Facility and Outdoor Maintenance and Use Agreement

Schools and Recreation Centers
Table of Contents

Background ................................................................................................................... page 3
How to Use This Document ........................................................................................ page 4
Facility and Outdoor Maintenance and Use Definitions .............................................. page 6

Facilities and Grounds
Charles Barrett Elementary School and Recreation Center ........................................ page 10
Charles Houston Recreation Center ............................................................................ page 13
Chinquapin Recreation Center .................................................................................. page 14
Cora Kelly Elementary School and Recreation Center .............................................. page 15
Douglas MacArthur Elementary School ................................................................... page 18
Francis C. Hammond Middle School ....................................................................... page 21
George Mason Elementary School .......................................................................... page 24
George Washington Middle School ......................................................................... page 27
James K. Polk Elementary School ............................................................................ page 29
Jefferson-Houston Elementary School and Dr. Oswald Durant Center ..................... page 33
John Adams Elementary School ............................................................................... page 36
Lee Center and Nannie J. Lee Recreation Center ....................................................... page 39
Lyles-Crouch Elementary School ............................................................................ page 40
Matthew Maury Elementary School ........................................................................ page 43
Minnie Howard Campus of T.C. Williams High School ............................................. page 46
Mount Vernon Elementary School and Recreation Center ..................................... page 49
Patrick Henry Elementary School and Recreation Center .................................... page 52
Samuel W. Tucker Elementary School ................................................................... page 55
T.C. Williams High School ....................................................................................... page 58
William Ramsay Elementary School, Recreation Center, and Jerome “Buddie” Ford
Nature Center ........................................................................................................ page 61
Outdoor Maintenance Levels .................................................................................... page 64

Interdepartmental City Contract
Memorandum of Understanding ............................................................................. page 65
Signature Page ......................................................................................................... page 72
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.
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.
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**

<table>
<thead>
<tr>
<th>Site Name and Park District</th>
<th>Description</th>
<th>Site Address</th>
<th>Service Level Provided</th>
<th>Locator Map</th>
<th>RPCA Maintenance (not shaded within property line)</th>
<th>Graphic Depicting Maintenance Responsibilities</th>
<th>ACPS Maintenance (Blue)</th>
<th>Property Line (Red Line)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Barrett Elementary School - Four Mile Run District</td>
<td>Charles Barrett School serves grades K-5 and is located in the north end of the city adjacent to the Charles Barrett Recreation Center.</td>
<td>Located at: 1115 Martha Custis Drive Alexandria, VA 22302 Service Level: 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Revised January 1, 2012
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.
Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th></th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>RPCA/GS</td>
<td>RPCA/GS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>GS</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>RPCA</td>
<td>RPCA</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>TES</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>RPCA</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>RPCA</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>RPCA</td>
<td>RPCA</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>RPCA</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>ACPS</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

*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
Snow Removal Responsibilities

Charles Barrett Elementary School

Map Produced: 11/2010
Mapping Standards:
- Coordinate System - NAD83 State Plane Virginia North
- Projection - Lambert Conformal Conic
- Map Units - Feet

The maps provided hereunder are provided "as is" and the City expressly disclaims all warranties, express or implied, including warranties as to accuracy of the maps and merchantability and fitness for a particular purpose, and further expressly disclaims responsibility for all incidental, consequential or special damages arising out of or in connection with the use or performance of the maps.

This map was produced by the GIS Division of the Department of Planning and Zoning, City of Alexandria, Virginia

Snow Removal Responsibilities:

<table>
<thead>
<tr>
<th>Snow Plow Zones</th>
<th>Buildings</th>
<th>School Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS</td>
<td>SCHOOL</td>
<td>RPCA</td>
</tr>
</tbody>
</table>

Revised January 1, 2012
Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th></th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>RPCA/GS</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>GS</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>RPCA</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>TES</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>RPCA</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>RPCA</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>RPCA</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>RPCA</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>GS</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Facility Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACPS Square Footage: 0</td>
</tr>
<tr>
<td>RPCA Square Footage: 28,515</td>
</tr>
<tr>
<td>Facility Managed By: RPCA</td>
</tr>
<tr>
<td>Shared Area Activities: ACPS uses the pool for swim team activities.</td>
</tr>
</tbody>
</table>
Cora Kelly Elementary School and Recreation Center

3600 Commonwealth Avenue, Alexandria, VA 22305

Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th>Facility Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACPS Square Footage: 69,000</td>
</tr>
<tr>
<td>RPCA Square Footage: 27,310</td>
</tr>
<tr>
<td>Shared Area Managed By: RPCA</td>
</tr>
<tr>
<td>Shared Area Activities: ACPS uses the gym during school hours only.</td>
</tr>
</tbody>
</table>

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

Cora Kelly School for Math, Science and Technology

*Note: The parking lot east of Commonwealth Avenue shall be RPCA's responsibility.
### 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.

### Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th>Facility Details</th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>N/A</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>N/A</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>N/A</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

*Comb = Combined. User cleans up litter after each use.
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.
Facilities Management Responsibilities in Delineated Areas

**Revised January 1, 2012**

**Lower Level**

- **CAFETERIA**
- **GYM**
- **AUX. GYM**

**First Floor**

- **GYM**
- **AUX. GYM**

**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).

**Maintenance Responsibilities in Delineated Areas**

<table>
<thead>
<tr>
<th>Facility</th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>N/A</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>N/A</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>N/A</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

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

Francis C. Hammond Middle School
Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th>Maintenance Activity</th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>N/A</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>N/A</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>N/A</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

*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
Snow Removal Responsibilities

George Mason Elementary School
### Facility Details

<table>
<thead>
<tr>
<th></th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>N/A</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>N/A</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>N/A</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

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

### 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
Snow Removal Responsibilities

George Washington Middle School
### Facility Details

<table>
<thead>
<tr>
<th></th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>N/A</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>N/A</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>N/A</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

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

### Maintenance Responsibilities in Delineated Areas

- **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.
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
Snow Removal Responsibilities

James K. Polk Elementary School

Snow Plow Zones

- Buildings
- School Areas

Snow Removal Responsibilities: James K. Polk Elementary School

Map Produced: 11/2010

Mapping Standards:
- Coordinate System - NAD83 State Plane Virginia North
- Projection - Lambert Conformal Conic
- Map Units - Feet

The maps provided hereunder are provided "as is" and the City expressly disclaims all warranties, express or implied, including warranties as to accuracy of the maps and merchantability and fitness for a particular purpose, and further expressly disclaims responsibility for all incidental, consequential or special damages arising out of or in connection with the use or performance of the maps.

This map was produced by the GIS Division of the Department of Planning and Zoning, City of Alexandria, Virginia.
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.

Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th>Service</th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>RPCA/GS</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>GS</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>RPCA</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>TES</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>RPCA</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>RPCA</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>RPCA</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>RPCA</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>GS</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

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

Jefferson-Houston School for Arts and Academics

Map Produced: 11/2010
Mapping Standards:
Coordinate System - NAD83 State Plane Virginia North
Projection - Lambert Conformal Conic
Map Units - Feet

The maps provided hereunder are provided "as is" and the City expressly disclaims all warranties, express or implied, including warranties as to accuracy of the maps and merchantability and fitness for a particular purpose, and further expressly disclaims responsibility for all incidental, consequential or special damages arising out of or in connection with the use or performance of the maps.

This map was produced by the GIS Division of the Department of Planning and Zoning, City of Alexandria, Virginia

Snow Removal Responsibilities:

Jefferson-Houston Elementary School

Responsibilities
Snow Plow Zones
Buildings
School Areas

Jefferson-Houston School for Arts and Academics
Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th></th>
<th>RPCA Use</th>
<th>School Use</th>
<th>ACPS Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>RPCA</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>ACPS</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>RPCA</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>TES</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>RPCA</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>RPCA</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>RPCA</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>RPCA</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>ACPS</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

*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.
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
Snow Removal Responsibilities

John Adams Elementary School

Snow Plow Zones
GS
TES
SCHOOL
RPCA

Responsibilities

John Adams Elementary School

Map Produced: 11/2010
Mapping Standards:
- Coordinate System - NAD83 State Plane Virginia North
- Projection - Lambert Conformal Conic
- Map Units - Feet

The maps provided hereunder are provided “as is” and the City expressly disclaims all warranties, UCC and otherwise, express or implied, including warranties as to accuracy of the maps and merchantability and fitness for a particular purpose, and further expressly disclaims responsibility for all incidental, consequential or special damages arising out of or in connection with the use or performance of the maps.

This map was produced by the GIS Division of the Department of Planning and Zoning, City of Alexandria, Virginia.
**Lee Center and Nannie J. Lee Recreation Center**

1108 Jefferson Street, Alexandria, VA 22314

---

### Maintenance Responsibilities in Delineated Areas

- **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

---

Revised January 1, 2012
Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th>Item</th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>N/A</td>
<td>N/A</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>N/A</td>
<td>N/A</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>N/A</td>
<td>N/A</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>N/A</td>
<td>N/A</td>
<td>ACPS</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>N/A</td>
<td>N/A</td>
<td>TES</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>N/A</td>
<td>N/A</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>N/A</td>
<td>N/A</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>N/A</td>
<td>N/A</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>N/A</td>
<td>N/A</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

*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

Revised January 1, 2012
Maintenance Responsibilities in Delineated Areas

- **Interior Building Envelope**: N/A | RPCA Use: ACPS | School Use: ACPS
- **Exterior Building Envelope**: N/A | RPCA Use: ACPS | School Use: ACPS
- **Custodial Services**: N/A | RPCA Use: ACPS | School Use: ACPS
- **Solid Waste**: N/A | RPCA Use: ACPS | School Use: ACPS
- **Litter Clean-Up**: N/A | *Comb: ACPS
- **Grounds Lighting**: N/A | RPCA Use: ACPS | School Use: ACPS
- **Interior Graffiti Removal**: N/A | RPCA Use: RPCA | School Use: RPCA
- **Exterior Graffiti Removal**: N/A | RPCA Use: RPCA | School Use: RPCA
- **Life Safety Systems**: N/A | RPCA Use: ACPS | School Use: 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.
Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th>Service</th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>N/A</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>N/A</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>N/A</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

