

LEASE AGREEMENT

THIS LEASE AGREEMENT (the “Lease”) made this 1st day of December, 2022 by and between THE BOARD OF EDUCATION OF MONTGOMERY COUNTY (the “Board”), and MONTGOMERY COUNTY, MARYLAND (the “County”) (each individually a “Party”, and together, the “Parties”).

WITNESSETH

WHEREAS, the Board has fee simple title in the property known as Wheaton Woods Elementary School, located at 4510 Faroe Place, Rockville, Maryland, 20853 (the “Building”), in Montgomery County, Maryland; and

WHEREAS, the Amended FY 2010-2015 Capital Improvements Program included funding from the County to the Board for the Board’s construction of a childcare suite at Wheaton Woods Elementary School as part of the school’s modernization project; and

WHEREAS, the Board completed the modernization project at Wheaton Woods Elementary School which included the construction of the childcare suite for the County’s use; and

WHEREAS, the County now desires to lease the childcare suite from the Board, and the Board desires to lease the childcare suite to the County, pursuant to the terms and conditions set forth in this Lease; and

WHEREAS, the County shall license the childcare suite to a selected childcare provider (the “County Licensee”) for the sole purpose of operating a childcare program; and

WHEREAS, it is the desire and intent of the Parties that the childcare suite at Wheaton Woods Elementary School be maintained and operated in accordance with and subject to the terms and conditions as set forth in this Lease.

NOW, THEREFORE, in consideration of the above recitals, each of which is

incorporated into the terms of this Lease as if fully stated herein, and the mutual covenants contained in this Lease, and of the payment of rent to the Board by the County, and for other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged by the Parties, the Parties hereto mutually agree as follows:

1. LEASED PREMISES: The Board hereby leases to the County and the County rents from the Board that portion of the Building designated as Rooms 150, 150A, and 150B, 150C, and 150D containing approximately 1,441 square feet of space (the “Leased Premises”). The Leased Premises includes the area shown cross-hatched on the Exhibit A, which is attached and incorporated into this Lease.

2. TERM: The term of this Lease shall be for a period of five (5) years, having commenced on July 1, 2021 (the “Effective Date”), and terminating on June 30, 2026 (the “Term”), unless terminated for cause as provided below before the expiration of the Initial Term. The “Rent Commencement Date” herein is the Effective Date

3. RENEWAL OPTION: Subject to the terms, conditions and limitations contained in this Lease, including, without limitation, that no default of this Lease shall have occurred and be continuing, the County shall have the option to extend the Term of this Lease for two (2), five-year periods (each a “Renewal Term”). The County agrees to provide written notice to the Board of its intent to exercise its renewal option not less than six (6) months prior to the expiration of the Term or the applicable Renewal Term. All of the terms, conditions and covenants in this Lease shall apply during each Renewal Term.

4. RENT: In consideration of the lease of the Leased Premises, the County shall pay to the Board rent (“Rent”) in the amounts and in the manner set forth herein. For the first Lease Year of the Initial Term, the Parties acknowledge and agree that the County has paid Rent to the Board, as reimbursement of operating costs, an amount equal to Twelve Dollars and Fifty Cents (\$12.50) per square foot of the Leased Premises for an annual cost of Thirty Eight Thousand Six Hundred Thirty-seven Dollars and Fifty Cents (\$18,012.50), and equal to twelve (12) monthly installments of Three Thousand Two Hundred Nineteen Dollars and Seventy-nine Cents (\$1,501.04). The first

“Lease Year” shall be deemed to begin on the Effective Date and continue through June 30, 2022. Thereafter, a “Lease Year” begins on July 1 and continues through June 30 of the following year. From and after the Effective Date, before each July 1 during the Initial Term and any Renewal Term, the Board will establish a per square foot rate to be paid by the County for the following Lease Year, based on the rates charged to joint occupancy tenants in Montgomery County Public Schools (“MCPS”). The Board agrees to provide the County with at least one hundred eighty thirty (180) days written notice of any increase in Rent payable for the upcoming Lease Year. All payments are to be made in advance on the first day of each month without any prior demand therefore and without any set-off or deduction whatsoever and shall be payable to Division of Controller, Montgomery County Public Schools, 45 West Gude Drive, Suite 3202, Rockville, Maryland 20850.

5. USE OF THE LEASED PREMISES: The Leased Premises shall be used for a licensed full-day infant and childcare program, year-round, Monday through Friday, and for no other use.

6. USE OF OUTDOOR PLAYGROUND AREAS: The County (and the County Licensee, defined in Section 22, below) shall have access to the outdoor playground areas adjacent to the Leased Premises when used in connection with the childcare program during its normal hours of operation or to any other age-appropriate playground area designated by the school principal that does not conflict with MCPS’s use thereof. The Parties acknowledge and agree that the County’s indemnification under Section 12 shall expressly apply to this Section 6.

7. SERVICES: The Board shall provide the services indicated in subsections A and B of this Section 7 to the Leased Premises, except (i) when the Building is closed (i.e., outside the Board’s normal, daily operating hours of Monday thru Friday, 7:00 a.m. to 6:30 p.m.) (ii) when full-year MCPS employees are not required to work (i.e., Election Day, Winter/Spring Break and other days set forth on the Board’s website for such closures each calendar year: <https://www.montgomeryschoolsmd.org>; and (iii) and when the administrative offices are closed and such building services are not otherwise required to be provided under the terms of this Lease, in which case the provisions of subsection C shall apply.

A. Facilities maintenance services as follows:

- i. Routine facility inspections;
- ii. Preventive maintenance including, but not limited to, inspecting the roof and waterproofing, electrical system, HVAC system, and fire protection systems;
- iii. Repair and replacement of electrical, mechanical, plumbing and structural systems and components installed or constructed as a part of the original childcare facility, which includes, but is not limited to, electronic systems, such as fire, security alarm and audio systems; electric lamp replacement; roofs, locks, doors, windows, walls, ceilings, walks, etc. (except to the extent such repair or replacement is necessitated due to the negligence or willful misconduct of the County, the County's Licensee or each of their respective agents, employees, contractors or invitees, in which such case, such maintenance and repair shall be done by Landlord but at the County's sole cost and expense)
- iv. Refuse removal and disposal and
- v. The Board agrees to provide routine maintenance to the Playground, which includes the provision of surface material that the Board uses in the playground area to provide for the safety of the children or else required by Code.
- vi. Major repair or replacement of the designated childcare Playground equipment shall be the responsibility of the County.

B. Maintenance, security, sanitizing and utility services as follows:

- i. Interior cleaning and sanitizing services, which will include the provision of paper towels, hand soap and toilet tissue in its restrooms, if such restrooms are within the Leased Premises.
- ii. Strip waxing of the interior of the Licensed Premises if the Board is providing the same service to the other premises in the Building
- iii. exterior grounds maintenance which will include the removal of all snow and ice from sidewalks, parking areas and any other part of the Building grounds that require removal of snow and ice necessary for the operation of the Building;
- iv 24-hour security services; and
- v. Electrical, water, sewage and other utility services.

C. On days when the Board is not required to provide such services as set forth in paragraph A and B above, and the County Licensee chooses to continue its use of the Leased Premises, the County shall require and cause the County Licensee to contract directly with the Community Use of Public Facilities (“CUPF”) for necessary support services (which may include items A and B, but will include snow and ice removal set forth in paragraph Biii whose address is 255 Rockville Pike, Suite 201, Rockville, Maryland 20850. Main Office Number: (240) 777-2725 Email: cupf@montgomerycountymd.gov. It shall be the responsibility of the County to require the County Licensee to pay either directly to CUPF or through the County for any additional support services on the days that the Board is not required to provide such services as set forth herein.

8. RESPONSIBILITIES OF COUNTY: The County covenants and agrees to the following responsibilities and shall include them in any license agreement it enters into with the County Licensee (or any substitute therefor):

A. The County will not and will require the County Licensee to not, strip, overload, damage or deface the Leased Premises or hallways, stairways, or other approaches thereto, of said Building, or the fixtures therein or used therewith, nor to suffer or permit any waste to, in or upon the Leased Premises or any part of the Building.

