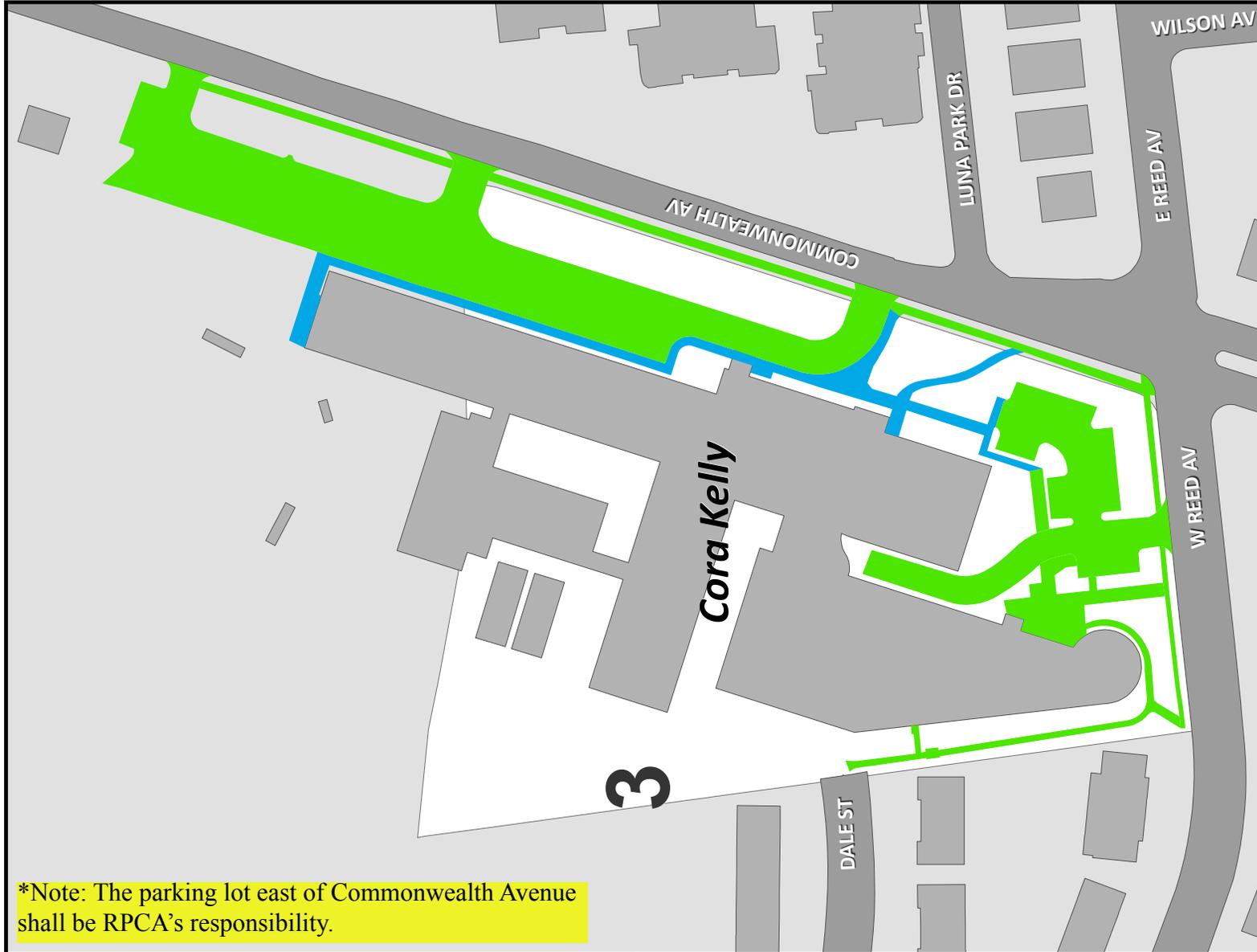
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Revised January 1, 2012

Snow Removal Responsibilities

Cora Kelly School for Math, Science and Technology



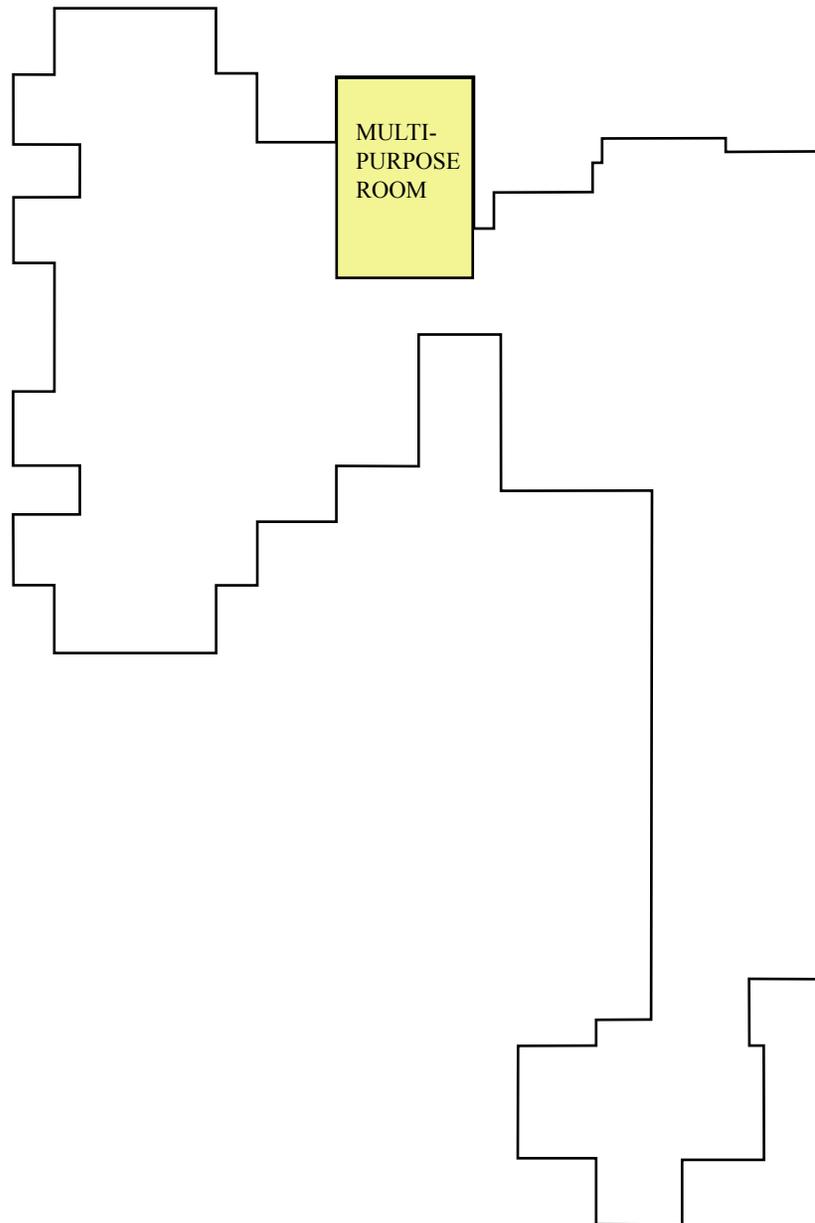
Snow Removal Responsibilities: Cora Kelly Elementary School

	SCHOOL		GS		Snow Plow Zones
	RPCA		TES		Buildings
					School Areas

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Douglas MacArthur Elementary School

1101 Janneys Lane, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 63,120

RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for after school program; youth, teen, adult basketball; summer program.

Levels of Service to be Provided - Outdoor Maintenance

Douglas MacArthur Elementary School



Douglas MacArthur School serves grades K- 5 and is located in the center of the city.



Located at:
1101 Janneys Lane
Alexandria, VA 22302

Service Level 3

Note:
ACPS is responsible for the artificial turf maintenance.



ACPS Maintenance



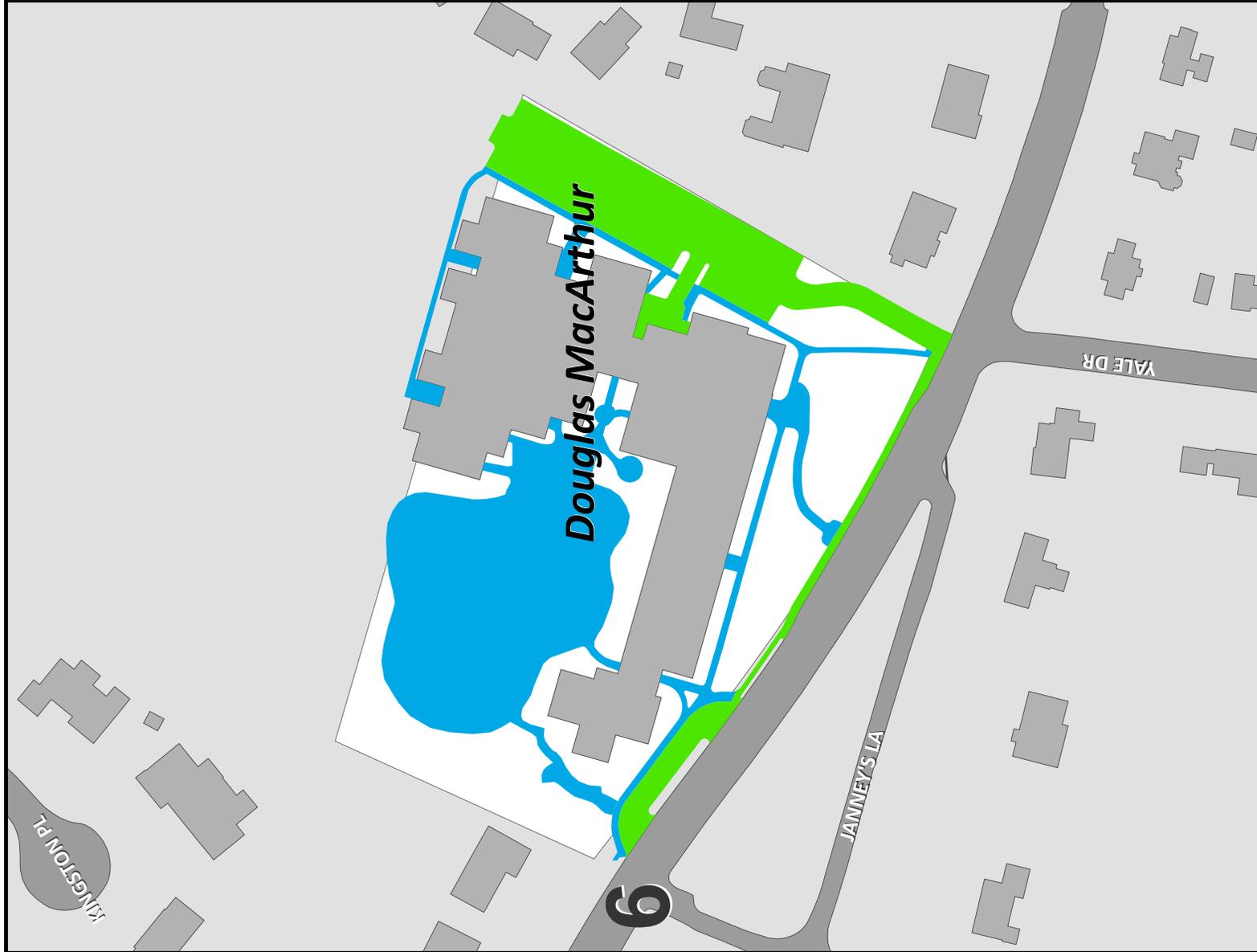
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

Douglas MacArthur Elementary School



Snow Removal Responsibilities: Douglas MacArthur Elementary Schools

	SCHOOL		GS		Snow Plow Zones
	RPCA		TES		Buildings
					School Areas

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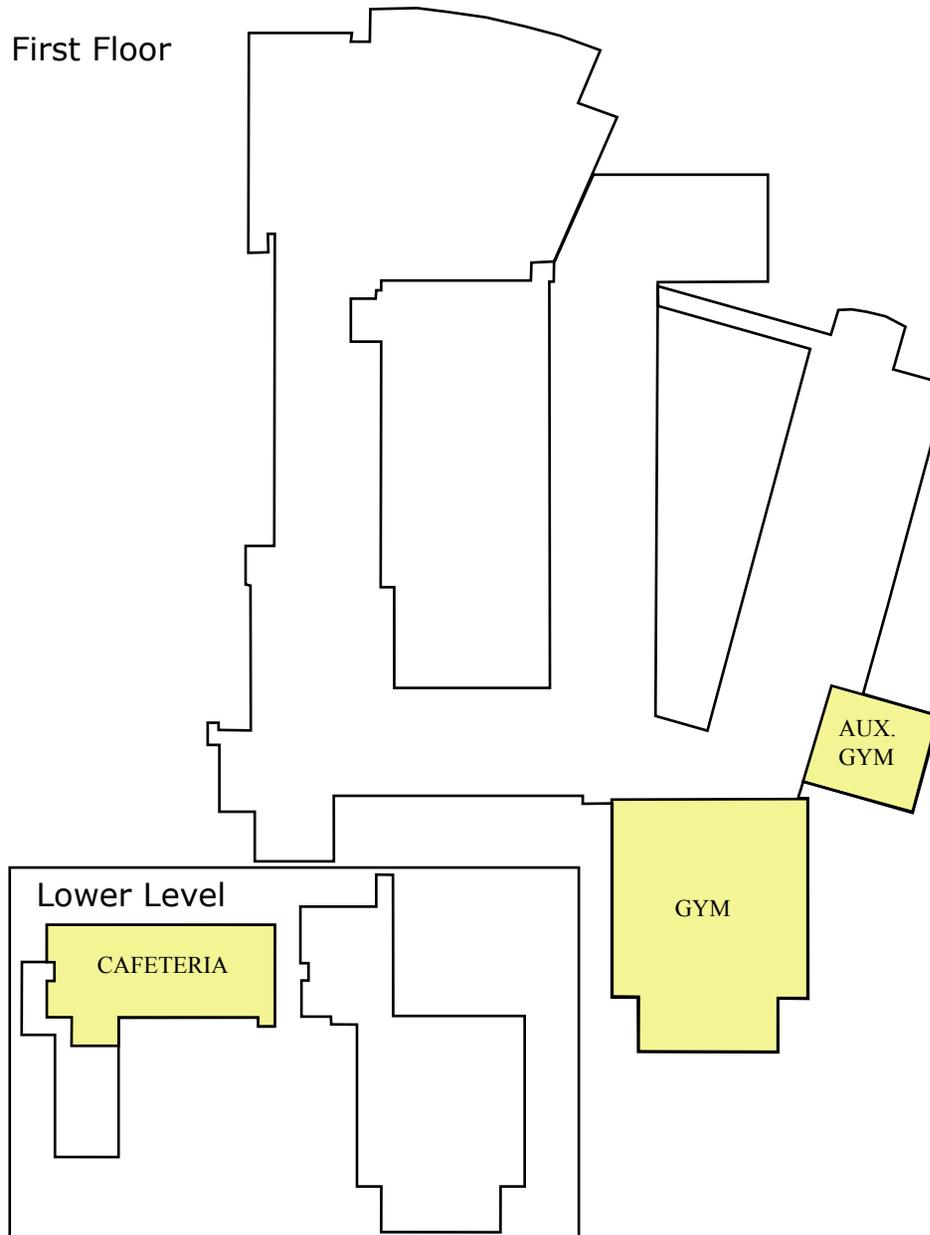
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Francis C. Hammond Middle School

4646 Seminary Road, Alexandria, VA 22304



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 236,125

RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for youth & adult basketball, after school program (Power-UP).

Levels of Service to be Provided - Outdoor Maintenance

Francis C. Hammond Middle School



Francis C. Hammond School serves grades 6- 8 and is located in the west end of the city.