*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.
Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th></th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>RPCA/GS</td>
<td>RPCA/GS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>GS</td>
<td>RPCA/GS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>RPCA</td>
<td>RPCA</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>TES</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>RPCA</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>RPCA</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>RPCA</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>RPCA</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>GS</td>
<td>GS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

*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.
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
Snow Removal Responsibilities

Mount Vernon Community School

Snow Removal Responsibilities: Mount Vernon Elementary School

Snow Plow Zones

Buildings

School Areas

GS

TES

SCHOOL

RPCA
### Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th></th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interior Building Envelope</strong></td>
<td>RPCA/GS</td>
<td>RPCA/GS</td>
<td>ACPS</td>
</tr>
<tr>
<td><strong>Exterior Building Envelope</strong></td>
<td>GS</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td><strong>Custodial Services</strong></td>
<td>RPCA</td>
<td>RPCA</td>
<td>ACPS</td>
</tr>
<tr>
<td><strong>Solid Waste</strong></td>
<td>TES</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td><strong>Litter Clean-Up</strong></td>
<td>RPCA</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td><strong>Grounds Lighting</strong></td>
<td>RPCA</td>
<td>RPCA</td>
<td>ACPS</td>
</tr>
<tr>
<td><strong>Interior Graffiti Removal</strong></td>
<td>RPCA</td>
<td>RPCA</td>
<td>ACPS</td>
</tr>
<tr>
<td><strong>Exterior Graffiti Removal</strong></td>
<td>RPCA</td>
<td>RPCA</td>
<td>ACPS</td>
</tr>
<tr>
<td><strong>Life Safety Systems</strong></td>
<td>GS</td>
<td>GS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

*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
Snow Removal Responsibilities

Patrick Henry Elementary School

This map was produced by the GIS Division of the Department of Planning and Zoning, City of Alexandria, Virginia.

Snow Removal Responsibilities: Patrick Henry Elementary School

Snow Plow Zones: GS, TES, SCHOOL, RPCA

Responsibilities:
- Buildings
- School Areas

Revised January 1, 2012
Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th></th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>N/A</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>N/A</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>N/A</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>N/A</td>
<td>*Comb</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>N/A</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

*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.

Located at:
435 Ferdinand Day Drive
Alexandria, VA 22304

Service Level 3
Snow Removal Responsibilities

Samuel W. Tucker Elementary School
Maintenance Responsibilities in Delineated Areas

<table>
<thead>
<tr>
<th></th>
<th>RPCA Use</th>
<th>Shared Use</th>
<th>School Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Building Envelope</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>N/A</td>
<td>TES</td>
<td>TES</td>
</tr>
<tr>
<td>Litter Clean-Up</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Grounds Lighting</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Interior Graffiti Removal</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
<tr>
<td>Exterior Graffiti Removal</td>
<td>N/A</td>
<td>RPCA</td>
<td>RPCA</td>
</tr>
<tr>
<td>Life Safety Systems</td>
<td>N/A</td>
<td>ACPS</td>
<td>ACPS</td>
</tr>
</tbody>
</table>

*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.
Snow Removal Responsibilities

T.C. Williams High School

*Note: The top level of the parking garage shall be T&ES’s responsibility.*
Maintenance Responsibilities in Delineated Areas

**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
- ACPS

**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
Snow Removal Responsibilities

William Ramsay Elementary School

**Snow Removal Responsibilities:**

- **William Ramsay Elementary School**

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

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

<table>
<thead>
<tr>
<th>Recreation Center</th>
<th>After School Recreation Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Barrett</td>
<td>Douglas MacArthur</td>
</tr>
<tr>
<td>Charles Houston</td>
<td></td>
</tr>
<tr>
<td>Chinquapin</td>
<td></td>
</tr>
<tr>
<td>Cora Kelly</td>
<td>Summer Programs</td>
</tr>
<tr>
<td>Dr. Oswald Durant Center</td>
<td>To Be Determined Annually</td>
</tr>
<tr>
<td>Jerome “Buddie” Ford Nature Center</td>
<td></td>
</tr>
<tr>
<td>John Adams</td>
<td>Administrative Building and Recreation Center</td>
</tr>
<tr>
<td>Mount Vernon</td>
<td>Lee Center and Nannie J. Lee</td>
</tr>
<tr>
<td>William Ramsay</td>
<td></td>
</tr>
<tr>
<td>Patrick Henry</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.
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.
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 January 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  

By: Superintendent, Alexandria City Public Schools

Date 1-25-12

Date 1-25-12

Approved to form

APPROVED AS TO FORM:

ASSISTANT CITY ATTORNEY

Revised January 1, 2012