B. The County will not and will require the County Licensee to not, use or allow anyone else to use the Leased Premises or any part thereof for any illegal, unlawful, or improper purpose, or for any activity which will constitute a nuisance to adjacent properties or the adjacent neighborhood or disrupt school activities or operations.

C. All covenants of the County relating to the use or misuse of the Leased Premises, the Building, and of the property of which they are a part or anything therein shall be construed to include use or misuse thereof by the County’s agents, employees, contractors and invitees, and the County’s Licensee, agents, employees, contractors and invitees.

- D. The County will not engage in, and will prohibit the County Licensee from engaging in, the following activities in the Leased Premises at all times:
- i. Use or possession of alcoholic beverages or other intoxicants;
 - ii. Smoking or use of tobacco products;
 - iii. Gambling;
 - iv. Fires, grilling, open flames, and the use of flammable materials;
 - v. Parties and celebrations that are essentially private in nature, including, but not limited to, wedding receptions and other similar activities;
 - vi. Use or possession of weapons, firearms, ammunition;
 - vii. Creating noxious odors; and
 - viii. Excessive noise.
- E. The County shall conduct and require the County Licensee to conduct, all of its operations hereunder in an efficient, safe, and careful manner and to comply with all rules and regulations for the Building promulgated from time to time by the Board, and any violation of said rules and regulations shall be a violation of this Lease.
- F. To the extent that the County or the County Licensee make improvements to the Leased Premises, as approved by MCPS, the County will, and will require the County Licensee to, comply with the Americans with Disabilities Act and all federal, state and local laws regarding providing access and services to disabled persons. The Board agrees that the Leased Premises as delivered to the County will comply with the Americans with Disabilities Act and all federal, state and local laws regarding providing access and services to disabled persons.
- G. The County will require the County Licensee not to discriminate against children whose parents participate in state or local subsidy programs.
- H. The County agrees to maintain reports relating to the County Licensee's license(s) or certification(s) as a childcare provider for inspection and evaluation for Board review. The County will report to the Board any violation or revocation of the County Licensee's

Maryland State Department of Education (“MSDE”) license of which it has knowledge, within ten (10) days of the County’s receiving notice of a violation or revocation.

- I. The County agrees to, and to require the County Licensee to, not place upon the Leased Premises any placard, sign, lettering, or awning except such, and in such place and manner as shall have been first approved in writing by the Montgomery County Public Schools Department of Facilities Management (“MCPS DFM”).
- J. The County agrees to require the County Licensee to pursue accreditation of the County Licensee’s program by MDSE.
- K. The County will require the County Licensee to use the Leased Premises only for the provision of infant and childcare services contemplated under this Lease and those activities reasonably related to such services.
- L. The County will require the County Licensee to provide its childcare program in the manner set forth in its written proposal and presentation to the Childcare Selection Committee, if applicable; provided that in the event of any inconsistency between any provision of the written proposal or presentation and this Lease, this Lease shall govern.
- M. The County will require the County Licensee to provide its childcare program in accordance with all applicable state, local and federal laws pertaining to the operation of childcare centers and to maintain its license or certification necessary to provide such services in accordance with the requirements of the entity issuing such license or certification.
- N. The County will require the County Licensee to not have pets in or about the Leased Premises. This provision does not limit the County or the County’s Licensee, employees or invitees right to have legally recognized service animals on the Leased Premises in accordance with MCPS regulation ACG-RC, attached hereto and made a part hereof as Exhibit B. The County agrees to and will require the County Licensee to, be solely responsible for the proper care of such service animals in the Leased Premises and in

keeping the Leased Premises clean and free of debris and waste associated with the care and feeding of such service animals.

- O. Upon the Effective Date of the Lease, the County or County's Licensee shall be provided keys to the Building, Leased Premises, and bathroom directly from the Office of MCPS-DFM. The County or the County's Licensee shall provide prior notice to the Offices of MCPS-DFM that it will be picking up said keys. The County agrees to, and to will require the County Licensee to: (i) close and lock all entrance doors and windows in the Leased Premises when the Leased Premises are not in use, (ii) before closing and leaving the Leased Premises at any time, close all windows and doors and secure the Leased Premises, (iii) not place any additional locks or bolts of any kind upon any of the entrance or interior doors or windows, (iv) not prop open any doors, other than for the purposes of moving furniture and equipment into or out of the Leased Premises or moving children to outdoor play areas; in all other cases, doors must remain closed. The County and the County Licensee shall not change any existing locks without prior written approval of MCPS DFM, which shall be granted or withheld in the sole discretion of MCPS DFM. In the event an approved change is made to the existing locks, the County and/or County Licensee must promptly provide MCPS DFM with keys to the new locks. Upon the termination of this Lease, the County and/or the County Licensee must promptly return all keys of the Building, offices, and bathrooms, either furnished to, or otherwise procured by, the County and/or the County Licensee to MCPS DFM. In the event of the loss of any keys provided to the County, the County must pay the Board the cost of replacing such keys and/or locks and/or the cost of changing such locks necessitated by such loss (to be determined by the Board in its sole and absolute discretion).
- P. The County agrees to perform any and all obligations under this Lease in a timely manner.
- Q. The County agrees to repair any damage, at its sole cost and expense, to the Leased Premises caused by removal of the County's or the County Licensee's property from the Leased Premises, so that the Leased Premises are in substantially the same condition as at the commencement of the Lease Term, reasonable wear and tear excepted.

- R. The person executing this Lease on behalf of the County warrants they are authorized to do so and have the power and authority to bind the County to this Lease. The person executing this Lease on behalf of the Board warrants they are authorized to do so and have the power and authority to bind the Board to this Lease.
- S. The County agrees to verify and acknowledge that, at the time of the execution of a license agreement with the County Licensee, the County Licensee is in good standing and/or qualified to do business in the State of Maryland.
- T. The County agrees to require that the County Licensee take appropriate measures to conserve and efficiently use energy and other resources (i.e., heat, cooling, water, and utilities). The County agrees to abide by the Board's standards, policies, rules and regulations for operating and maintaining schools, as attached hereto as Exhibit C and made a part hereof, titled "Resource Conservation Policy and Guidelines"
- U. The County agrees to require that the County Licensee abide by emergency orders requiring that the Building or all school facilities and central offices be closed, during which time no programs will operate in the Building, except for weather related incidents where the child care centers may remain open.
9. PARKING: Parking arrangements for the County Licensee on the site of the Building are determined by the school principal, building service manager, or other so designated administrative staff. Any vehicles parked at the site shall be at the sole risk of the County Licensee or vehicle owner. Upon the Effective Date, the Board will designate five (5) parking spaces, in writing to the County, for use by the County and the County Licensee.
10. COUNTY'S IMPROVEMENTS: The County Licensee shall be permitted to perform minor, cosmetic, non-structural, remodeling, alterations and/or improvements to the Leased Premises when requested in writing by the County Licensee and approved in writing by Montgomery County's Office of Real Estate. to be given or withheld in its sole discretion. Before performing

any minor remodeling, alterations and/or improvements, the County will obtain written (which may be in the form of e-mail) approval from the MCPS Director of Facilities Management. Any work shall be performed in a manner that will cause minimal disturbance and interference to the instructional program at the school operating in the Building. Drawings or written plans for such remodeling, alterations and/or improvements may be required. Such remodeling, alterations and/or improvements are limited to installation of shelving, minor changes in office arrangements (not to include moving of the County Licensee's own furniture), the addition of electrical outlets, office repainting, carpet repairs, and other cosmetic, non-structural changes. Any such work performed under this Section 10 shall be completed in a good and workmanlike manner and in accordance with current construction and life safety codes and all other applicable Laws. No structural, electrical or mechanical systems shall be altered without the prior written consent of the Board, which such consent may be granted or withheld in its sole, but reasonable, discretion.