Located at:
4646 Seminary Road
Alexandria, VA 22304

Service Level 3



ACPS Maintenance



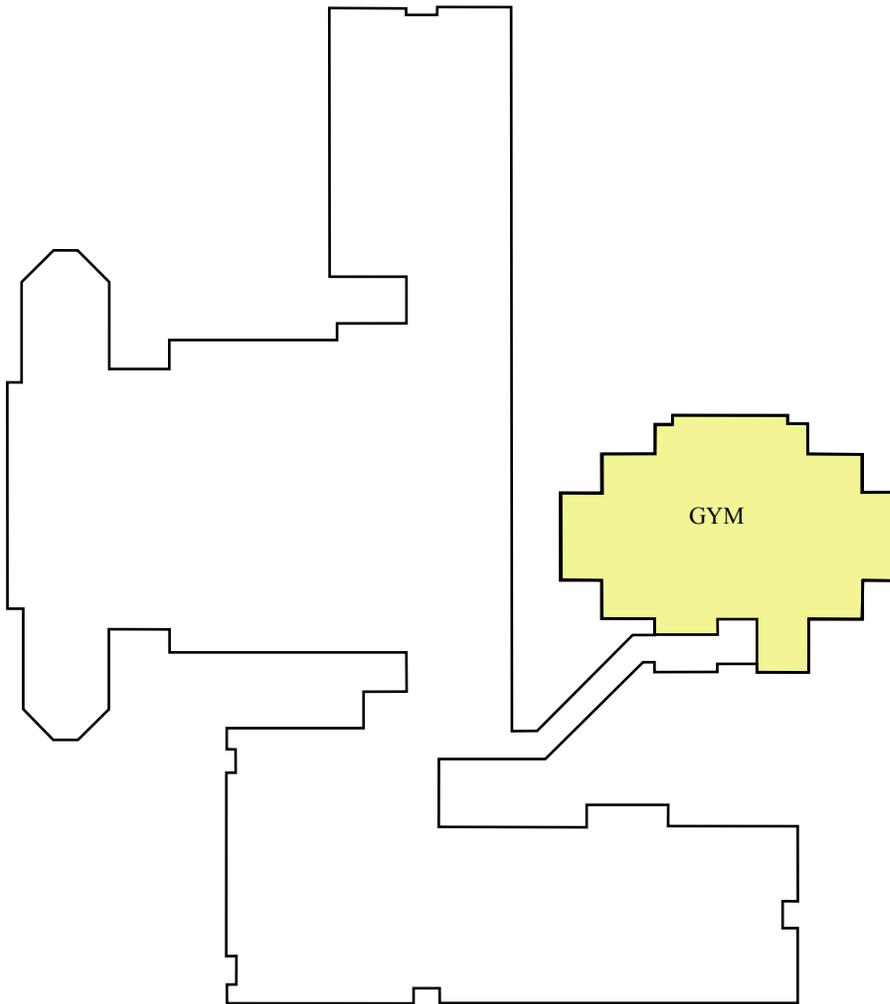
Property Boundary



Revised January 1, 2012

George Mason Elementary School

2601 Cameron Mills Road, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 50,935

RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for after school program, youth basketball, Chinquapin day camp.

Levels of Service to be Provided - Outdoor Maintenance

George Mason Elementary School



George Mason School serves grades K- 5 and is located in the north end of the city.



Located at:
2601 Cameron Mills Road
Alexandria, VA 22302

Service Level 3



ACPS Maintenance



Property Boundary

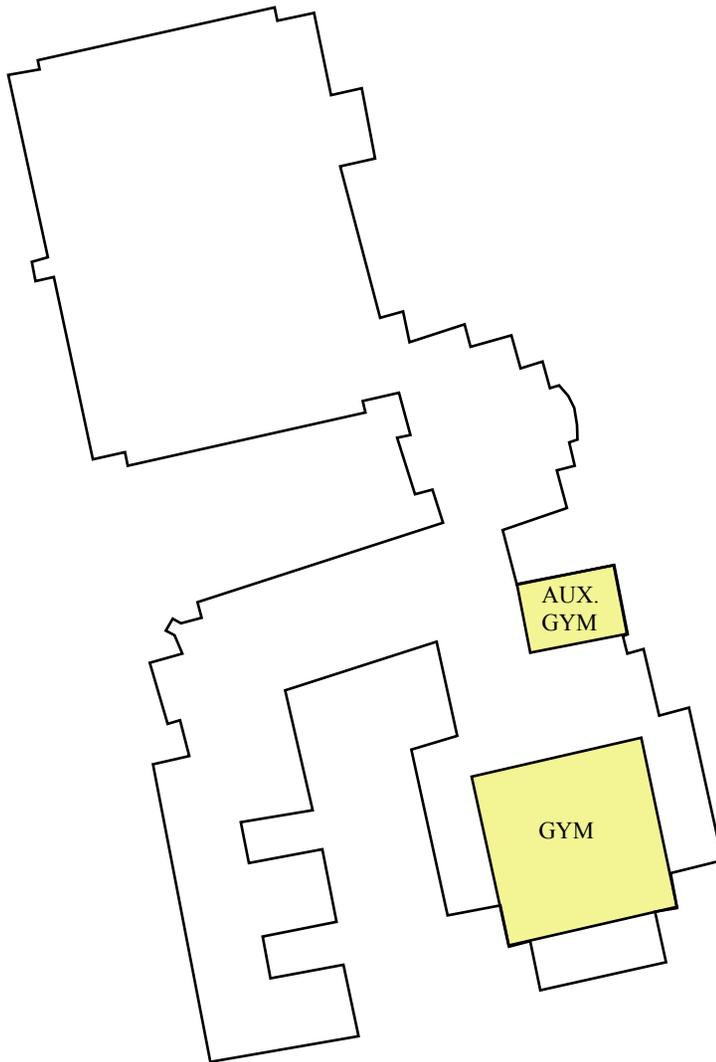
0 25 50 100 Feet



Revised January 1, 2012

George Washington Middle School

1005 Mount Vernon Avenue, Alexandria, VA 22301



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 237,332

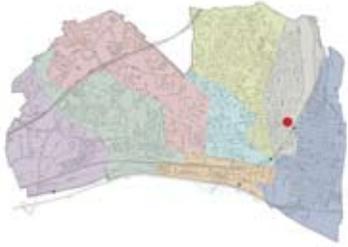
RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for youth basketball, adult sports, after school program, and summer program.

Levels of Service to be Provided - Outdoor Maintenance

George Washington Middle School



George Washington Middle School serves grades 6- 8 and is located in the central portion of the city.



Located at:
1005 Mount Vernon Avenue
Alexandria, VA 22301

Service Level 3



ACPS Maintenance



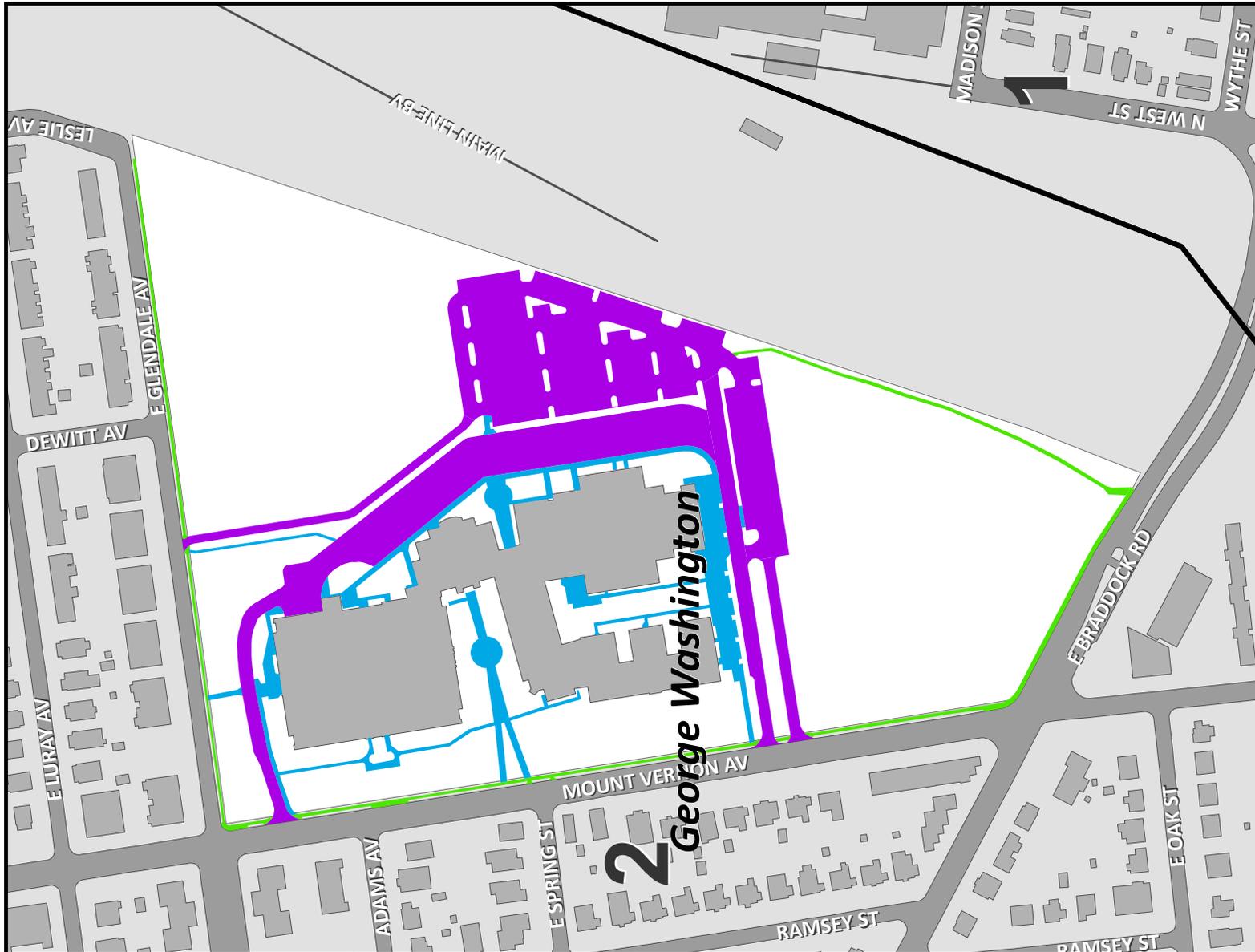
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

George Washington Middle School



Snow Removal Responsibilities: George Washington Junior High School

	SCHOOL		GS		Snow Plow Zones
	RPCA		TES		Buildings
					School Areas

Map Produced:
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James K. Polk Elementary School

5000 Polk Avenue, Alexandria, VA 22304



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 74,423

RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for youth sports programs and general activities.

Levels of Service to be Provided - Outdoor Maintenance

James K. Polk Elementary School

James K. Polk School serves grades K- 5 and is located in the west end of the city.



Located at:
5000 Polk Avenue
Alexandria, VA 22304

Service Level 3



ACPS Maintenance



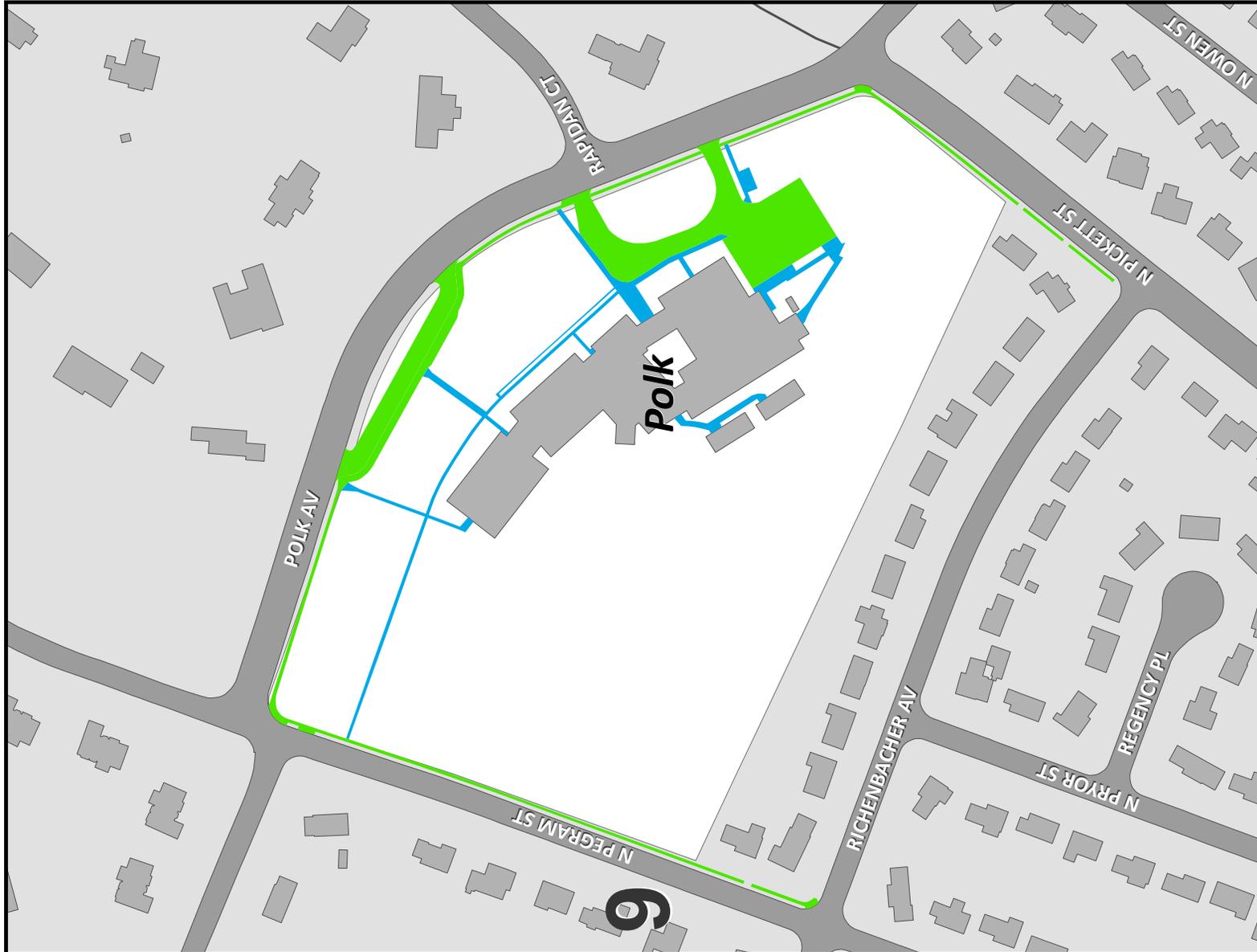
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

James K. Polk Elementary School



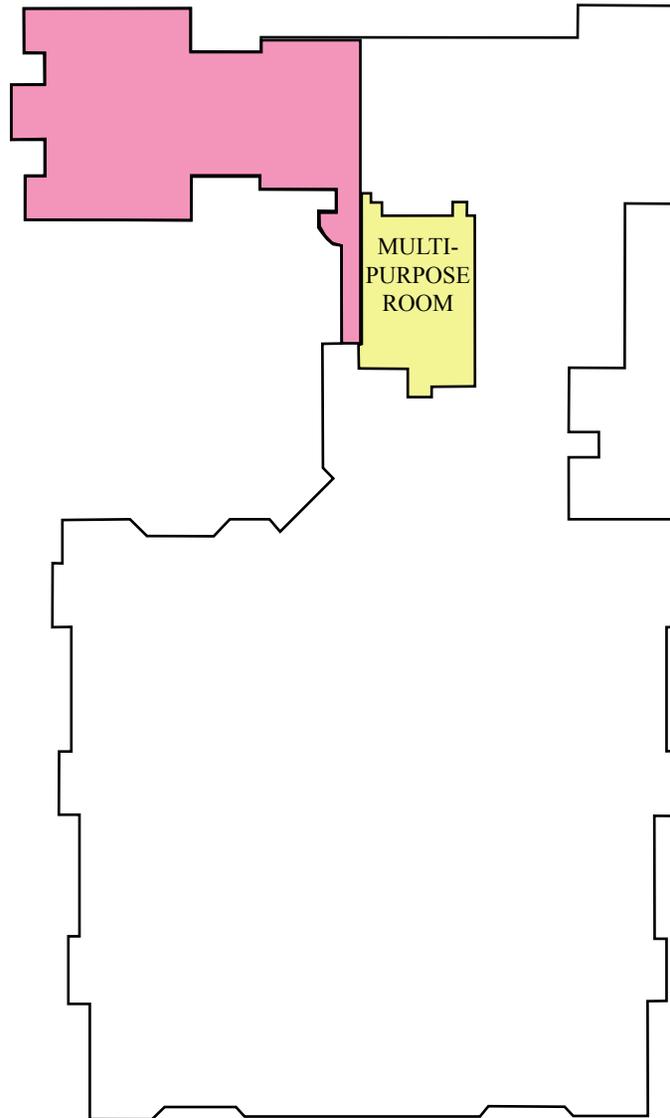
Snow Removal Responsibilities: James K. Polk Elementary School

	SCHOOL		GS		Snow Plow Zones
	RPCA		TES		Buildings
					School Areas

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Jefferson-Houston Elementary School and Dr. Oswald Durant Center

1501 Cameron Street, Alexandria, VA 22314



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	ACPS	ACPS
Exterior Building Envelope	GS	ACPS	ACPS
Custodial Services	RPCA	ACPS	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	ACPS	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	GS	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 83,385

RPCA Square Footage: 16,575

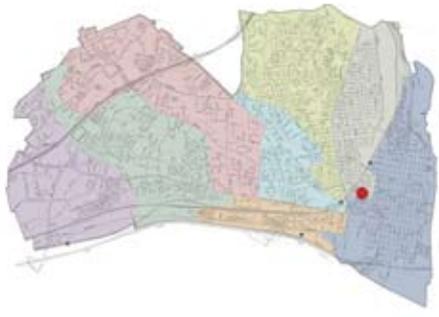
Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for after school program.