11. MODERNIZATION OF ENTIRE BUILDING: The Board and the County agree that if modernization of the entire Building is undertaken by the Board, the Leased Premises shall also be modernized as part of the same. The County shall share in the design and construction costs on a pro-rata basis, using the gross square footage of the Building as the denominator. The County reserves the option of relocating the childcare facility within the Building, as space and other factors allow, for the period during which the Building is being modernized. The County will cooperate, and shall require the County Licensee to cooperate, with the Board on modernization projects by moving as required. The Board must provide the County and the County Licensee with not less than 180 days written notice of any approved modernization project to enable the participants in the County Licensee's childcare program to make alternate child care arrangements. All costs to provide a childcare facility on a temporary basis at another public school owned by the Board shall be borne by the County at the same Rental as set forth in this Lease; provided, however, if such temporary facility is not available on any Board-owned property, the Board shall obtain for the County temporary space at property owned by a third party (a "Non-Board Relocation Space") and the Board shall pay for the County and the County's Licensee's reasonable costs incurred in moving to such Non-Board Relocation Space. If the County is temporarily moved to a Non-Board Relocation Space, the County shall reimburse the Board for the cost of the rent for such Non-Board Relocation Space (but in no event in excess of the Rental otherwise due under

this Lease) and the Rental otherwise due under this Lease shall be waived until such time as the County is able to reoccupy the Leased Premises.

12. PROPERTY DAMAGE AND LIABILITY INSURANCE:

- A. Notwithstanding any of the insurance requirements set forth in this Section 12, the County and the Board shall have the right to self-insure. The Parties are both members of the Montgomery County Self-Insurance Program. Section 20-37(c) of the Montgomery County Code restricts the legal defense fund to members of the fund and does not allow for outside entities. The insurance coverage for the County is subject to the limitations set forth in the Local Government Tort Claims Act (the "LGTC"), Md. Ann. Code, Cts. & Jud. Proc. §§ 5-303 et seq. (2016 Replacement Volume). The insurance coverage for the Board is subject to the limitations set forth in § 4-105 of the Education Article, Annotated Code of Maryland. Membership in the Montgomery County Self-Insurance Program must be maintained continuously by the County and the Board during the Term of this Lease and during any Renewal Term. Notwithstanding anything to the contrary set forth in this Lease, each Party agrees to notify the other Party, in writing, no later than thirty (30) days prior to any changes to such notifying Party's coverage.
- B. The County agrees, and will require the County Licensee to agree to, not keep in or upon the Leased Premises or any part thereof, any article, supplies, or equipment, which may be prohibited by the standard form of fire or hazard insurance policy, or to do any act or thing upon the Leased Premises or in or about the Building which makes void or voidable any insurance on the Leased Premises or the Building. In the event that the County or the County Licensee keeps articles on the Leased Premises that cause any increase in the insurance premiums for the Leased Premises or the Building, the County, or the County Licensee, shall pay the additional premiums as they become due and payable within ten (10) days after notice or demand therefor. The Parties agree that the County's Division of Risk Management or the County Licensee will purchase and maintain any required additional policies. The County agrees to conform to all rules and regulations from time to time established by the Maryland Insurance Rating Bureau, or any other authority having

jurisdiction and will require the same of the County Licensee.

- C. The County agrees to hold harmless and hereby indemnifies the Board, from and against any and all claims, actions, damages, liability, and expense (including, reasonable attorneys' fees and court costs that may be awarded by a court of law) in connection with loss of life, personal injury, or damage to property arising from or out of any occurrence, or occasioned by any negligent act or omission or willful misconduct of the County at or upon the Leased Premises or in the Building, or the exterior areas designated for the County's use by the Board. For the purposes of this Section 12, the "County" includes Montgomery County, Maryland and its officers, directors, managers, and officials. This indemnification is subject to the notice requirements and the liability and damage caps stated in the LGTCA. This indemnification shall not be considered to be a waiver of governmental immunity and is not intended to create any rights or causes of action in third parties. Any indemnification by the County is subject to the availability of appropriations from its funding authorities. The County shall not, however, be liable for damage or injury occasioned by the acts or omissions of the Board or its employees or agents, or the Board's failure to comply with its obligations hereunder. Nothing herein shall be construed to abrogate, impair, or waive any defense to liability, damages limitation, or governmental immunity of the County, its officials, officers, employees, or agents pursuant to Maryland law, or otherwise.
- D. The Board agrees to hold harmless and hereby indemnifies the County, from and against any and all claims, actions, damages, liability, and expense (including, reasonable attorneys' fees and court costs) in connection with loss of life, personal injury, or damage to property arising from or out of any occurrence, or occasioned by any negligent act or omission or willful misconduct of the Board or its employees at or upon the Leased Premises, or the occupancy or use by the Board of the Leased Premises. For the purposes of this Section 12, the "Board" includes the Board of Education of Montgomery County and its officials, officers, employees, and agents. This indemnification is subject to the notice requirements and the liability and damage caps stated in the Maryland Education Article of the Annotated Code of Maryland. Nothing herein shall be construed to abrogate, impair, or waive any defense to liability, damages limitation, or governmental immunity of the Board, its

officials, officers, employees, or agents pursuant to Maryland law, or otherwise. Any indemnification by the Board is subject to the availability of appropriations from its funding authorities. This indemnification is not intended to create any rights or causes of action in third parties. The Board shall not, however, be liable for damage or injury occasioned by the acts or omissions of the County or the County's Licensee or either of their respective agents, employees, contractors or invitees, or the County's failure to comply with its obligations under this Lease.

- E. The County shall deliver to MCPS DFM a certificate of insurance or other reasonably acceptable proof evidencing the coverage described above within thirty (30) days after the execution of this Lease.

- F. The County shall require the County Licensee to provide evidence of insurance coverage for the lease of the Leased Premises (not for services rendered) as follows:
 - i. A policy of comprehensive general liability insurance, including fire legal liability coverage, issued by an insurance company authorized to do business in Maryland and in a form satisfactory to the Board with coverage of not less than One Million Dollars (\$1,000,000) limit of liability per occurrence and not less than Two Million Dollars (\$2,000,000) aggregate.
 - ii. Automobile Liability coverage with a limit of liability of Five Hundred Thousand Dollars (\$500,000.00) combined limit for bodily injury and property damage (if the County Licensee has any company owned vehicles);
 - iii. Workers' Compensation per State of Maryland statute and Employers' Liability coverage in at least the amounts of \$100,000 each accident, \$100,000 each employee for disease and \$500,000 policy limit for disease.
 - iv. All liability policies shall contain provisions naming the County and the Board as additional insureds, and shall contain a provision that each said policy shall not be canceled or terminated without thirty (30) days written notice to the County and to the Board per the Notice provisions in Section 30 of this Lease.
 - v. The County will require the County Licensee to provide the Board copies of the County Licensee's insurance policies upon request and certificates of insurance within thirty

(30) days of the execution of the County's license agreement with the County Licensee and on an annual basis thereafter.

- G. All certificates of insurance shall be issued to: The Board of Education of Montgomery County, c/o Montgomery County Public Schools, Department of Facilities Management, 45 West Gude Drive, Suite 4000, Rockville, Maryland 20850.
- H. The County will require the County Licensee to indemnify, defend and hold harmless the County and the Board from all claims, actions, damages, liability, and expenses (including, without limitation, reasonable attorneys' fees, and court costs), arising out of any occurrence or occupancy of the Leased Premises or of the exterior use of the Building arising under any license agreement between the County and the County Licensee.
- I. If a casualty or other occurrence which should be covered by the insurance required by this Lease occurs, the County will require the County Licensee to look solely to its insurer for reimbursement, and the County Licensee shall ensure that such insurance is so written that the County Licensee's insurer waives all rights of subrogation and shall have no cause of action against the County, the Board, or their respective agents, employees, contractors or invitees as a result of such casualty or occurrence. The County will require the County Licensee to waive and release all right of recovery which it might otherwise have against the County or the Board or their respective agents, employees, contractors or invitees by reason of any loss or damage resulting from such casualty or other occurrence.
- J. Notwithstanding anything to the contrary in this Lease, from and after the date hereof, (i) any goods, automobiles, property, or personal effects stored or placed by the County or the County Licensee in or about the Leased Premises shall be at the sole risk of such party, and the County and the County Licensee hereby expressly waive their right to recover against the Board, except to the extent of the Board's negligence or willful misconduct, and subject always to applicable Laws, and (ii) each of the Board and the County acknowledges to the other that neither Party shall be liable to the other for indirect, consequential, incidental or punitive damages or damages for lost profits, arising out of the loss or damage to any person

or property of such Party, or otherwise in connection with this Lease.

13. DESTRUCTION OF LEASED PREMISES: In the event of damage or destruction of the Leased Premises by fire or any other casualty, this Lease shall not be terminated, but the Leased Premises shall be promptly and fully repaired and restored as the case may be by the Board to the extent of the Board's insurance proceeds, provided such repair and or restoration returns the Leased Premises to substantially the same condition prior to such damage or destruction. Due allowance, however, shall be given for reasonable time required for adjustment and settlement of insurance claims, and for such other delays as may result from government restrictions, and controls on construction, if any, and for strikes, national emergencies and other conditions beyond the control of the Board. It is agreed that in the event of damage or destruction, this Lease shall continue in full force and effect, except for abatement of rent as provided herein.

If the condition is such as to make the entire Leased Premises untenable, then the rent which the County is obligated to pay hereunder shall abate as of the date of the occurrence until the Leased Premises have been fully restored by the Board. Any unpaid or prepaid rent for the month in which said condition occurs shall be prorated and credited or paid to the appropriate Party. If the Leased Premises are partially damaged or destroyed, then during the period that the County is deprived of the use of the damaged portion of said Leased Premises, the County shall only be required to pay rent prorated to reflect that portion of the Leased Premises which continues to be tenantable and appropriate for the County's use of the Leased Premises. The Board will proceed at its expense to the extent of its insurance proceeds, and as expeditiously as may be practicable to repair the damage.

Notwithstanding any of the foregoing, the Board shall not be required to expend any funds, other than insurance proceeds, to repair the Leased Premises which have been damaged by casualty. In the event that the Board elects not to repair the damage because of a lack of insurance proceeds, or because the damages are so extensive to make repair economically unfeasible, in which event and at the Board's sole option, the Board may terminate this Lease forthwith, by giving the County a written notice of its intention to terminate within sixty (60) days after the date of the casualty. No compensation, or claim, or diminution of rent other than as described above will be allowed or

paid, by the Board, by reason of inconvenience, annoyance, or injury to business, arising from the necessity of repairing the Leased Premises or any portion of the Building of which they are a part.

14. HAZARDOUS MATERIALS:

- A. For purposes hereof, the term “Hazardous Materials” means Hazardous Material, Hazardous Substance, Pollutant or Contaminant, and Petroleum and Natural Gas Liquids, as those terms are defined or used in Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, and any other substances regulated because of their effect or potential effect on public health, public safety, or the environment, including, without limitation, PCBs, lead paint, asbestos, urea formaldehyde, radioactive materials, putrescible materials, and infectious materials. The term Hazardous Materials excludes common cleaning and maintenance supplies in sufficient quantities to permit the efficient operation of the childcare center on the Leased Premises, provided that such supplies are stored, contained and otherwise dealt with in accordance with applicable Hazardous Materials Law. The term “Hazardous Materials Law” means any present or future federal, state, or local law, code, rule, regulation, ordinance, order, standard, permit, license, guidance document, or requirement (including consent decrees, judicial decisions and administrative orders) together with all related amendments, implementing regulations and re-authorizations, relating to industrial hygiene, environmental or unsafe conditions and/or the protection, preservation, conservation, or regulation of the environment.

- B. The County will not use or permit the Leased Premises to be used in violation of any Hazardous Materials Laws. The County assumes sole and full responsibility for, and will remedy at its cost, all such violations, by the County or County’s Licensee or any of their respective agents, employees, contractors or invitees, provided that County must first obtain the Board’s written approval of any remedial actions, which approval the Board may not unreasonably withhold. The County will not use, generate, release, store, treat, dispose of, or otherwise deposit, in, on, under or about the Lease Premises, any Hazardous Materials, nor will the County permit or allow County Licensee to do so, without the Board’s prior written consent; provided however, that the County and its affiliates, including its County

Licensee, without the Board's consent, may use toner, ordinary cleaning supplies, and other substances commonly found in educational facilities or used in the normal business operations of a childcare center as long as they are used and stored in compliance with Hazardous Materials Law.

15. BOARD'S RIGHT OF INSPECTION: The Board shall be entitled to visit and inspect the Leased Premises during reasonable hours and with at least 48 hours' prior notice but shall be under no obligation to make any visits or inspections. In the event of fire, property damage, or other emergency, the Board, its employees, or agents may have immediate access to the Leased Premises without the need to provide any notice to the County or the County Licensee to prevent further damage or injury. The Board, with at least 48 hours' prior notice shall have access to the Leased Premises at any other time for the purpose of performing any work required to be performed by the Board, or which the Board considers necessary or desirable, or for any purpose for the reasonable protection of said Leased Premises or of the Building of which the Leased Premises are a part.

16. CONDITION OF LEASED PREMISES: The County agrees to maintain the Leased Premises, including all improvements therein, in good condition and state of repair throughout the Term of this Lease and any Renewal Terms.

17. QUIET POSSESSION: The Board covenants and warrants that it has delivered to the County exclusive possession of the Leased Premises for the purposes set forth in this Lease and, so long as the County complies with all of the County's obligations under this Lease, the Board shall, provided the Lease is in full force and effect, take all necessary steps to secure and to maintain for the benefit of the County and the County Licensee the quiet and peaceful possession and enjoyment of the Leased Premises and all rights appurtenant thereto.

18. NOTICE OF ACCIDENTS AND/OR DEFECTS: The County shall give and shall require the County Licensee to give, prompt written notice to the MCPS DFM of accidents on or about or of damages or defects in the Leased Premises or the Building in which the Leased Premises are a part.

19. EMINENT DOMAIN: Upon the condemnation or exercise of the power of eminent domain by any applicable governmental authority over the Leased Premises or the Building, the Board is entitled to receive any award from a governmental authority for the fair market value of the land and improvements upon which the Leased Premises are located. Provided that such condemnation or exercise of eminent domain is not a result of the acts or omissions of the County, the County Licensee or any of their respective agents, employees, contractors or invitees, then the County shall not be precluded from claiming, proving, and receiving, in a separate claim filed by the County against the authority exercising the power of eminent domain, such sums to which the County may be entitled as compensation, provided that such a separate claim does not interfere with or reduce the Board's award. The County or the Board may terminate this Lease upon exercise of eminent domain by a condemning authority that renders the Leased Premises unfit for the use set forth in Section 5 herein.

20. EVENT OF DEFAULT AND RIGHTS OF THE PARTIES:

- A. The County shall be in default of this Lease if it fails in the payment when due of any Rent, or any other fee or charge due under this Lease, and such failure continues for ten (10) days from the date the Board delivers the County with written notice of such failure.
- B. The Board or the County shall be deemed to be in default of this Lease if either Party fails to perform any provision, covenant, condition, or agreement of this Lease (other than the payment of Rent) continuing for more than thirty (30) after the defaulting Party receives written notice from the non-defaulting Party stating the manner in which the defaulting Party has failed to perform. The defaulting Party shall be liable for any and all loss or damage resulting to the other Party from any such default to the extent permitted by applicable law.
- C. If the defaulting Party fails to cure the event of default, the non-defaulting Party may, upon giving not less than thirty (30) days' written notice, terminate this Lease and, upon such termination, the Board may re-enter the Leased Premises and have the possession of the same on the date of termination, or on any later date specified in the notice. Notwithstanding

anything to the contrary set forth herein or elsewhere in this Lease, each Party shall have the rights and remedies as set forth in Section 43 of this Lease.