Note: Head Start building is owned and managed by ACPS.

Levels of Service to be Provided - Outdoor Maintenance

Jefferson-Houston School for Arts and Academics



Jefferson-Houston serves grades K- 5 and is located in the southeast portion of the city adjacent to Jefferson-Houston Recreation Center.



Located at:
1501 Cameron Street
Alexandria, VA 22314

Service Level 3



ACPS Maintenance



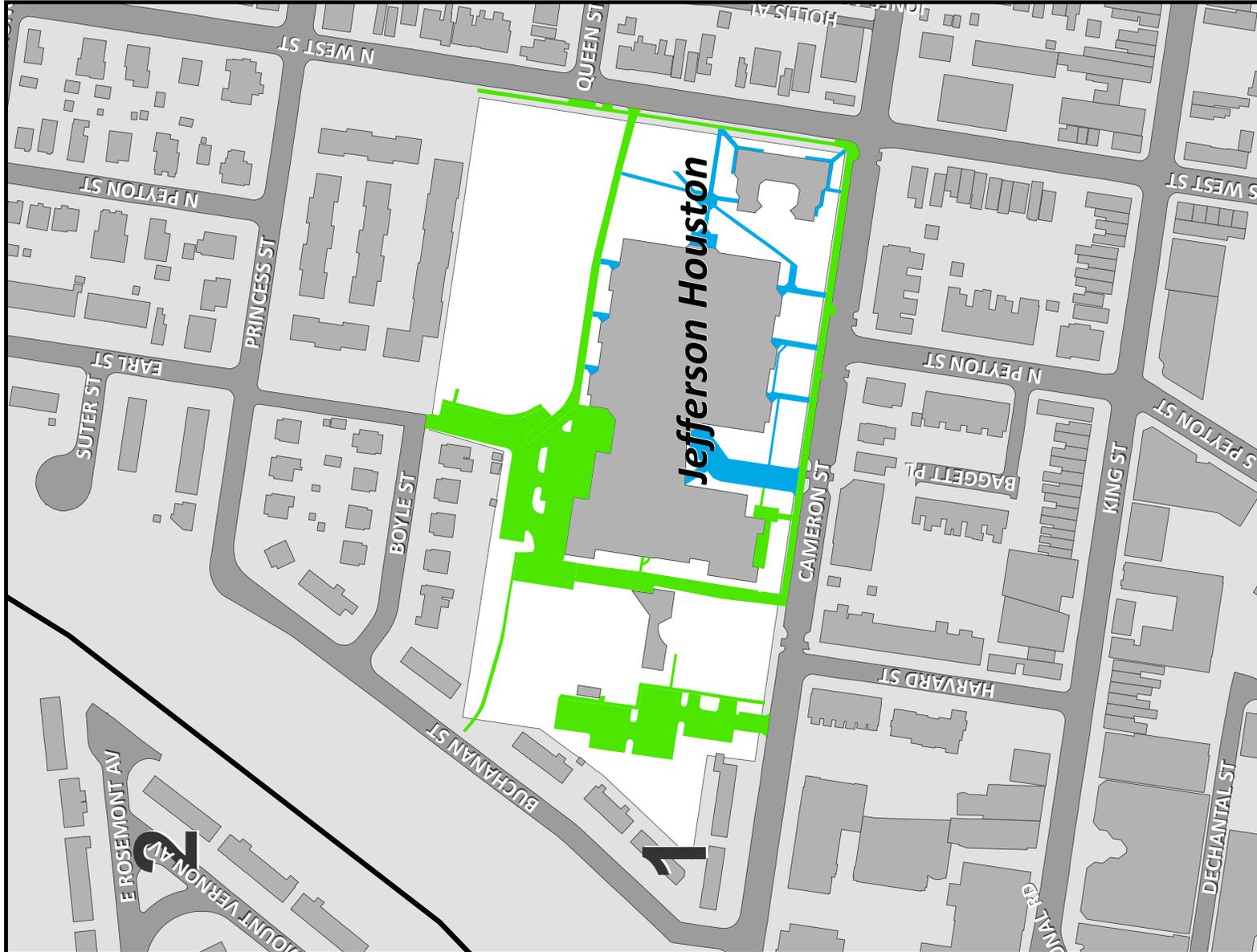
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

Jefferson-Houston School for Arts and Academics



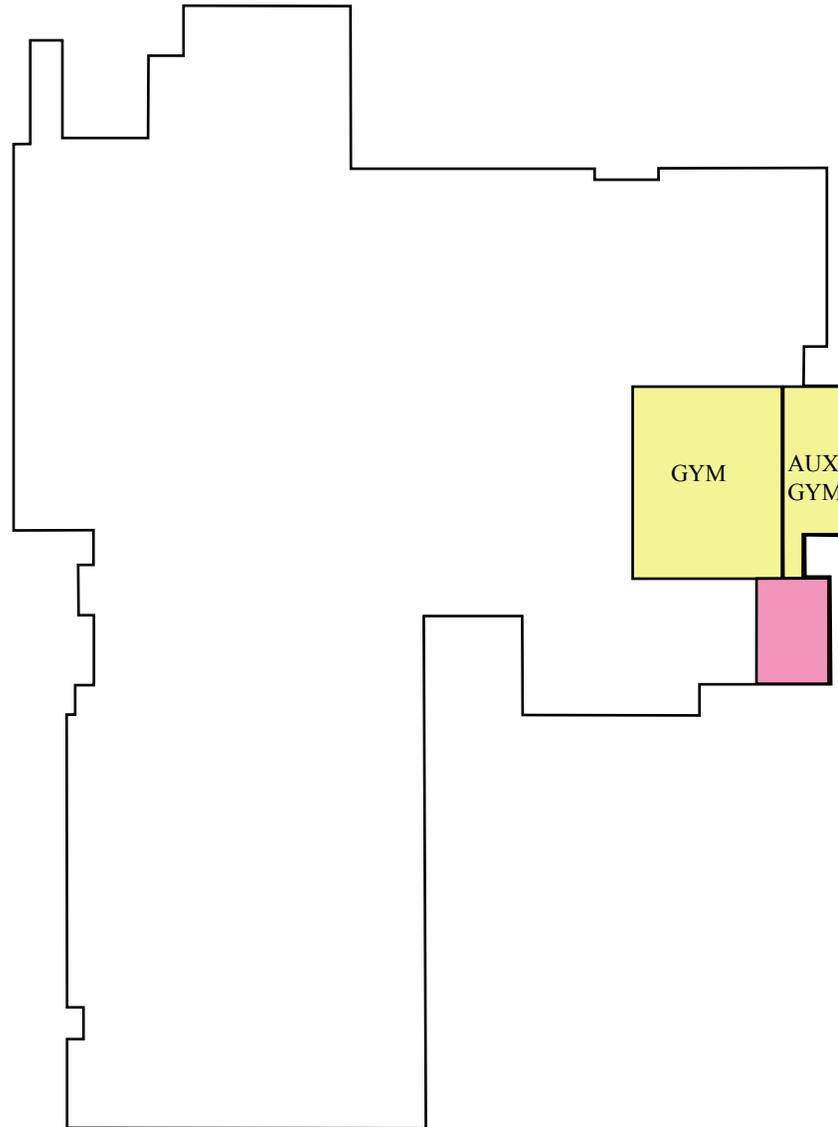
Snow Removal Responsibilities: Jefferson-Houston Elementary School

Responsibilities	SCHOOL	RPCA	GS	TES	Snow Plow Zones	Buildings	School Areas
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John Adams Elementary School

5651 Rayburn Avenue, Alexandria, VA 22311



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA	ACPS	ACPS
Exterior Building Envelope	ACPS	ACPS	ACPS
Custodial Services	RPCA	ACPS	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	ACPS	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	ACPS	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 142,914

RPCA Square Footage: 1,600

Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for adult programs, after school program, youth basketball, adult sports, and summer program.

Levels of Service to be Provided - Outdoor Maintenance

John Adams Elementary School



John Adams School serves grades K- 5 and is located in the northwest portion of the city.



Located at:
5651 Rayburn Avenue
Alexandria, VA 22311

Service Level 3



ACPS Maintenance



Property Boundary

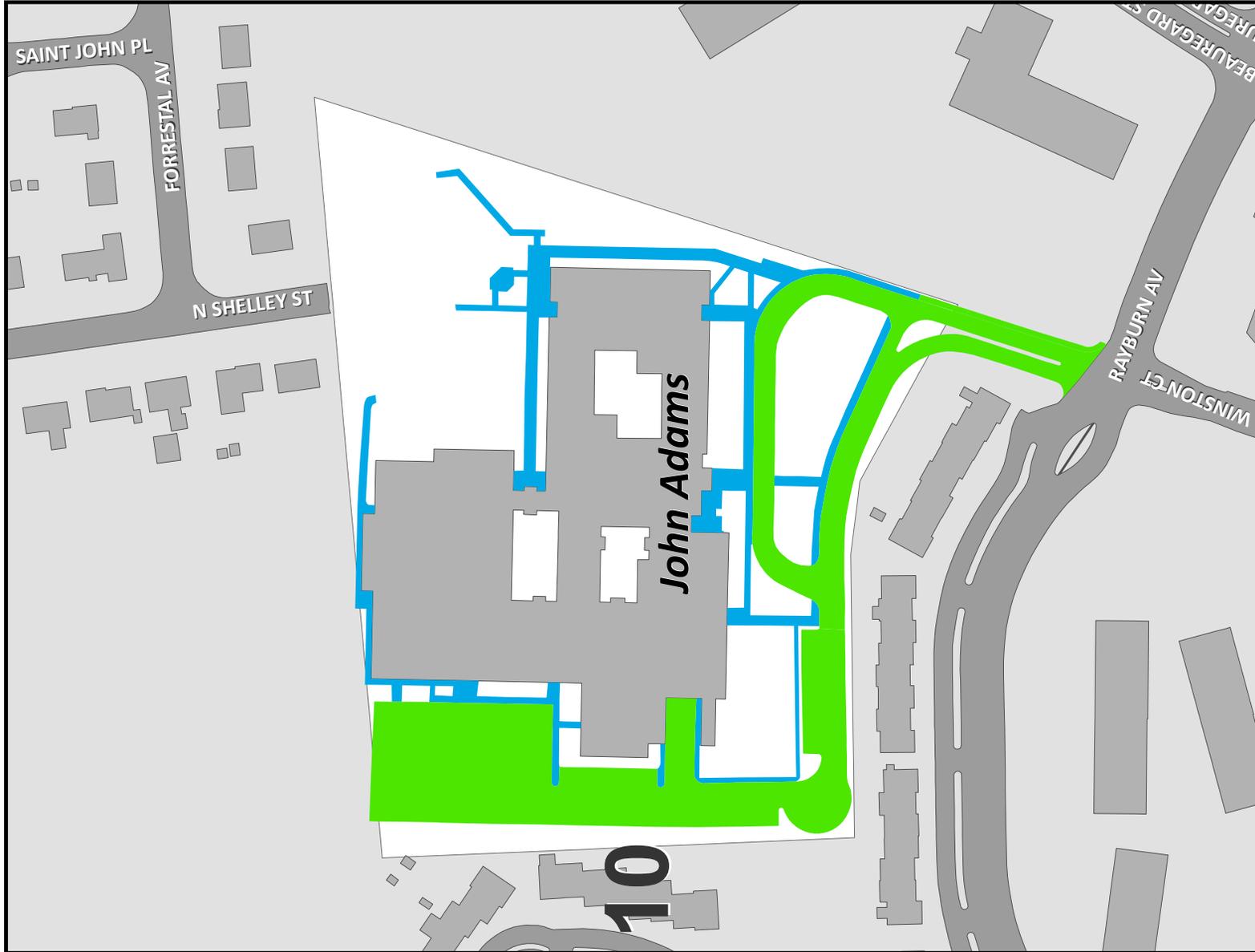
0 87.5 175 350 Feet



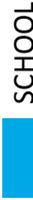
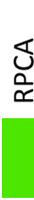
Revised January 1, 2012

Snow Removal Responsibilities

John Adams Elementary School



Snow Removal Responsibilities: John Adams Elementary School

 SCHOOL	 GS	 Snow Plow Zones
 RPCA	 TES	 Buildings
		 School Areas

Map Produced:
11/20/10

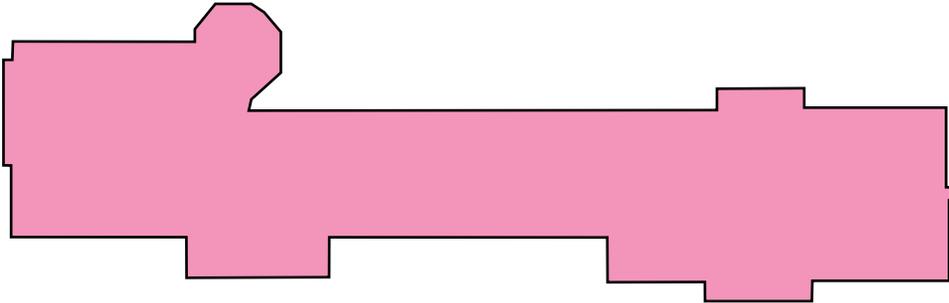
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Lee Center and Nannie J. Lee Recreation Center

1108 Jefferson Street, Alexandria, VA 22314



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	N/A	N/A
Exterior Building Envelope	GS	N/A	N/A
Custodial Services	RPCA	N/A	N/A
Solid Waste	TES	N/A	N/A
Litter Clean-Up	RPCA	N/A	N/A
Grounds Lighting	RPCA	N/A	N/A
Interior Graffiti Removal	RPCA	N/A	N/A
Exterior Graffiti Removal	RPCA	N/A	N/A
Life Safety Systems	GS	N/A	N/A

*Comb = Combined. User cleans up litter after each use.

Facility Details

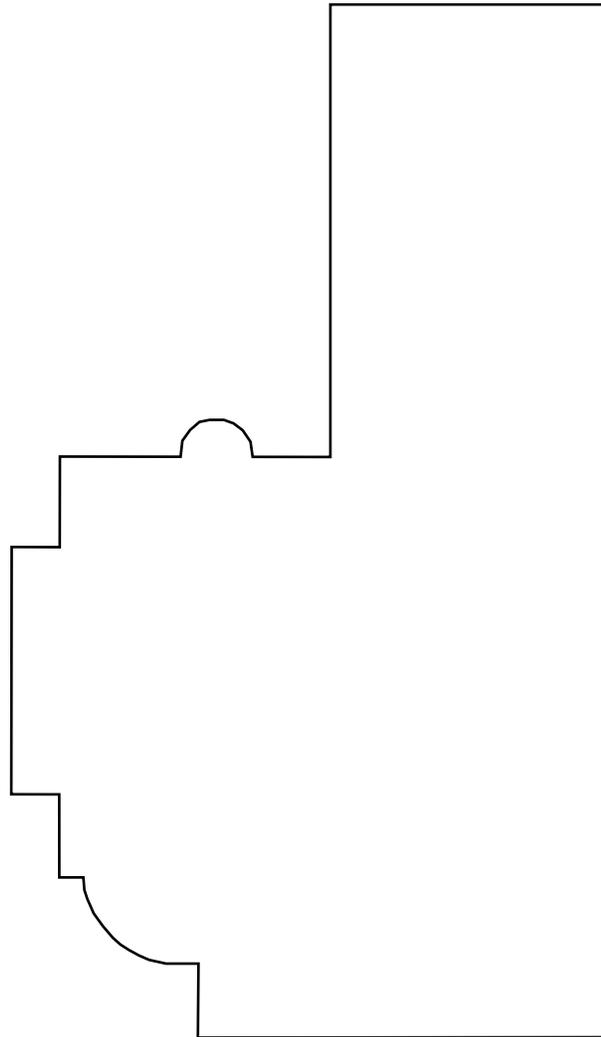
ACPS Square Footage: 0
 RPCA Square Footage: 36,917

Facility Managed By: RPCA

Shared Area Activities: None

Lyles-Crouch Elementary School

520 S. St. Asaph Street, Alexandria, VA 22314



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	N/A	ACPS
Exterior Building Envelope	N/A	N/A	ACPS
Custodial Services	N/A	N/A	ACPS
Solid Waste	N/A	N/A	TES
Litter Clean-Up	N/A	N/A	ACPS
Grounds Lighting	N/A	N/A	ACPS
Interior Graffiti Removal	N/A	N/A	ACPS
Exterior Graffiti Removal	N/A	N/A	RPCA
Life Safety Systems	N/A	N/A	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 65,645

RPCA Square Footage: 0

Shared Area Managed By: N/A

Shared Area Activities: None

Levels of Service to be Provided - Outdoor Maintenance

Lyles-Crouch Traditional Academy

Lyles-Crouch serves students in grades K- 5 in the south Old Town area of the city.