21. WAIVER: No waiver by the Board or the County of any breach of any covenant, condition, or agreement herein contained shall operate as a waiver of the covenant, condition, or agreement itself or of any subsequent breach thereof.

22. ASSIGNMENT AND LICENSING: The County shall not assign this Lease without the prior written consent of the Board, provided that such consent will not be unreasonably withheld, conditioned or delayed. Following the Montgomery County Health and Human Services Re-Bid process and the election of a County Licensee, the County agrees to provide a copy of any proposed license agreement to the MCPS DFM director for approval prior to presentation to a County Licensee. MCPS DFM shall approve or reject the license agreement within 10 days of receipt, in its sole, but reasonable, discretion, and the failure to do so within such 10- day period shall be deemed an approval of the license agreement by MCPS DFM. The above notwithstanding, the Board hereby approves the licensing of the Leased Premises to Kids Adventures, LLC., as the County Licensee hereunder, the licensed childcare provider selected by the County for the sole purpose of operating a childcare program in the Leased Premises.

23. SURRENDER OF POSSESSION:

- A. At the conclusion of the Term as set forth in Section 2, or following the termination of this Lease for any other cause, the County must remove, and require the County Licensee to remove, all of its goods and effects from the Leased Premises and return to the Board all keys, locks, and other fixtures belonging to the Board, in good condition and repair, reasonable wear and tear excepted.
- B. The County shall return the Leased Premises to the Board in the same condition as received at the beginning of the Initial Term, in “broom clean” condition, reasonable wear and tear excepted.

C. In the event that the County's property or the County Licensee's property is not removed from the Leased Premises within 72 hours after the termination of this Lease, the property remaining will become the property of the Board. Following termination of this Lease, the County must remove any and all signs erected by or on behalf of the County or the County Licensee and must pay for or repair any damage caused by the installation or removal of such signage. At the time of termination of this Lease, and at the Board's option, the County must participate in a walk-through with the Board's agent or employee to inspect the Leased Premises.

24. HOLDOVER: In the event that the County or the County Licensee shall continue to occupy said Leased Premises or any part thereof after the conclusion of the Term or any Renewal Term, the tenancy thus created shall be deemed to be upon a month-to-month basis and may be terminated by either Party giving the other not less than thirty (30) days' written notice, to expire on the day of the month from which the tenancy commenced. During any month-to-month tenancy, both Parties shall continue to observe all agreements and covenants contained in this Lease.

25. REVIEW OF MSDE RECORDS. The County agrees that its license agreement with its County Licensee shall include a provision that gives the County and the Board written authorization to review relevant records maintained by the (MSDE), Office of Child Care, on the County Licensee's operations, as permitted by law.

26. NON-APPROPRIATION: This Lease shall terminate automatically on July 1 of any year for which the Montgomery County Council does not make an appropriation of funds for the County to pay the obligations stated in this Lease. The County shall give the Board at least thirty (30) days written notice of the lack of appropriation. The County shall not make or to be entitled to make any claims for reimbursement of any kind, except for prepaid items or as otherwise agreed to in this Lease in writing by the Parties.

27. BENEFIT AND BURDEN: All of the covenants, provisions, terms, agreements, and conditions of this Lease shall inure to the benefit of and be binding upon the Board, its successors or assigns, and upon the County, its successors or assigns.

28. THIRD PARTY BENEFICIARIES: The Parties agree that the County's Licensee is a third-party beneficiary of this Lease. Other than the County Licensee, none of the provisions of this Lease are intended for the benefit of any other third party, and no such other third party shall have the right to enforce the provisions of this Lease.

29. MAILING NOTICES: All notices required or desired to be given hereunder by either Party shall be given in writing and shall be addressed as follows:

COUNTY:

Montgomery County, Maryland
Department of General Services
Office of Real Estate
101 Monroe Street, 9th Floor
Rockville, Maryland 20850
Attn: Director of Real Estate

BOARD:

Board of Education of Montgomery County
c/o Montgomery County Public Schools
Department of Facilities Management
45 West Gude Drive, Suite 4000
Rockville, Maryland 20850
Attn: Director of Facilities Management

With copy that does not constitute a notice:

Office of the County Attorney for Montgomery County, Maryland
101 Monroe Street, 3rd Floor
Rockville, Maryland 20850
Attn: County Attorney

Montgomery County Public Schools
Office of the General Counsel
850 Hungerford Drive, Room 156
Rockville, MD 20850
Attn: General Counsel

30. COMPLIANCE WITH LAWS: The Parties agree to promptly comply with, observe, and perform all of the requirements of all applicable Federal, State, County and Local statutes, ordinances, rules, orders, and regulations in effect during the Term or any Renewal Term (collectively, "Laws"). The County shall require the County Licensee to comply with all applicable statutes, ordinances, rules, regulations and Board policies and MCPS regulations which have been provided to the County in writing and that are available for review at

31. NON-DISCRIMINATION: The County agrees to comply with and will require the County Licensee to comply with the non-discrimination policies of the Board and all applicable laws regarding discrimination, including employment discrimination. The County agrees that it will not discriminate in any manner on the basis of race, color, religious creed, sex, marital status, national origin, ancestry, disability, sexual orientation, gender identity, or genetic status and to require the County Licensee, other agents, or related parties to follow the same non-discrimination requirements.

32. MARYLAND LAWS REGARDING SEX OFFENDERS AND PERSONS WITH UNCONTROLLED ACCESS TO CHILDREN: Maryland Law requires that any person who enters into a contract with a local school system “may not knowingly employ an individual to work at a school” if the individual is a registered sex offender. Under § 11-722 of the Criminal Procedure Article of the Maryland Code, an employer who violates this requirement is guilty of a misdemeanor and, if convicted, may be subject to up to five year’s imprisonment and/or a \$5000 fine. Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:

- A. A sexual offense in the third or fourth degree under § 3–307 or § 3–308 of the Criminal Law Article of the Maryland Code or an offense under the laws of another state that would constitute an offense under § 3–307 or § 3–308 of the Criminal Law Article if committed in Maryland;
- B. Child sexual abuse under § 3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under § 3-602 of the Criminal Law Article if committed in Maryland; or

C. A crime of violence as defined in § 14–101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14–101 of the Criminal Law Article if committed in Maryland, including: (1) abduction; (2) arson in the first degree; (3) kidnapping; (4) manslaughter, except involuntary manslaughter; (5) mayhem; (6) maiming; (7) murder; (8) rape; (9) robbery; (10) carjacking; (11) armed carjacking; (12) sexual offense in the first degree; (13) sexual offense in the second degree; (14) use of a handgun in the commission of a felony or other crime of violence; (15) child abuse in the first degree; (16) sexual abuse of a minor; (17) an attempt to commit any of the crimes described in items (1) through (16) of this list; (18) continuing course of conduct with a child under § 3-315 of the Criminal Law Article; (19) assault in the first degree; (20) assault with intent to murder; (21) assault with intent to rape; (22) assault with intent to rob; (23) assault with intent to commit a sexual offense in the first degree; and (24) assault with intent to commit a sexual offense in the second degree.

The County shall require the County Licensee to submit within no later than thirty (30) days after execution of the License Agreement, a letter confirming that its direct employees and those of any subcontractors and/or independent contractors assigned to perform work in the Leased Premises meet the obligations set forth above. Additionally, the County shall require the County Licensee to confirm that it continues to meet this obligation throughout the Term and/or when there are changes in the workforce that the County Licensee and/or its subcontractors use to operate its childcare program in the Leased Premises. The term “workforce” includes all of the County Licensee’s direct employees, subcontractors, and their employees, and/or independent contractors and their employees that the County Licensee uses to operate its childcare program in the Leased Premises.