Located at:
530 S. St. Asaph Street
Alexandria, VA 22314

Service Level 3



ACPS Maintenance



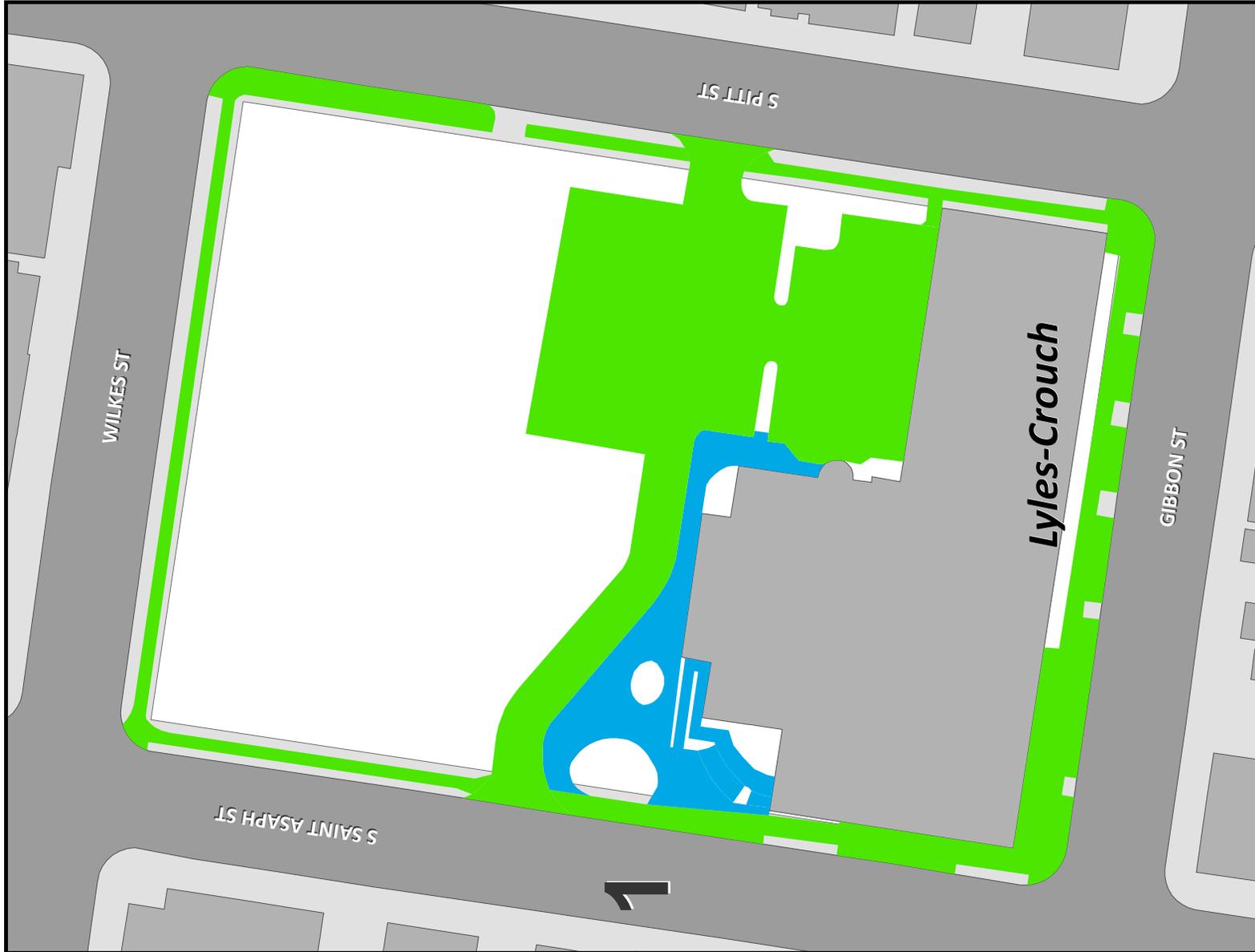
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

Lyles-Crouch Traditional Academy



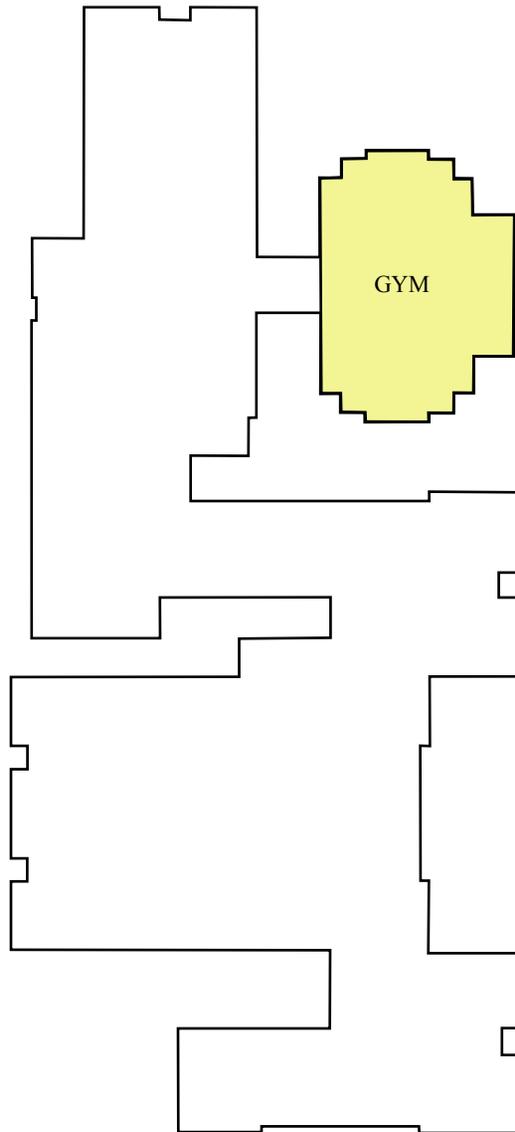
Snow Removal Responsibilities: Lyles-Crouch Elementary School

	SCHOOL		GS		Snow Plow Zones
	RPCA		TES		Buildings
					School Areas

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Matthew Maury Elementary School

600 Russell Road, Alexandria, VA22301



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 51,800

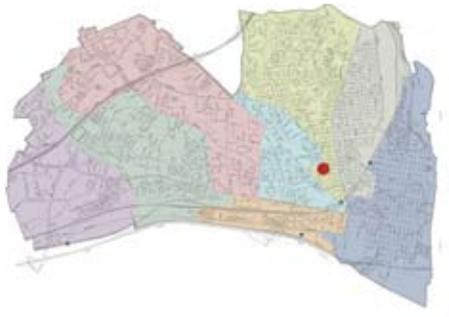
RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for after school program and youth basketball.

Levels of Service to be Provided - Outdoor Maintenance

Maury Elementary School



Maury School serves grades K- 5 and is located in the central portion of the city.



Located at:
600 Russell Road
Alexandria, VA 22301

Service Level 3

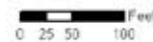
Note: Playground east of Johnston Place is owned and maintained by ACPS.



ACPS Maintenance



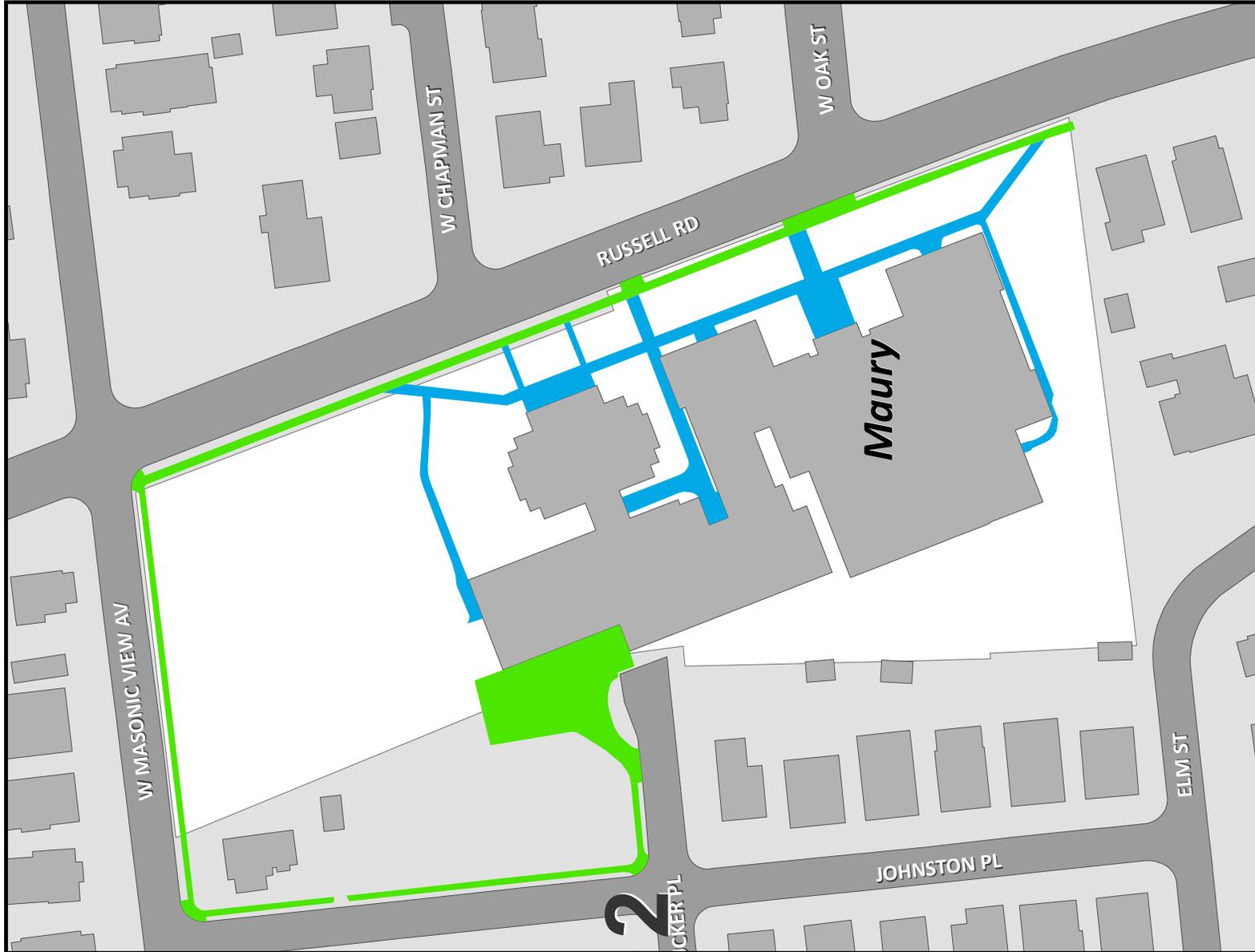
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

Maury Elementary School



Snow Removal Responsibilities: Maury Elementary School

	SCHOOL		GS		Snow Plow Zones
	RPCA		TES		Buildings
					School Areas

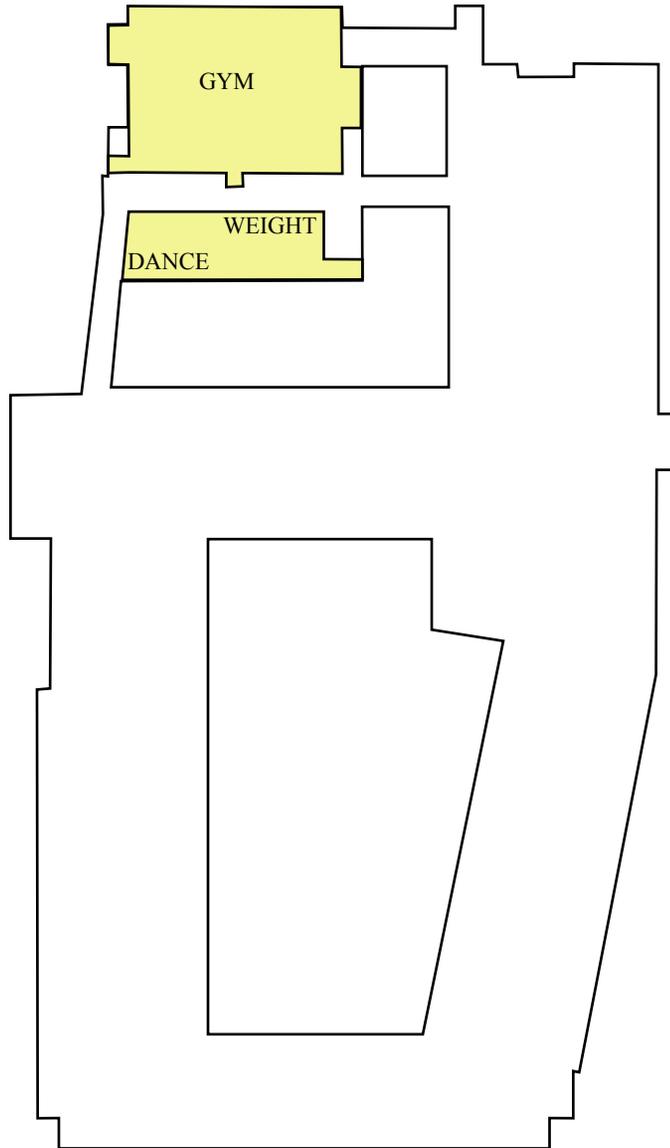
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Minnie Howard Campus of T.C. Williams High School

3801 W. Braddock Road, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 130,435

RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for youth and adult volleyball, and adult basketball.

Levels of Service to be Provided - Outdoor Maintenance

Minnie Howard High School

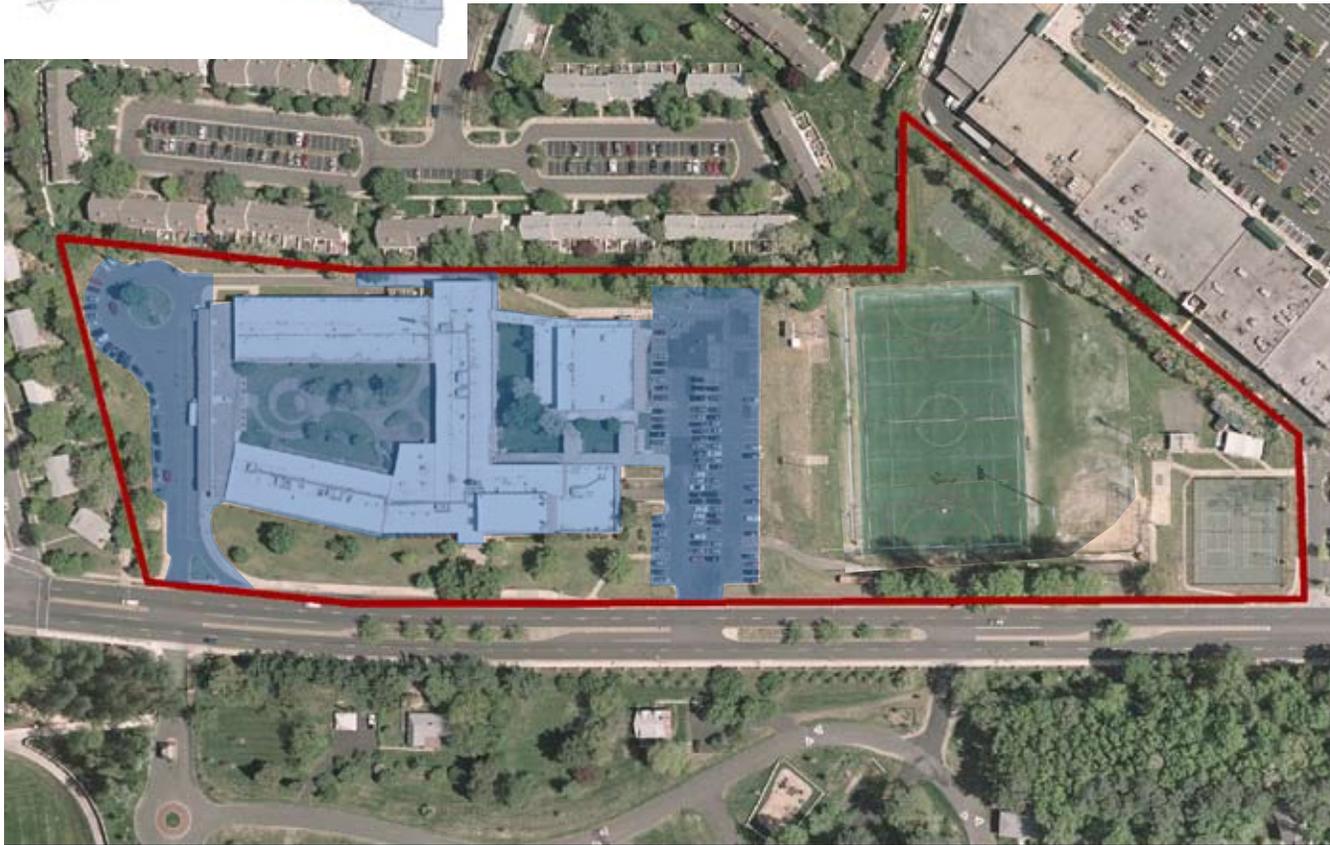


Minnie Howard High School serves 9th grade students and is located in the west end of the city.

Located at:
3801 W. Braddock Road
Alexandria, Virginia 22302

Service Level 3

Note:
RPCA is responsible for the artificial turf maintenance.



ACPS Maintenance



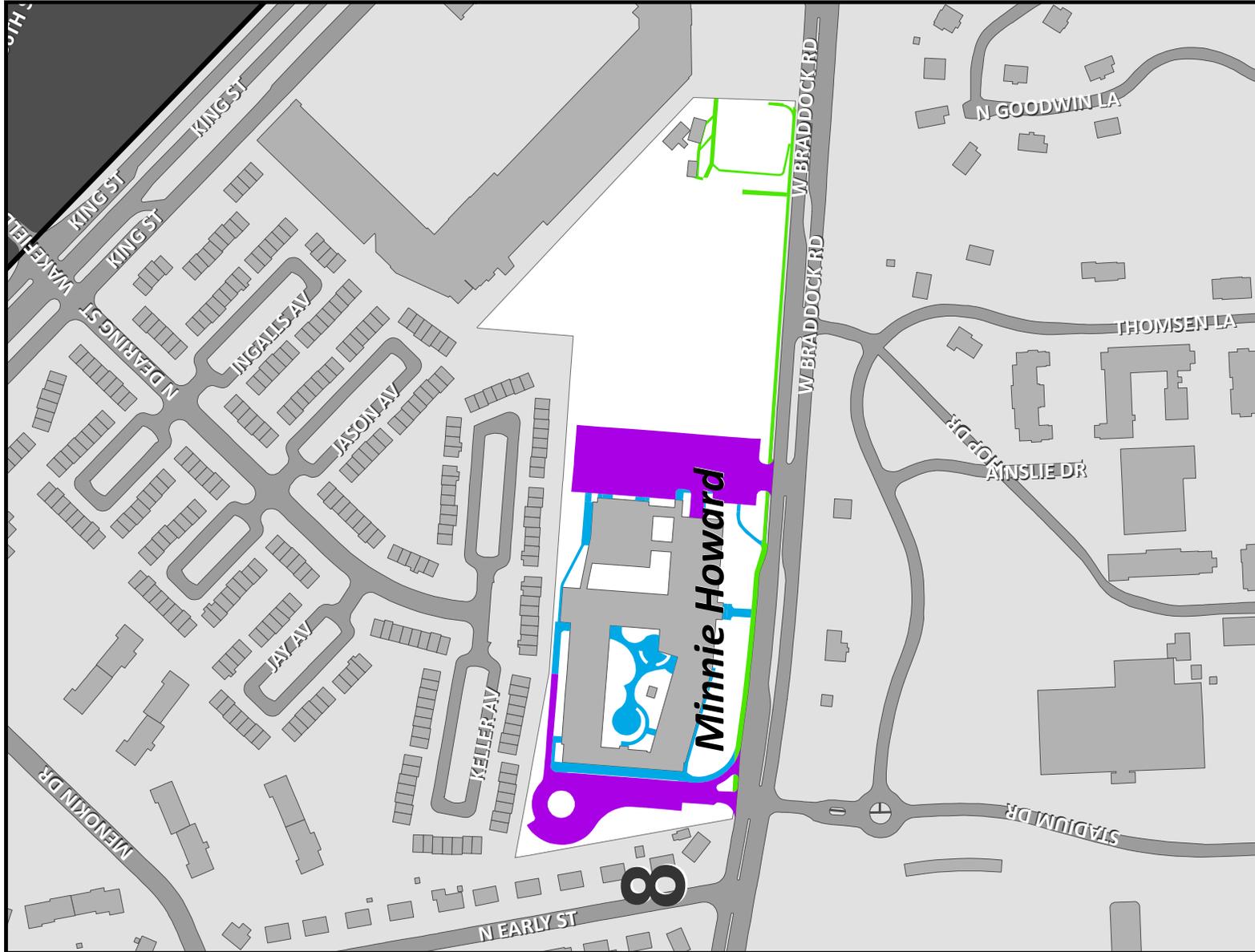
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

Minnie Howard High School



Snow Removal Responsibilities: Minnie Howard Ninth Grade School

SCHOOL	GS	Snow Plow Zones
RPCA	TES	Buildings
		School Areas

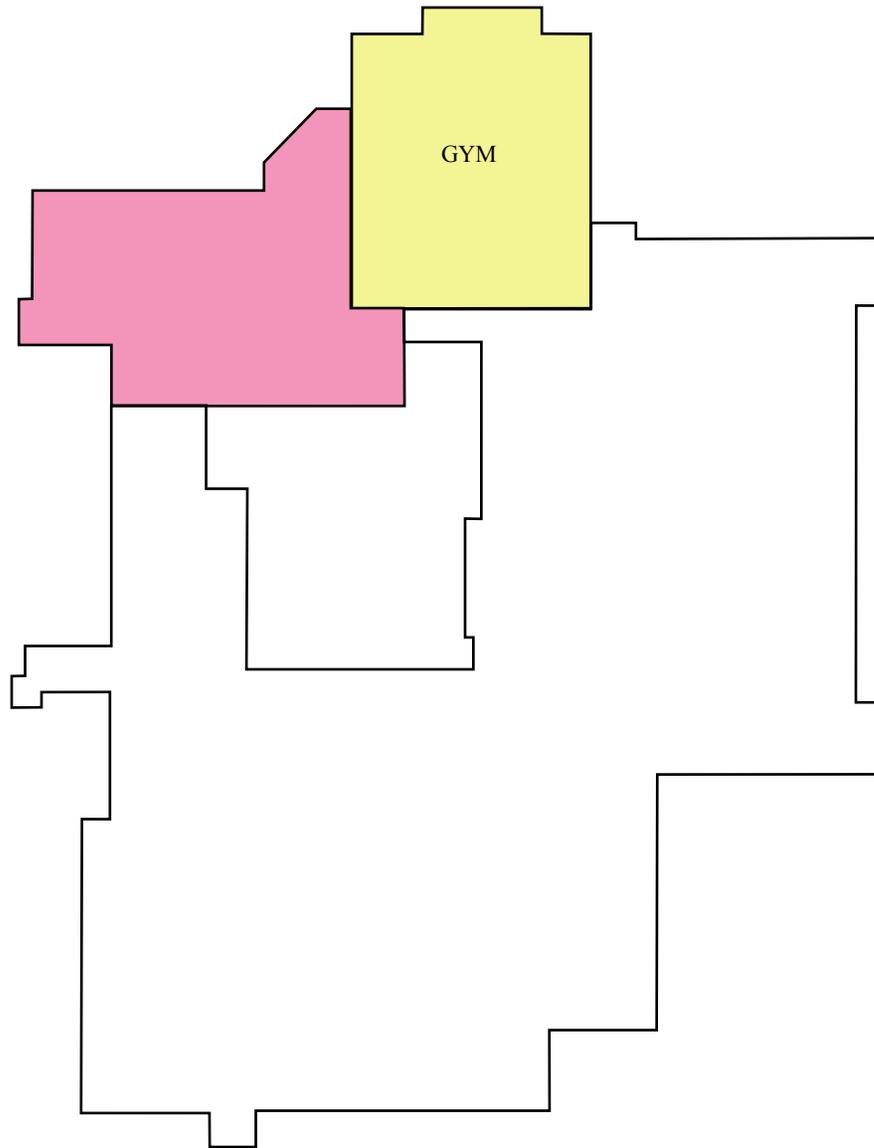
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Mount Vernon Elementary School and Recreation Center

2601 Commonwealth Avenue, Alexandria, VA 22305



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	ACPS
Exterior Building Envelope	GS	RPCA/GS	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	*Comb	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	GS	GS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 112,730

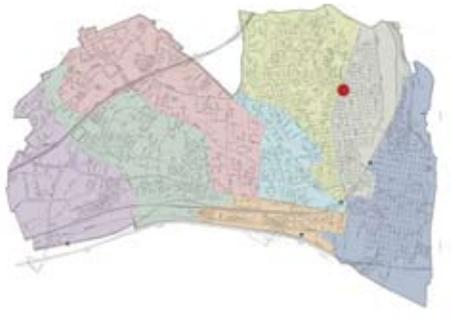
RPCA Square Footage: 18,084

Shared Area Managed By: RPCA

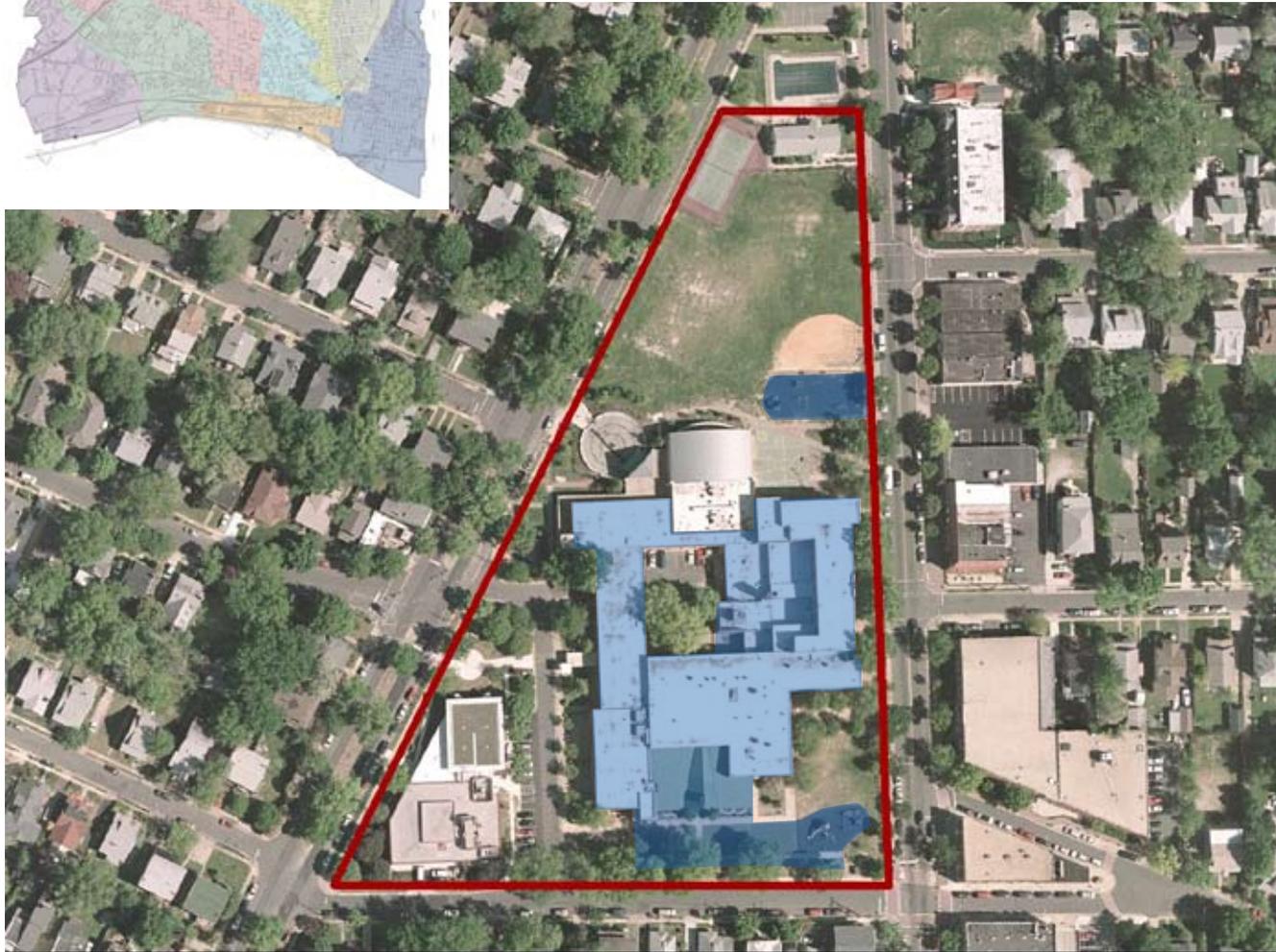
Shared Area Activities: ACPS uses the gym during school hours only.

Levels of Service to be Provided - Outdoor Maintenance

Mount Vernon Community School



Mount Vernon School serves grades K- 5 and is located in the north end of the city adjacent to Mount Vernon Recreation Center.