33. MARYLAND CRIMINAL BACKGROUND CHECK LAW: The County shall require that its County Licensee comply with Maryland laws regarding required criminal background checks. § 5-551 of the Family Law Article of the Maryland Code requires that any local school system or childcare center, and any contractor or subcontractor of a local school system or childcare center, ensure that any individuals in its workforce undergo a criminal background check, including fingerprinting, if the individuals will work in a school or childcare facility in circumstances where

they have direct, unsupervised, and uncontrolled access to children. Upon the execution of the County's license agreement with the County Licensee, the County shall require the County Licensee to:

- A. Implement the background check process in accordance with Maryland law and MSDE childcare licensing requirements as set forth in Code of Maryland Regulations 13A.16.06;
- B. Comply with any determination by MSDE to prohibit the employment of an individual based on the criminal background check;
- C. Ensure that all individuals in the County Licensee's workforce receive training on recognizing, reporting, and preventing child abuse and neglect in accordance with Code of Maryland Regulations 13A.16.06.02; and
- D. Provide all individuals in the County Licensee's workforce with an identification badge to be worn at all times in the Building.

34. PESTICIDES USE IN SCHOOL: The Board has implemented a regulation regarding integrated pest management in schools, labeled ECF-RB, attached hereto and incorporated herein as Exhibit D in accordance with the Annotated Code of Maryland, Agriculture Article. The County agrees to comply with, and will require the County Licensee to comply with, the integrated pest management program established for the Building within its Leased Premises by following the procedures outlined in the regulation.

35. RECYCLING: All public facilities are required by the Montgomery County Government to recycle 50 percent of all solid waste material generated. The Board has implemented a regulation regarding recycling, labeled ECF-RC, attached hereto and incorporated herein as Exhibit E. The County agrees to comply with and will require the County Licensee to comply with the recycling plan for the Leased Premises by collecting recyclable waste material generated by its operation into appropriate receptacles provided by the County or the County Licensee for this purpose.

36. NO BROKERS: The Board and the County each represent and warrant to the other that it has not retained any broker, agent, or finder to solicit or secure this Lease upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

37. ETHICS REQUIREMENT: The Board assures the County that it shall adhere to its own ethics Policies and regulations as authorized and approved by the State of Maryland pursuant to Maryland Code General Provisions, Title 5, Subtitle 8, Part III. The County assures the Board that it shall adhere to its own ethics policies and regulations pursuant to Chapter 19A and Section 11B-52 of the Montgomery County Code (2014), as amended.

38. NO PARTNERSHIP: Nothing contained in this Lease shall be deemed or construed to create a partnership or joint venture of or between the Board and the County, or to create any other relationship between the Board and the County other than that of landlord and tenant.

39. CERTAIN OBLIGATIONS TO SURVIVE: The provisions set forth in Section 12, Section 14, Section 20, and Section 45, as well as any other of the County's obligations and warranties, which directly or indirectly are intended by their nature or by implication to survive the County's performance, including the County's obligation to pay Rent and any other sums of money due and payable to the Board under the terms of this Lease, shall survive the expiration, cancellation, or earlier termination of the Lease. Section 26, Non-Appropriation, is not affected by this Section 39.

40. FORCE MAJEURE: Neither Party shall be required to perform its obligations under this Lease, nor shall it be liable for loss or damage for failure to do so, where such failure arises from or through acts of God, global pandemic (such as COVID-19), strikes, lockouts, labor difficulties, explosions, sabotage, accidents, riots, civil commotions, acts of war, results of any warfare or warlike conditions in this or any foreign country, fire or casualty, energy shortage, or other causes beyond its reasonable control, unless such loss or damage results from its willful misconduct or negligence. Failure to meet monetary obligations shall not be excused by Force Majeure.

41. INVALIDITY OF PARTICULAR PROVISIONS: If any term or provision of this Lease or

the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remaining terms and provisions of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and enforced to the fullest extent permitted by law.

42. ENTIRE AGREEMENT: This Lease contains all of the agreements and conditions made between the Parties and may not be modified in any manner other than by an agreement in writing duly executed by the Parties or their respective successors in interest.

43. RIGHTS AND REMEDIES: In addition to any and all rights and remedies specifically mentioned in this Lease, the Parties shall have all rights and remedies granted by Law or in equity. Resort to one remedy shall not be construed as a waiver of any other remedy. Failure by the Parties to resort to any or all of their respective rights or remedies shall not be considered to be a waiver of such rights or remedies, nor to be acquiescence of any Party in any action or default.

44. CAPTIONS: The captions, numbers and index appearing herein are inserted only as a matter of convenience and are not intended to define, limit, construe or describe the scope or intent of any Section, nor in any way affect this Lease.

45. GOVERNING LAW: This Lease shall be governed by and enforced under the laws of the State of Maryland.

46. WAIVER OF JURY TRIAL: THE PARTIES HEREBY WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING, OR COUNTERCLAIM BROUGHT BY ONE AGAINST THE OTHER WITH RESPECT TO ANY MATTER WHATSOEVER ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS LEASE, THE RELATIONSHIP OF THE COUNTY AND THE BOARD HEREUNDER, THE USE OR OCCUPANCY OF THE LEASED PREMISES BY THE COUNTY OR ITS COUNTY LICENSEE, OR ANY CLAIM OF INJURY OR DAMAGE, INCLUDING THE TERMINATION OF THIS LEASE OR THE COUNTY LICENSEE'S EVICTION FROM THE LEASED PREMISES.

47. COUNTERPARTS: This Lease may be executed in counterparts, each of which shall be deemed an original and which together shall constitute one and the same instrument. Each Party may rely on facsimile signature pages if such facsimile pages were originals.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have caused this Lease to be properly executed.

WITNESS:

BOARD:

THE BOARD OF EDUCATION OF
MONTGOMERY COUNTY

By: *bandra k. rapch*

By: *Monifa B. McKnight*
Monifa B. McKnight, Ed.D
Superintendent of Schools

Date: 12.1.2022

WITNESS:

COUNTY:

MONTGOMERY COUNTY, MARYLAND

By: *Fariba Kassiri*

By: *Fariba Kassiri*
Name: Fariba Kassiri, Deputy Chief
Administrative Officer

Date: 6/15/22

APPROVED AS TO FORM & LEGALITY RECOMMENDED:
OFFICE OF COUNTY ATTORNEY

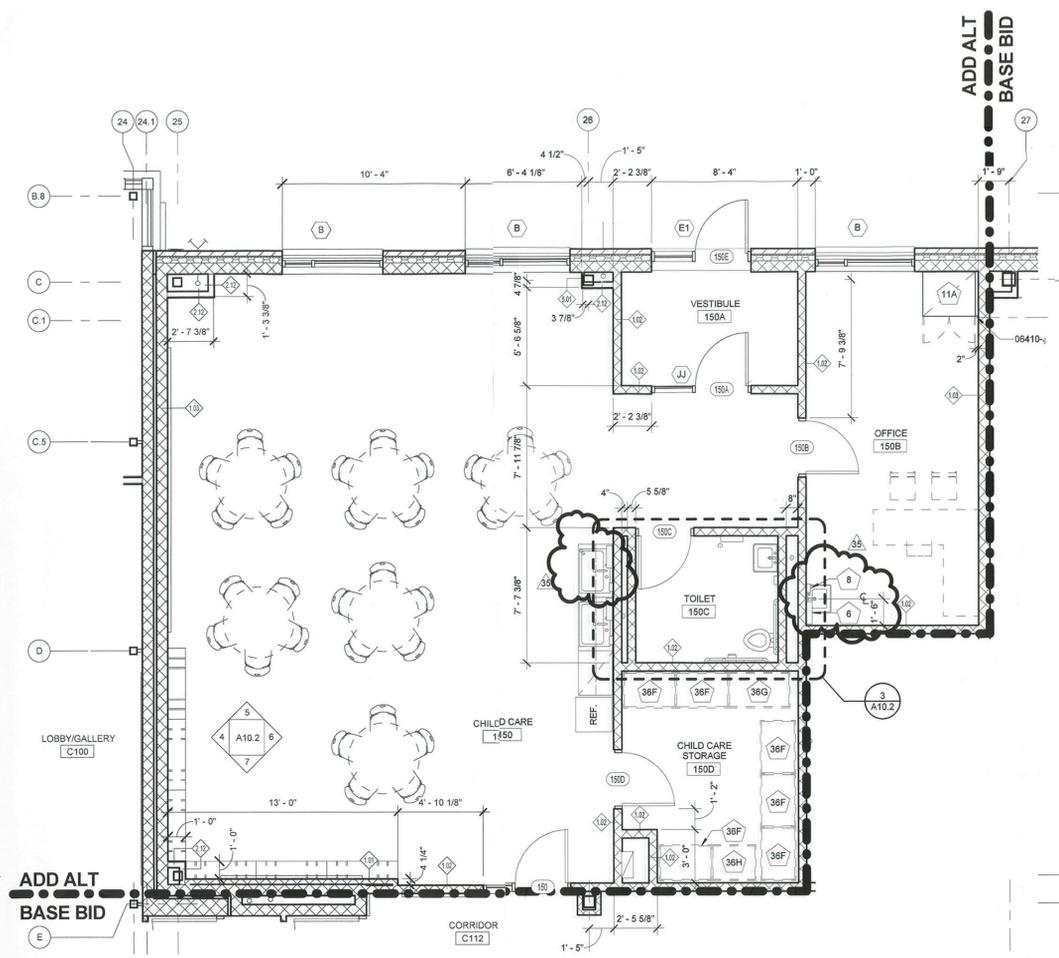
By: *Neal Anker*
Neal Anker
Associate County Attorney

By: *Cynthia L. Brenneman*
Cynthia L. Brenneman, Director
Office of Real Estate

Date: 6/13/2022

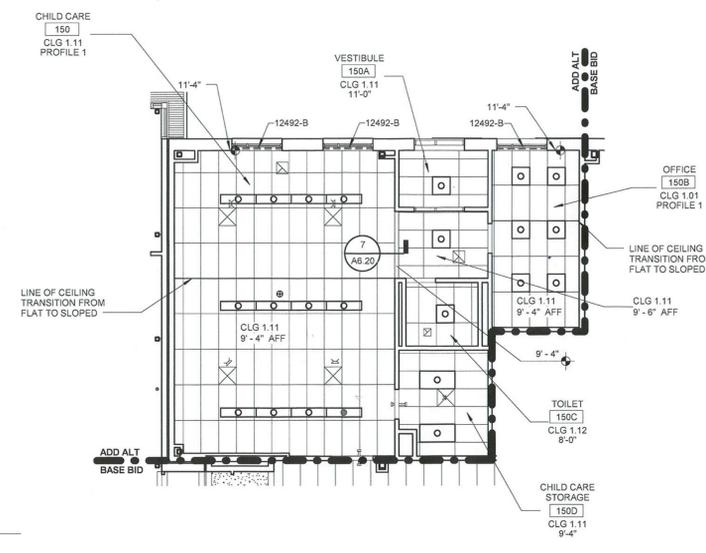
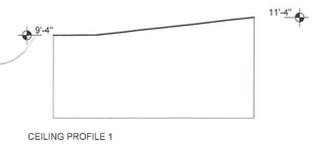
Date: 06/13/2022

EXHIBIT A
LEASED PREMISES

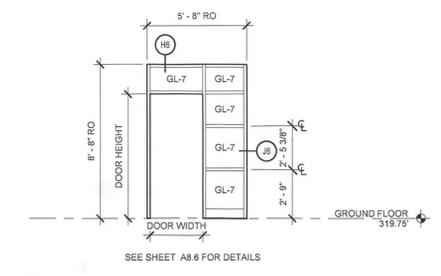


1 PARTIAL FLOOR PLAN - GROUND FLOOR
A10.2 1/4" = 1'-0"
FROM 1 / A1.3

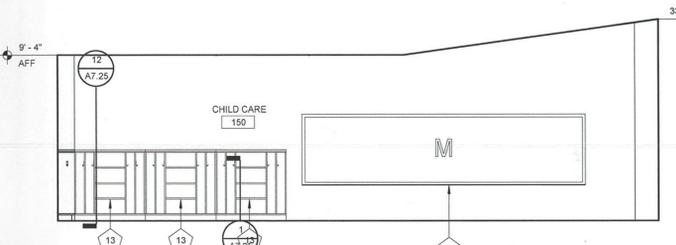
A10 DOOR SCHEDULE - CHILD CARE SUITE															
MARK	LOCATION			DOOR				FRAME		DETAIL REF.		FIRE RATING	HARDWARE SET	THRESHOLD NO.	COMMENTS
	FROM	TO		TYPE	WIDTH	HEIGHT	MATERIAL	FINISH	TYPE	MATERIAL	FINISH				
GROUND FLOOR															
ZONE B															
150A	150A	150	F	3'-0"	7'-0"	HM				H1.02	J1.02		135		
150B	150	150B	N	3'-0"	7'-0"	WD		F1	HM	H1.02	J1.02		73		
150C	150	150C	F	3'-0"	7'-0"	WD		F1	HM	H1.02	J1.02		89		
150D	150	150D	F	3'-0"	7'-0"	WD		F1	HM	H1.02	J1.02		64		



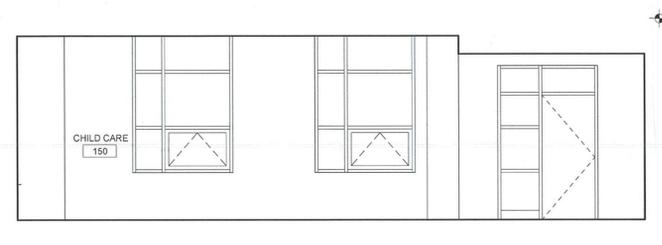
2 PARTIAL REFLECTED CEILING PLAN - ADD ALT. #2 - CHILD CARE SUITE
A10.2 1/8" = 1'-0"
FROM 1 / A3.1



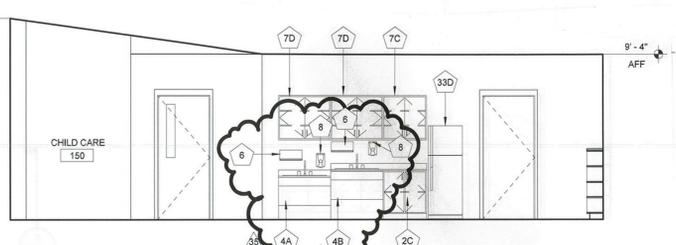
3 CHILD CARE SUITE - ADD ALT. #2 - TOILET RM
A10.2 1/4" = 1'-0"
FROM 1 / A10.2



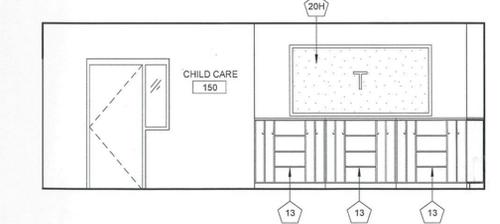
4 INT ELEV - CHILD CARE SUITE
A10.2 1/4" = 1'-0"
FROM 1 / A10.2