Located at:
2601 Commonwealth Avenue
Alexandria, VA 22305

Service Level 3



ACPS Maintenance



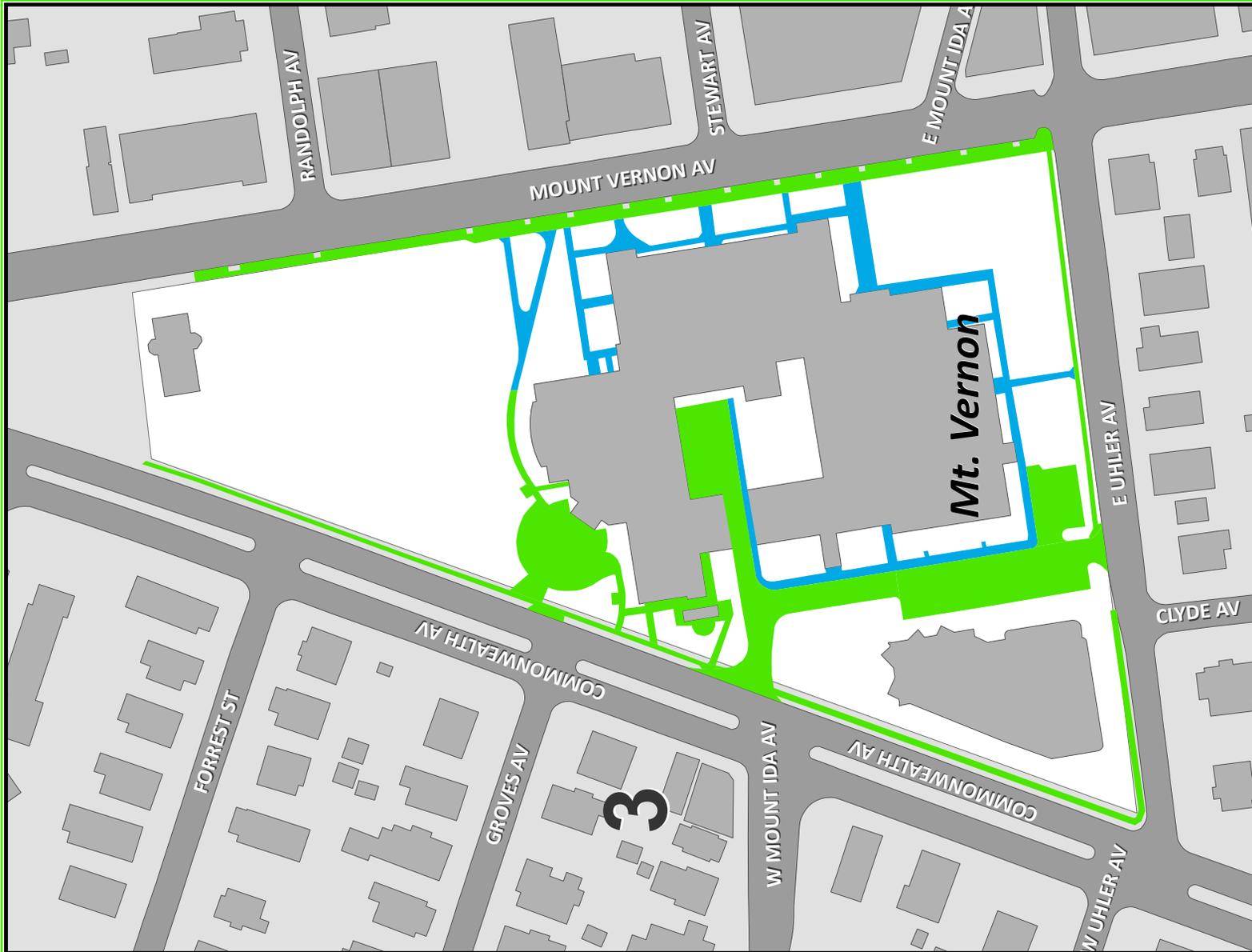
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

Mount Vernon Community School



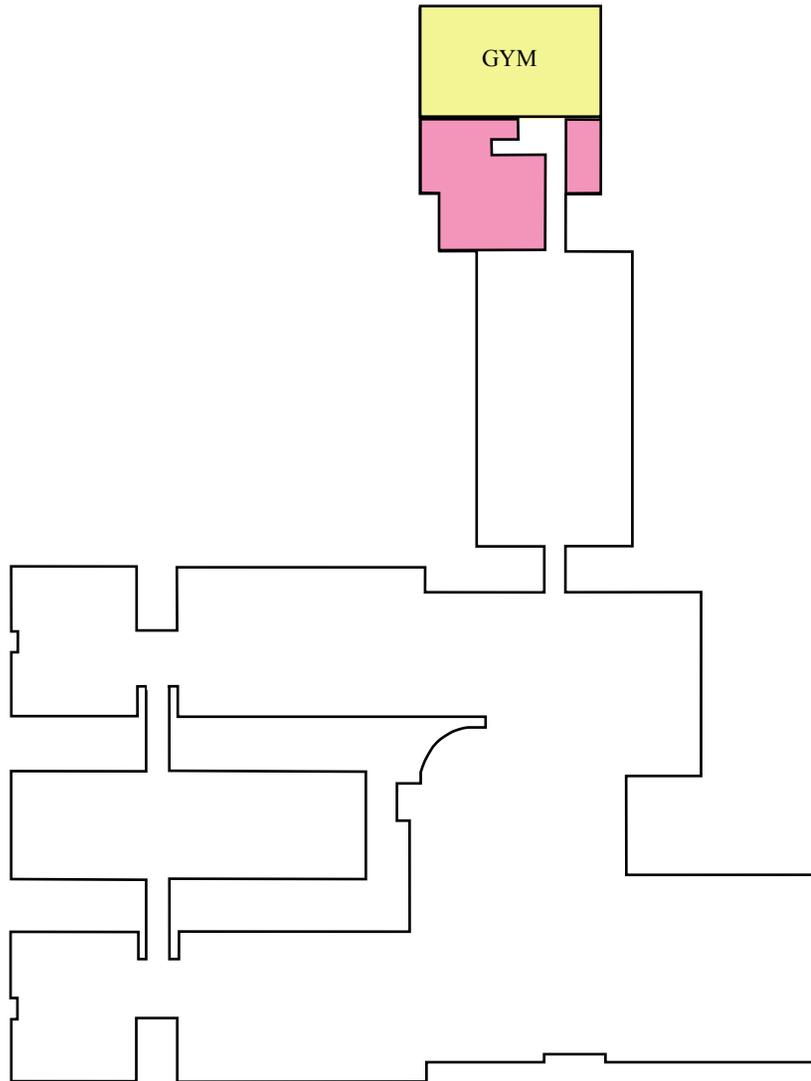
Snow Removal Responsibilities: Mount Vernon Elementary School

Responsibilities	SCHOOL	GS	TES	RPCA
	Snow Plow Zones	Buildings	School Areas	

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Patrick Henry Elementary School and Recreation Center

4643 Taney Avenue, Alexandria, VA 22304



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	ACPS
Exterior Building Envelope	GS	ACPS	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	RPCA	ACPS
Interior Graffiti Removal	RPCA	RPCA	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	GS	GS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 73,806

RPCA Square Footage: 8,762

Shared Area Managed By: RPCA

Shared Area Activities: ACPS uses the gym during school hours only.

Levels of Service to be Provided - Outdoor Maintenance

Patrick Henry Elementary School



Patrick Henry serves grades K- 5 and is located in the west end of the city adjacent to Patrick Henry Recreation Center.

Located at:
4643 Taney Avenue
Alexandria, VA 22304

Service Level 3



ACPS Maintenance



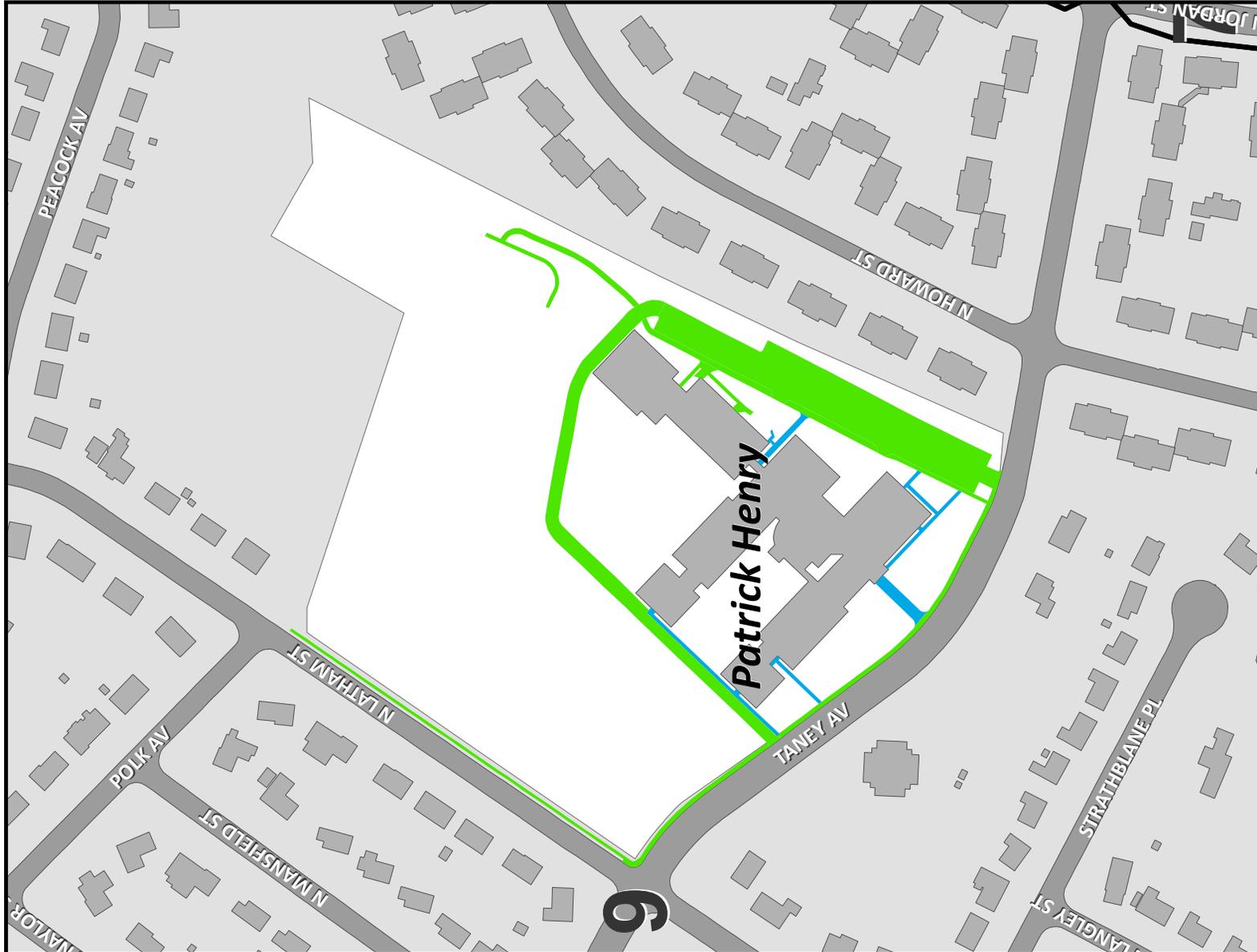
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

Patrick Henry Elementary School



Snow Removal Responsibilities: Patrick Henry Elementary School

 SCHOOL	 GS	 Snow Plow Zones
 RPCA	 TES	 Buildings
		 School Areas

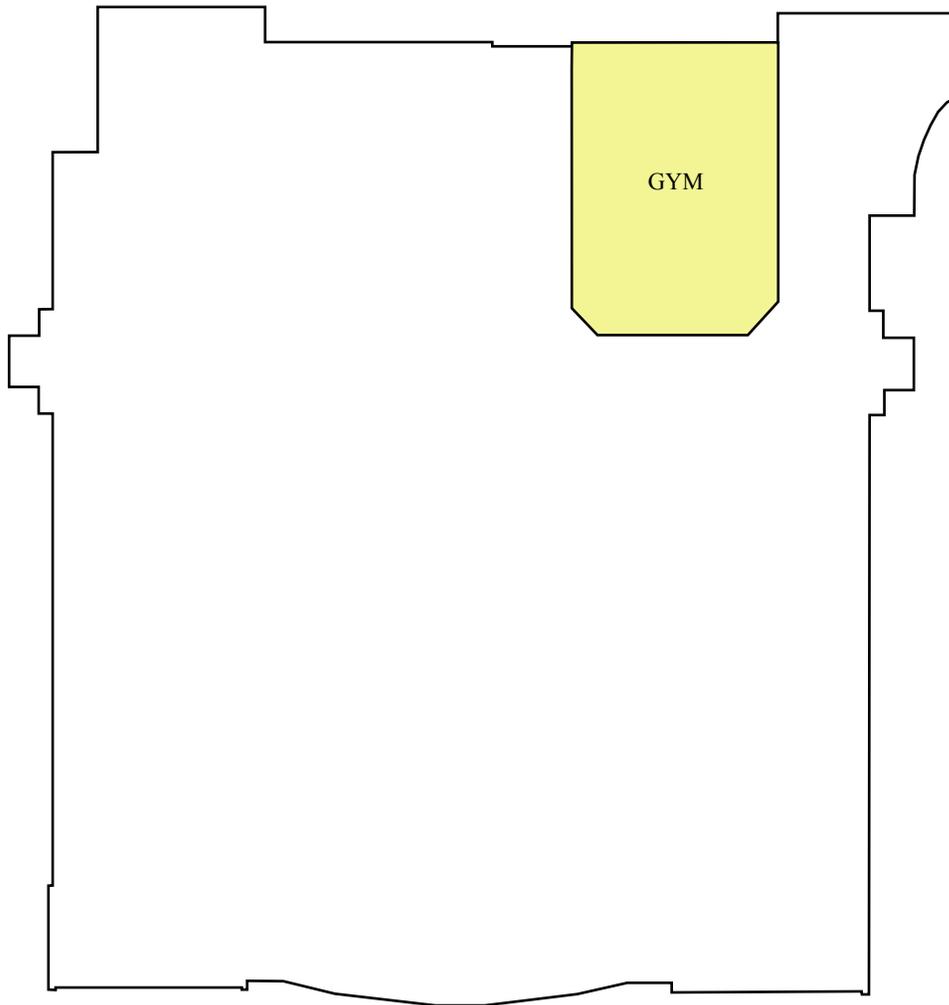
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Samuel W. Tucker Elementary School

435 Ferdinand Day Drive, Alexandria, VA 22304



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	*Comb	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 80,180

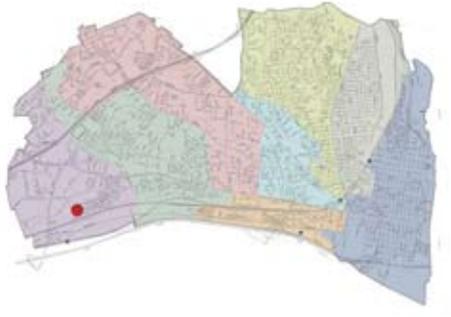
RPCA Square Footage: 0

Shared Area Managed By: ACPS

Shared Area Activities: RPCA requests use for youth basketball practices.

Levels of Service to be Provided - Outdoor Maintenance

Samuel W. Tucker Elementary School



Samuel W. Tucker School serves grades K- 5 and is located in the southwest portion of the city adjacent to Cameron Station and Boothe Park.



ACPS Maintenance



Property Boundary



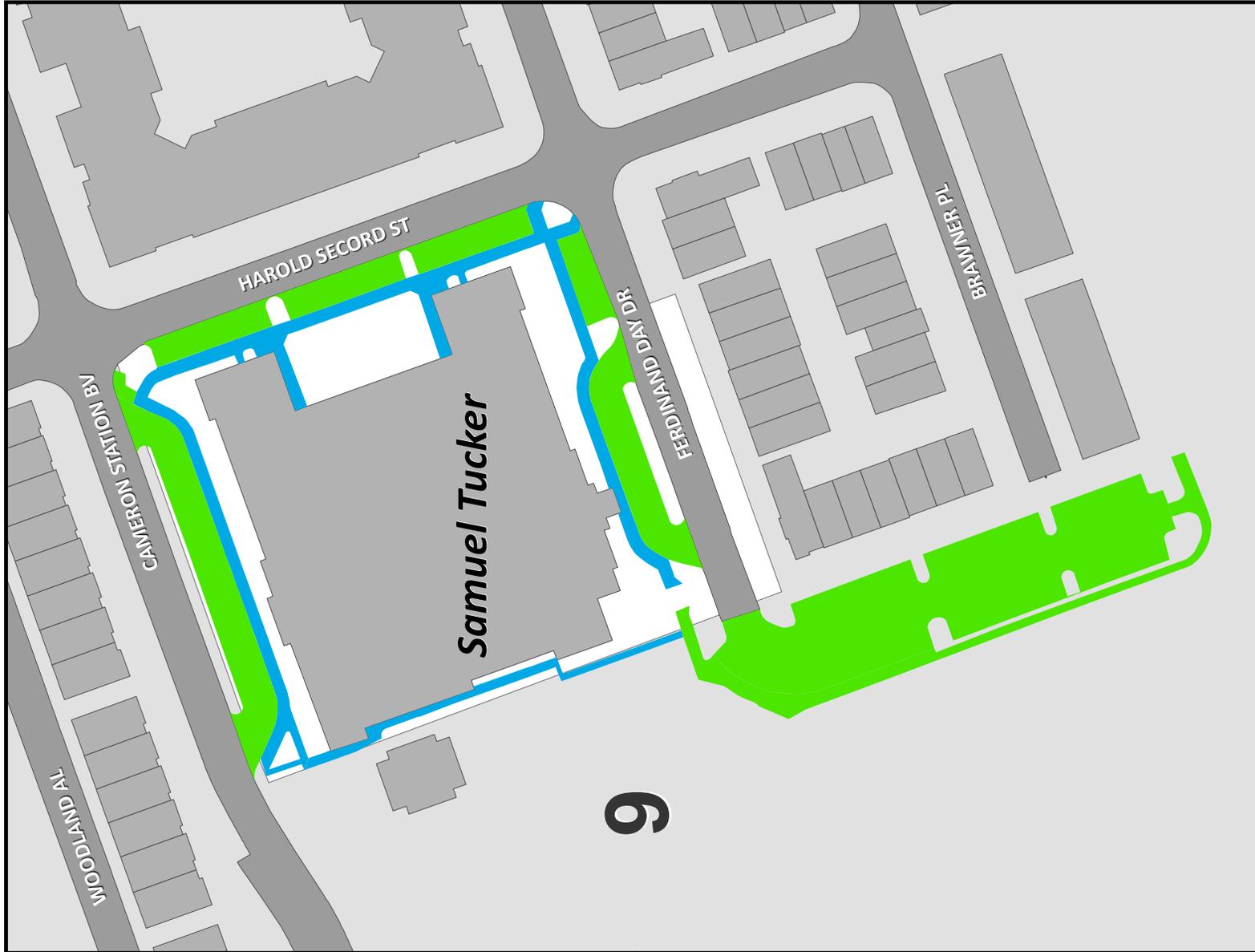
Located at:

435 Ferdinand Day Drive
Alexandria, VA 22304

Service Level 3

Snow Removal Responsibilities

Samuel W. Tucker Elementary School



Snow Removal Responsibilities: Samuel Tucker Elementary School

Responsibilities	SCHOOL	GS	TES
	RPCA		
	Snow Plow Zones	Buildings	School Areas

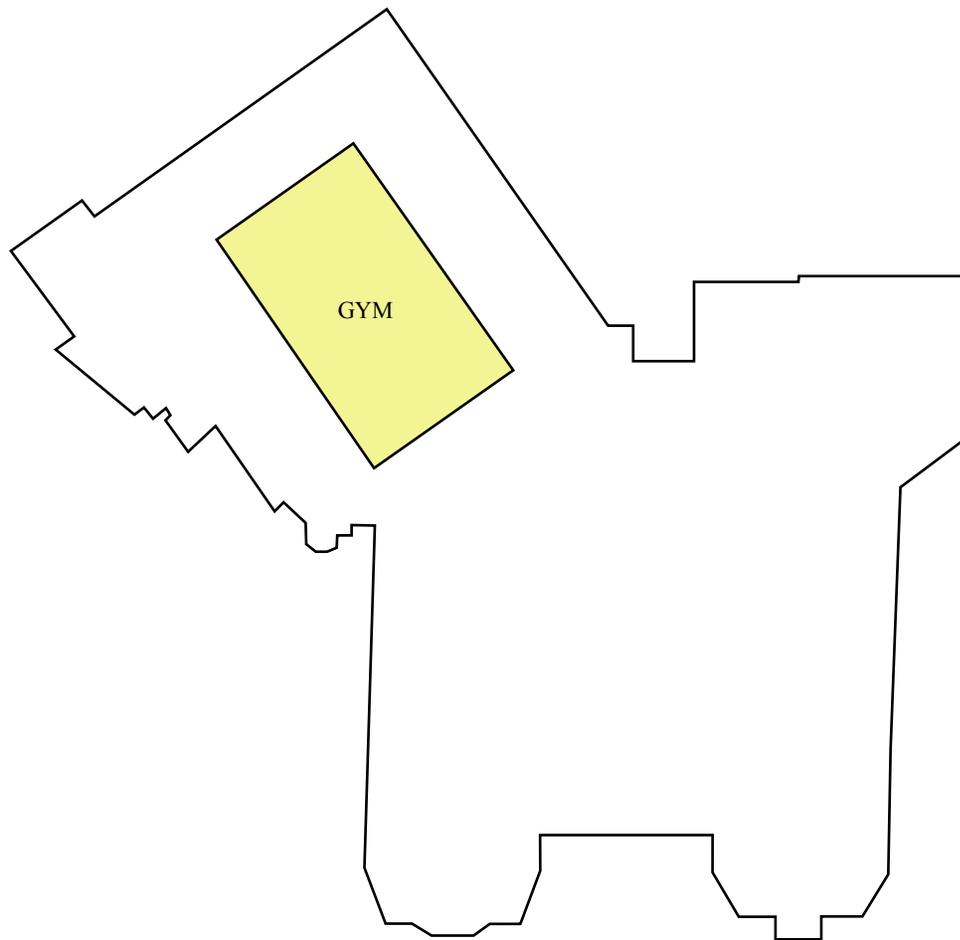
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T.C. Williams High School

3330 King Street, Alexandria, VA 22302



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 461,470

RPCA Square Footage: 0

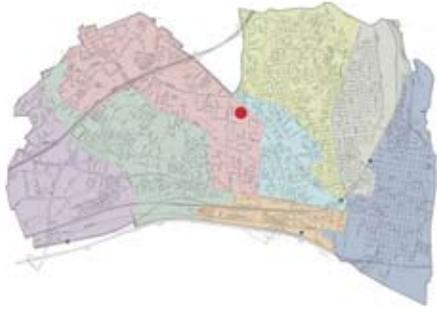
Facility Managed By: ACPS

Shared Area Activities: RPCA requests use for track club, youth basketball practice, youth baseball, cheerleading exhibition.

Other: Parking deck maintained by ACPS.

Levels of Service to be Provided - Outdoor Maintenance

T.C. Williams High School



T.C. Williams School serves grades 10-12 and is located in the central portion of the city.



Located at:
3330 King Street
Alexandria, VA 22302

Service Level 3

Note:
ACPS is responsible for the artificial turf maintenance.



ACPS Maintenance



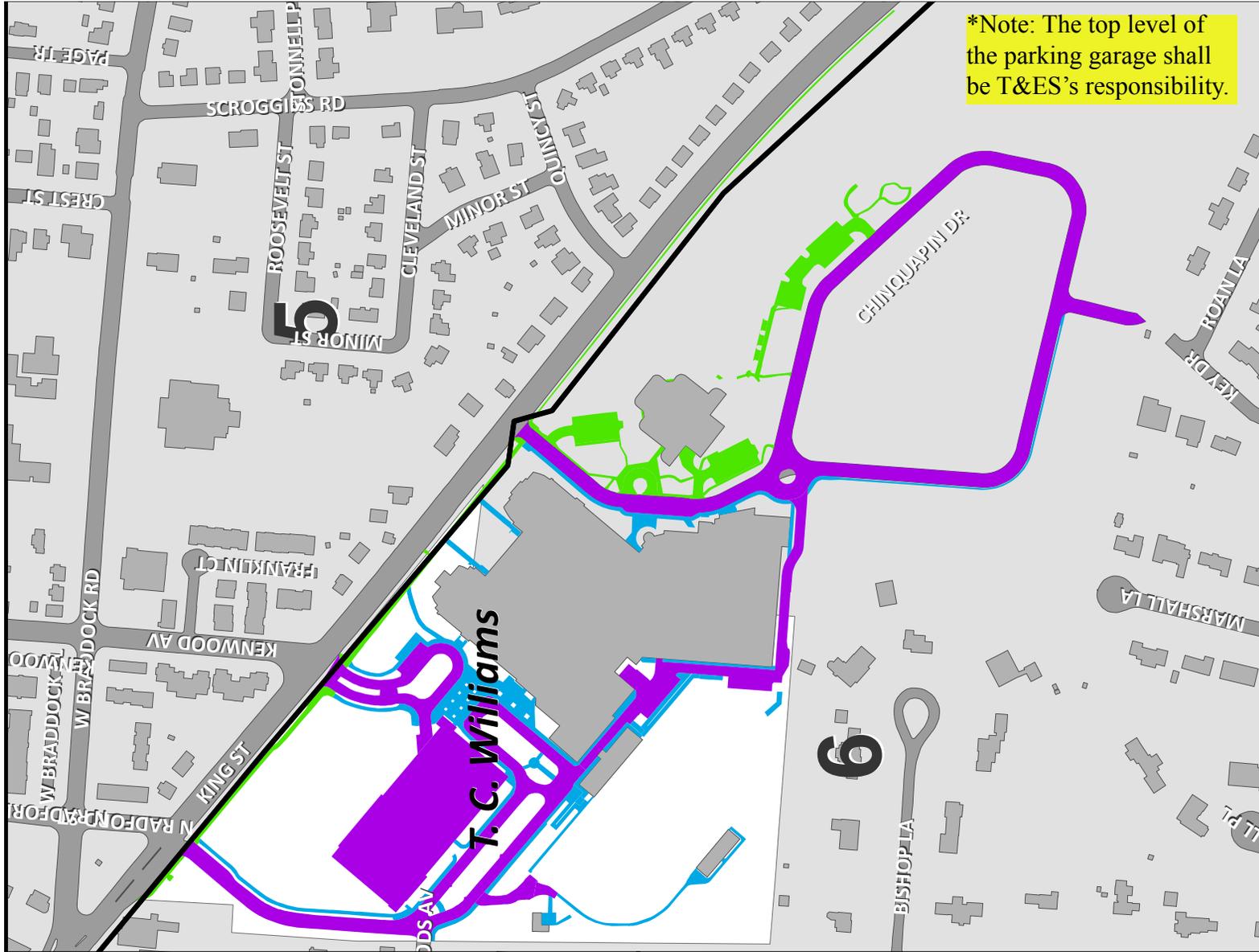
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

T.C. Williams High School



Snow Removal Responsibilities: T.C. Williams High School

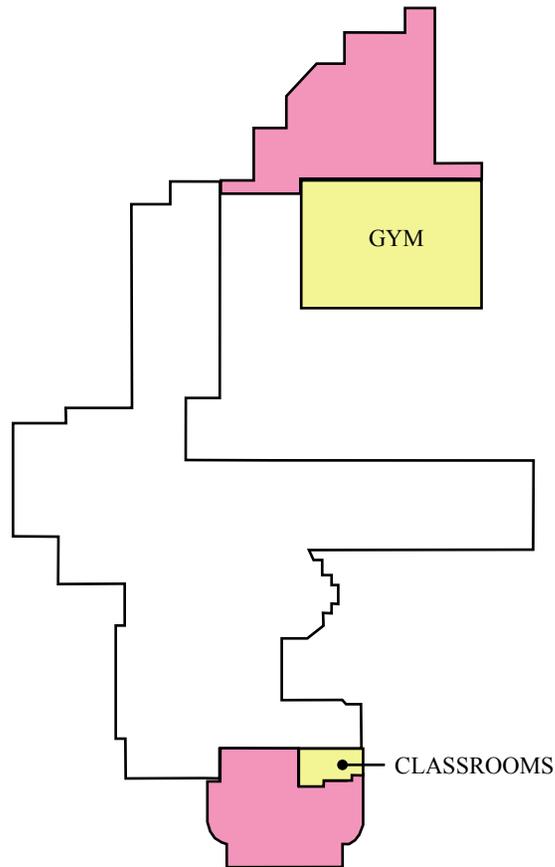
Responsibilities	SCHOOL	GS	TES
	RPCA		
	Snow Plow Zones	Buildings	School Areas

Map Produced: 11/2010
 This map was produced by the Office of the Department of Planning and Zoning, City of Alexandria, Virginia.

Map Data Sources: 2008 Data from Google Earth
 Source: 2008 Data from Google Earth
 The map is for informational purposes only and does not constitute a warranty. The City is not responsible for any errors or omissions on this map. The City is not responsible for any damages or liabilities arising from the use of this map. The City is not responsible for any damages or liabilities arising from the use of this map.

William Ramsay Elementary, Recreation Center, and Jerome "Buddie" Ford Nature Center

5700 Sanger Avenue, Alexandria, VA 22311



Maintenance Responsibilities in Delineated Areas

	RPCA Use	Shared Use	School Use
Interior Building Envelope	RPCA/GS	RPCA/GS	ACPS
Exterior Building Envelope	GS	GS	ACPS
Custodial Services	RPCA	RPCA	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	*Comb	ACPS
Grounds Lighting	RPCA	RPCA	ACPS
Interior Graffiti Removal	RPCA	RPCA	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	GS	GS	ACPS

*Comb = Combined. User cleans up litter after each use.

Facility Details

ACPS Square Footage: 87,650

RPCA Square Footage: 18,270

Nature Center Square Footage: 6,500

Shared Area Managed By: RPCA

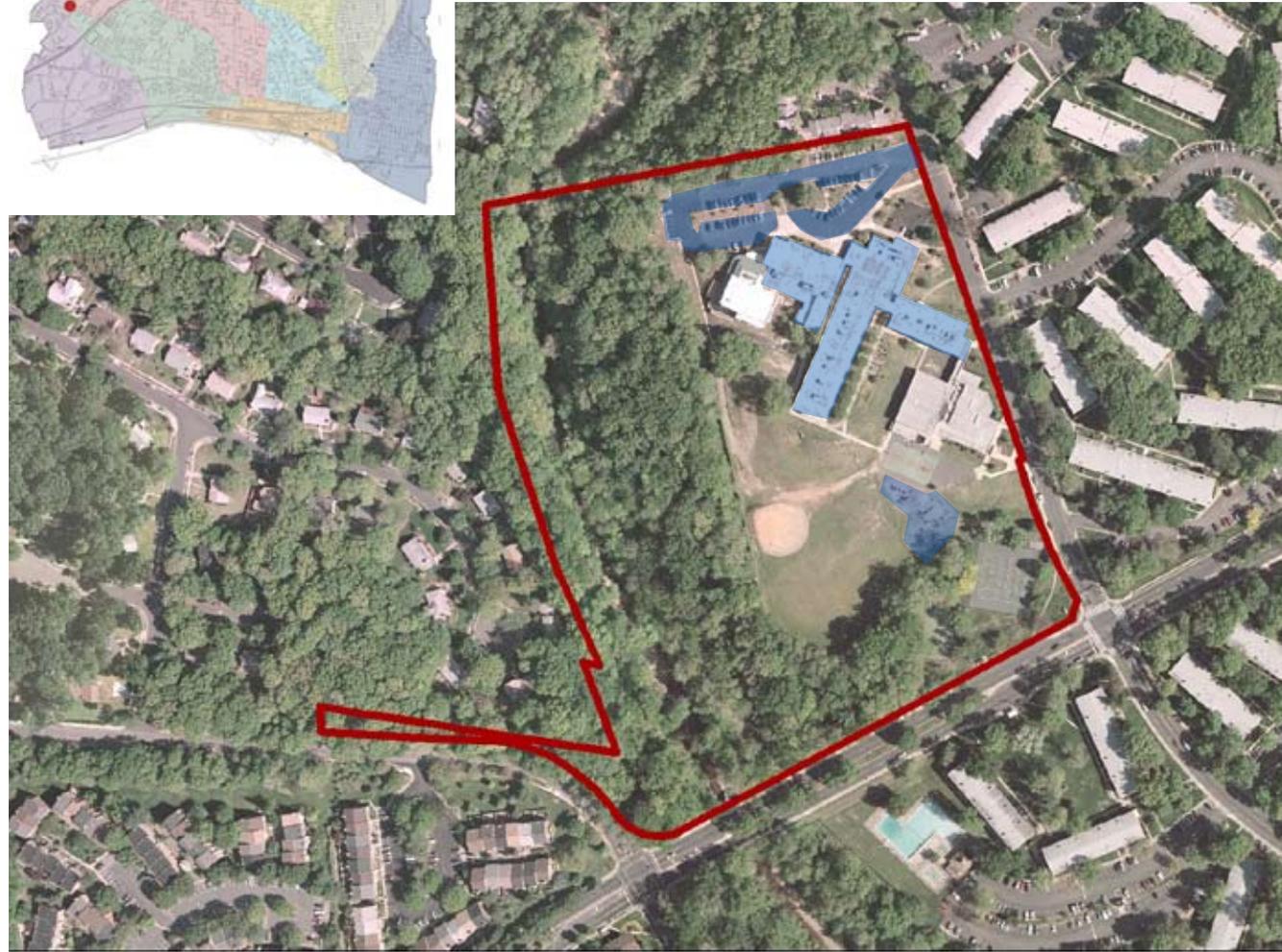
Shared Area Activities: ACPS uses the gym during school hours only and shared Nature Center classroom is scheduled by request.

Levels of Service to be Provided - Outdoor Maintenance

William Ramsay Elementary School



William Ramsay serves grades K- 5 and is located in the west end of the city adjacent to William Ramsay Recreation Center.



Located at:
5700 Sanger Avenue
Alexandria, VA 22311

Service Level 3



ACPS Maintenance



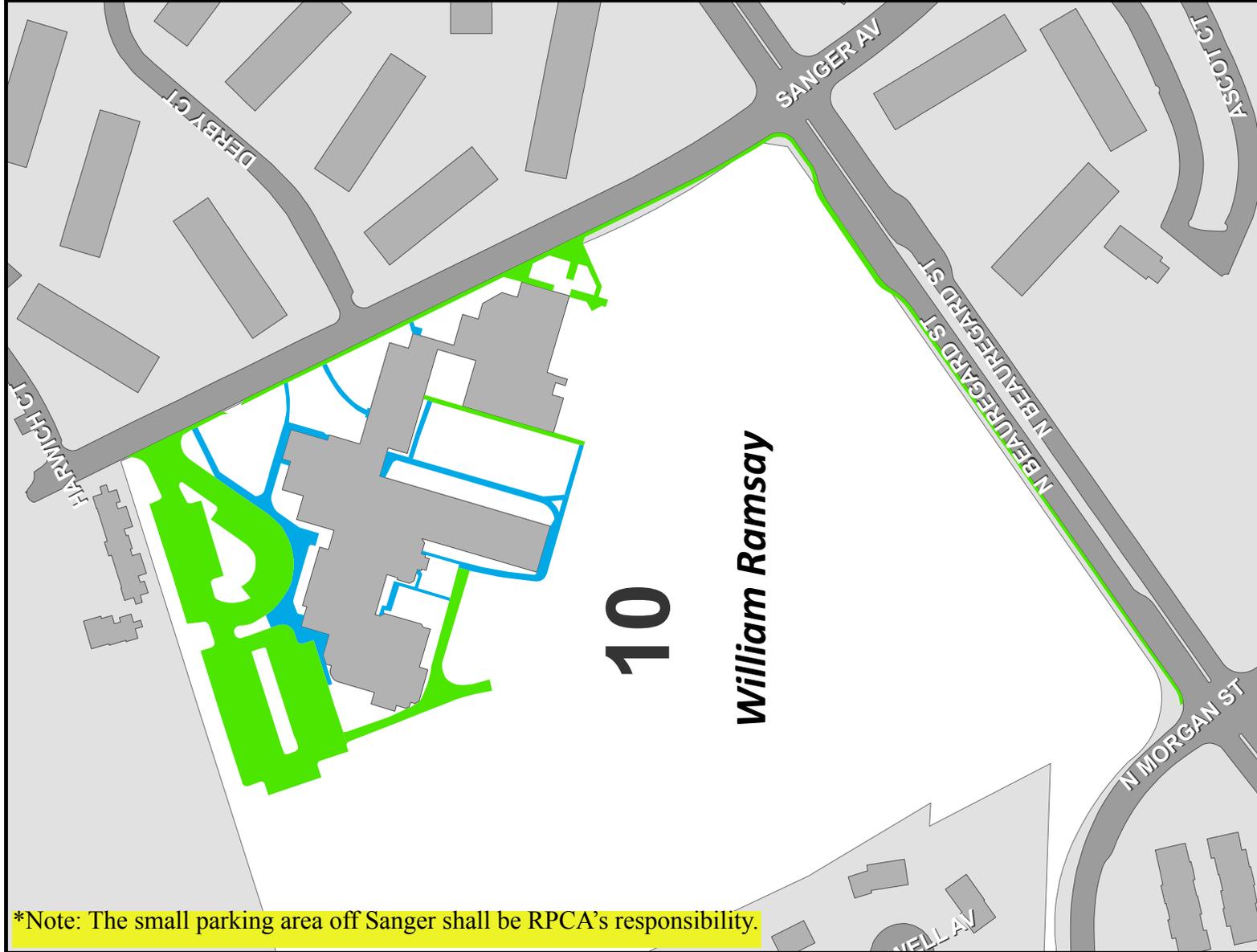
Property Boundary



Revised January 1, 2012

Snow Removal Responsibilities

William Ramsay Elementary School



*Note: The small parking area off Sanger shall be RPCA's responsibility.

Snow Removal Responsibilities: William Ramsay Elementary School

	SCHOOL		Snow Plow Zones
	RPCA		Buildings
	GS		School Areas
	TES		

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Levels of Service to be Provided - Outdoor Maintenance



Maintenance Levels

Level 1

Horticulture:	4 seasons of color: Spring, Summer, Fall, and Winter (annuals)
Mowing:	7 day schedule (April- October)
Leaf Collection:	7 day schedule
Snow Removal:	Refer to the City Snow Plan
Trash Removal:	Daily

Level 2

Horticulture:	2 seasons of color: Spring, Fall, (annuals)
Mowing:	7-10 day schedule (April- October)
Leaf Collection:	10 day schedule
Snow Removal:	Refer to the City Snow Plan
Trash Removal:	Twice weekly

Level 3

Horticulture:	No annuals- Perennials only
Mowing:	10-14 day schedule- April- October
Leaf Collection:	15 day schedule
Snow Removal:	Refer to the City Snow Plan
Trash Removal:	Inspections every 5-7 days

Interdepartmental City Contract

Memorandum of Understanding

WHEREAS, The City of Alexandria is fortunate to be able to provide many fine public facilities for uses by its citizens; and

WHEREAS, many of these facilities were constructed for the specific purpose of either public education or recreation, but have the capability of offering a much broader public use as joint community facilities; and

WHEREAS, the Alexandria City Manager and the Alexandria School Superintendent jointly have agreed that it is in the best public interest to work together to ensure the maximum feasible public use of these facilities for educational and recreational purposes; and

WHEREAS, the City of Alexandria School Division, Department of Recreation, Parks and Cultural Activities, General Services and the Department of Transportation and Environmental Services agree to provide mutual services related to their specific areas of responsibility for the city facilities and activities.

NOW THEREFORE, the Alexandria City Manager and the Alexandria School Superintendent do hereby enter into the following agreement for the cooperative use, management and financial support of these community facilities.

I. PHILOSOPHY AND SITUATION

- A. The Purpose of this agreement is to provide a structure for the broad and cost effective use and maintenance of all ACPS and City owned facilities in support of the community use of these facilities. In addition, the purpose of this agreement is to provide detailed understanding and structure for cost effective grounds maintenance associated with school grounds, open space, and park property to provide greater efficiency to the City of Alexandria taxpayers.
- B. It is recognized that the Alexandria School Division and City agencies are limited in financial, personnel, and facility resources to support their respective programs. Therefore, an agreement establishing mutual maintenance and use of these facilities provides maximum effective utilization of all public/community facilities.
- C. As new projects are needed or initiated, all parties shall coordinate and update the MOU accordingly via an addendum approved by the City Manager and ACPS Superintendent.

Interdepartmental City Contract

- D. The Department of Recreation, Parks and Cultural Activities shall provide all outdoor grounds maintenance in the designated areas found in this agreement.
- E. The existing City/Schools maintenance facility work group as appointed by the City Manager and the ACPS Superintendent, respectively agree that this oversight committee address any grounds maintenance /snow removal issues that may arise, and develop strong communication avenues to communicate with the principals, PTA and community.
- F. The existing City/School maintenance facility work group shall attempt to resolve all issues relating to the joint use of the facilities as covered by the guidelines contained herein.
- G. This Memorandum of Understanding supersedes all previous documents.
- H. ACPS shall be responsible for the electrical and water costs associated with each site. ACPS shall be responsible for the litter pick up at all ACPS sponsored events. Department of Recreation, Parks and Cultural Activities shall be responsible for litter pick up at all Department of Recreation, Parks and Cultural Activities sponsored events. The Department of Recreation, Parks and Cultural Activities shall empty the designated trash cans identified at each site and be responsible for daily litter pick up of the grounds with the understanding that there is a coordinated effort to keep the grounds clean. If additional cleaning or trash services are required for special School events the costs will be determined before the event and paid for by ACPS.

II. ADMINISTRATION OF THE AGREEMENT

- A. The City Manager and ACPS Superintendent are responsible for the proper use, supervision and maintenance of all public facilities under their control.
- B. A City/School Staff Facilities Committee shall manage the routine administration of this agreement. The Committee will meet at a minimum on a bimonthly basis and shall be composed of staff from City agencies and the Alexandria School Division as appointed by the City Manager and the ACPS Superintendent, respectively. This committee will be comprised of three (3) representatives from the Alexandria School Division, Two (2) members for the Department of Recreation, Parks and Cultural Activities, and one (1) member each from the City's Departments of Transportation and Environmental Services and General

Interdepartmental City Contract

Services. The Chair and Co-Chair will be selected on an annual basis at the committee's first meeting of each fiscal year.

- C. The committee shall attempt to resolve all issues relating to the joint use of the facilities as covered by the guidelines contained herein, and each committee member shall have one vote on any single voting issue. Conflicts related to issues regarding the joint use facilities, which are not resolved by the committee, will be forwarded to the City Manager and ACPS Superintendent for arbitration. If the issue remains unresolved, the City Manager and ACPS Superintendent will forward the issue to the City Council/School Board Subcommittee for resolution.
- D. School principals and Department of Recreation, Parks and Cultural Activities staff will jointly review the condition of the joint used facilities on a quarterly basis (March, June, September, and December).
- E. The ACPS Superintendent and City Manager may establish a rental fee schedule for their respective facilities for approval by the School Board and City Council, as appropriate.

III. USE OF FACILITIES AND GROUNDS

- A. This document denotes all facilities that are jointly used and that are available for community use.
- B. The School Division is the primary user of School Facilities, including outdoor fields and shared use recreation center spaces during the normal school day, which should be interpreted to be from school starting time to the end of the formal classroom day plus one hour. During the one-hour period following class, schools will have priority for use of the school facility. During this time should mutual requirements for space occur, the school will make every effort to provide alternate space for the Department of Recreation, Parks and Cultural Activities use. After the one hour time frame, scheduled recreation programs will have priority for all school sites listed on the following page. Department of Recreation, Parks and Cultural Activities programs shall have priority for all recreation center spaces not identified as shared use.

Interdepartmental City Contract

Elementary Schools	Middle Schools	High Schools
Charles Barrett	George Washington	T.C. Williams
Cora Kelly	Francis Hammond	Minnie Howard Campus
Douglas MacArthur		
George Mason		
James Polk		
Jefferson Houston		
John Adams		
Lyles-Crouch		
Maury		
Mount Vernon		
Patrick Henry		
Samuel Tucker		
William Ramsay		

Recreation Center	After School Recreation Centers
Charles Barrett	Douglas MacArthur
Charles Houston	
Chinquapin	
Cora Kelly	Summer Programs
Dr. Oswald Durant Center	To Be Determined Annually
Jerome "Buddie" Ford Nature Center	
John Adams	
Mount Vernon	Administrative Building and Recreation Center
William Ramsay	Lee Center and Nannie J. Lee
Patrick Henry	

Interdepartmental City Contract

- C. The scheduling of the School play fields and the scheduling of the City fields will be coordinated under the following guidelines:
1. The Youth Sports Division of the Department of Recreation, Parks and Cultural Activities does the scheduling of school fields. During the scheduled school days of the school year, activities begin at the end of the classroom day, plus one hour. Scheduling on weekends during the school year, and during the summer months will be at the discretion of the Department of Recreation, Parks and Cultural Activities' Youth Sports Division.
 2. The scheduling of the fields at T.C. Williams remains the responsibility of the Community Services Manager of the School Division, but the School Division may schedule appropriate community and recreation activities at these fields, which are consistent with school requirements for the fields.
 3. The scheduling of all other City fields remains the responsibility of the Department of Recreation, Parks and Cultural Activities at all times.
 4. Schools, which lack adequate outdoor play fields to support their programs, will have priority use of City facilities.
- D. Use requirements should be identified prior to August 1, of any year with specific hours reviewed and approved by the City/School Staff Facilities Committee. Additional City use of the school space or school use of the City space may be designated in any facility by mutual agreement.
- E. City agencies may schedule other school facilities, including classrooms, multi-purposes rooms, gymnasiums, and auditoriums in support of City and community programs consistent with the guidelines set forth in Paragraph D. Equipment installed in classrooms may not be used unless specifically approved by the appropriate school official.
- F. Facilities custodial maintenance requirements and responsibilities for joint use facilities programs are identified herein and agreed upon by the City/School Staff Facilities Committee.

Interdepartmental City Contract

- G. The normal time for the conclusion of the indoor activities and programs will be 10:00 p.m., or as mutually agreed.
- H. All scheduling of facilities will be reviewed regularly by the City/School Staff Facilities Committee to accommodate changes and resolution of conflicts.

IV. RESPONSIBILITY

- A. Whenever a facility is being used, the user group is responsible for:
 - 1. Maintaining adequate discipline at and near the facility.
 - 2. Providing adequate supervisory and organizational plans to support the requirements of the activities being conducted.
 - 3. Security of the School and City owned facilities and equipment.
 - 4. Prohibiting illegal substances or alcohol. Drugs (including alcohol) may not be dispersed or used on school property or within 1,000 feet of a school in accordance with the Safe and Drug Free Schools Act (i.e., Drug Free Zone). Smoking is prohibited on all school property.
 - 5. Prohibiting weapons (including knives). Weapons may not be brought on to school property except by appropriate law enforcement agencies or Department of Recreation, Parks and Cultural Activities property in compliance with Federal and State Laws.
- B. Operations and maintenance—All custodial and maintenance activities will be in accordance with the following provisions;
 - 1. The School System shall have custodial responsibility for all school buildings, except full time recreation centers, and exterior graffiti removal.
 - 2. The City's full-time recreation centers and after school centers shall receive adequate heating and air conditioning services during their regularly planned programs at night, weekends, and on holidays.

Interdepartmental City Contract

3. The City and School System recognize the need to maintain and up-grade the outdoor facilities so they can properly and safely support the planned activities for which they were designed, and to support easy and cost-effective maintenance. To this end, the City/School Staff Facilities Committee will meet at least annually to determine a long-rang schedule for inclusion of such project in the Capital Improvement Budget.
4. Incidental damages due to normal wear and tear, vandalism and accidents shall be the responsibility of the owner of each property.

V. FUNDING

The City and Schools will fund necessary costs pursuant to this agreement in accordance with normal budgetary procedures.

VI. PUBLIC INFORMATION

The City/School Staff Facilities Committee will prepare, in September of each year, for the City Manager and ACPS Superintendent an evaluation report on the administration of this agreement, which will be disseminated by the City Manager and ACPS Superintendent as they deem appropriate.

Interdepartmental City Contract

VII. ADDITIONAL TERMS AND SIGNATORIES

This agreement is made on this 25th Day of January 2012, by and between the Superintendent of Alexandria, VA, Public Schools, and the City Manager of Alexandria, VA. It formalizes and gives credence to procedures for proper use of the City/School Facilities and assigns responsibilities for the maintenance and other service for facilities.

The City Schools and City Departments agree to mutual use and support of school and city facilities provision and services as outlined in the City/School Facility Maintenance and Use Agreement. The staffs of all agencies involved further agree to meet bimonthly to discuss issues of mutual concern and attempt to resolve conflicts, which may arise from time-to-time.

The School use of School and City Facilities by outside community groups will be governed by regular procedures of the School Board and the City Council in granting permits for use of facilities as provided for by the laws of Virginia and the policies and procedures of the School Board and City Council.

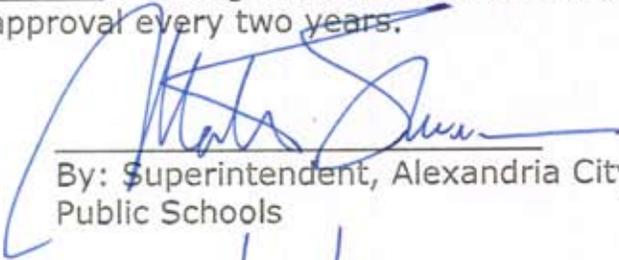
This agreement shall be for a two year term commencing on Jan 25, 2012. The agreement shall be revised and updated with any proposed changes for review and discussion and approval every two years.



By: City Manager, Alexandria, VA

1-18-12

Date



By: Superintendent, Alexandria City Public Schools

1/25/12

Date

Approved to form

APPROVED AS TO FORM:


ASSISTANT CITY ATTORNEY