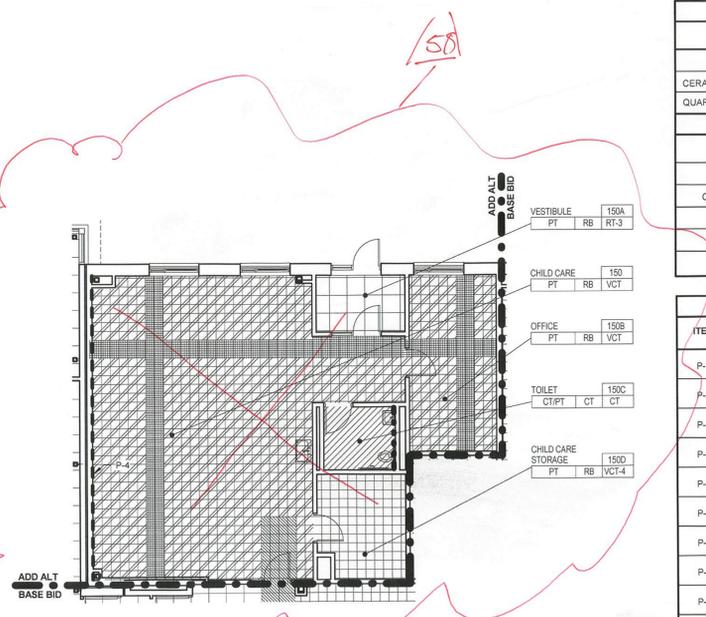
5 INT ELEV - CHILD CARE SUITE
A10.2 1/4" = 1'-0"
FROM 1 / A10.2



6 INT ELEV - CHILD CARE SUITE
A10.2 1/4" = 1'-0"
FROM 1 / A10.2



7 INT ELEV - CHILD CARE SUITE
A10.2 1/4" = 1'-0"
FROM 1 / A10.2



8 FINISH PLAN - CHILD CARE SUITE
A10.2 1/8" = 1'-0"
FROM 1 / A3.1

INTERIOR FINISH TAG KEY		
ROOM NAME	###	ROOM NUMBER
WALL	---	---
BASE	---	---
FLOOR	---	---

* = SEE DRAWINGS FOR LOCATION

--- PAINTED ACCENT WALL

--- TILED WALL, BASE BID

--- 09773-A TO 4'-0" A.F.F.

--- T-10, SEE SHEET A8.3

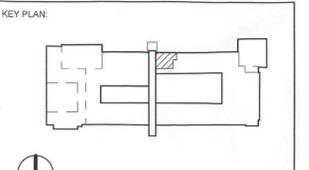
BASE FINISH KEY		
TYPE	ITEM	BASIS OF DESIGN COLOR
RUBBER BASE	RB	BLACK-BROWN P193
CERAMIC TILE COVE BASE	CT	
QUARRY TILE COVE BASE	QT	SAHARA SAND

WALL FINISH KEY		
TYPE	ITEM	BASIS OF DESIGN COLOR
PAINT	PT	VARIES
CERAMIC TILE	CT-1	VARIES, SEE A9.5
	CT-2	VARIES, SEE A9.5
	CT-3	VARIES, SEE A9.5
	CT-4	VARIES, SEE A9.5

PAINT SCHEDULE		
ITEM	COLOR NAME	COLOR NUMBER
P-1	LILY	SW 6693
P-2	MARIGOLD	SW 6664
P-3	FOUNTAIN	SW 6787
P-4	FESTIVAL GREEN	SW 6923
P-5	ROOKWOOD RED	SW 2802
P-6	BLUE MOSQUE	SW 6789
P-7	CAST IRON	SW 6202
P-8	SIERRA TAN	ATAS INTERNATIONAL 09
P-9	SLATE GREY	ATAS INTERNATIONAL 20
P-10	HIGH REFLECTIVE WHITE	SW 7757
P-11	CAVIAR	SW 6990

FLOOR FINISH COLOR KEY			
TYPE	SYMBOL	ITEM	BASIS OF DESIGN COLOR
CERAMIC TILE	CT		VARIES, SEE A9.5
VINYL COMPOSITE TILE	VCT		PATTERN AS INDICATED
	VCT-1		POMEGRANATE RED
	VCT-2		PUMPKIN ORANGE
	VCT-3		TEAL
	VCT-4		PIE CAR
	VCT-5		SOLEIL YELLOW
RUBBER TILE	RT		PATTERN AS INDICATED
	RT-1		CABERNET
	RT-2		NOT USED
	RT-3		SEA BREEZE
	RT-4		ZEPHYR
QUARRY TILE	QT	SAHARA SAND	
WOOD ATHLETIC	WDA		
WOOD STAGE	WDS		
SEALED CONCRETE	SC		

NOTE: FOR PATTERNS, SEE FINISH PLANS

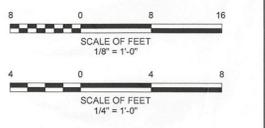


- KEYNOTES LISTED ON THIS SHEET ARE FOR CONVENIENCE ONLY. REFER TO SHEET CS.3 FOR COMPLETE LIST
- 06410-J FILLER PANEL, 2" WIDTH UNO OR SIZED TO FIT OPENING
 - 08110-B HOLLOW METAL DOOR FRAME
 - 09773-A GLASS FIBER REINFORCED PLASTIC WAINSCOT PANEL
 - 12492-B HORIZONTAL LOUVER BLINDS, 1 INCH SLATS

AS BUILT

NOTES:
1. SEE A7.2 FOR ACCESSORY SCHEDULES A STANDARDS.

ISSUED FOR BID



Seal:

G | W
W | O

800 WOODBINE DRIVE, SUITE 300
BALTIMORE, MARYLAND 21211, 410-332-1000

© 2015 GWWO INC.

I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NUMBER: 10000, EXPIRATION DATE: 12/31/16

Revisions:		
No.	Date	Description
3	12/04/2015	ADDENDUM #03
35	09/21/16	PR-013
SB 3/24/17 AST 21		

WHEATON WOODS E.S. REVITALIZATION / EXPANSION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Job No. 1308 RDJ/CMW DIRM
Scale As indicated LMP + CBE Checked
Date 11/09/2015 AER Approved
Drawing Title ADD ALTERNATE #2 - CHILD CARE SUITE Drawing Number
A10.2

Sheet

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: ACG, ACG-RA, ACG-RB, ECJ-RA, IOB
Responsible Office: Chief Operating Officer
Deputy Superintendent for Teaching, Learning, and Programs
Related Sources: Americans with Disabilities Act of 1990 (ADA), Americans with Disabilities Act Amendments Act of 2008 (ADAAA); Code of Federal Regulations, Title 28, §35.104, §35.130(b)(7), and §35.136

Service Animals in Schools

I. PURPOSE

To establish procedures for the use of service animals by Montgomery County Public Schools (MCPS) students, employees, and visitors to MCPS properties

II. BACKGROUND

MCPS acknowledges its responsibility to permit individuals with disabilities to be accompanied by service animals in its facilities, school buildings, in classrooms, or at school functions, as required by the *Americans with Disabilities Act* and the *Americans with Disabilities Act Amendments Act of 2008*.

III. DEFINITIONS

A. *Individual with a disability* is

1. A person with a physical or mental impairment that substantially limits one or more major life activities;
2. A person with a record of such an impairment; or
3. A person regarded as having such an impairment.

B. *Service animal* means any dog, or under specific circumstances, a trained miniature horse, that is individually trained to do work or perform tasks for the benefit of an individual with a disability.

- C. *A service dog in training* is a dog that does not currently meet the definition of “service animal” but is undergoing a process of instruction designed to lead to its employment as a service dog. A service dog in training is owned by an accredited organization that trains dogs for future employment as service dogs, and that organization is responsible for any damages or injuries caused by its dog.

IV. PROCEDURES

A. Access to Public Services, Programs, or Activities

Individuals with disabilities are permitted to be accompanied by their service animals in all areas of MCPS properties, as relevant, where members of the public, students, and employees are allowed to go.

1. When an individual with a disability brings a service animal to an MCPS property, MCPS employees shall not ask about the nature or extent of a person’s disability, but may make the following two inquiries to determine whether an animal qualifies as a service animal:
 - a) If the animal is required because of a disability
 - b) What work or task the animal has been trained to perform
2. MCPS employees shall not make these inquiries of an individual with a disability bringing a service animal to an MCPS property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability.
3. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

B. Requirements

1. The animal must be a dog or, under certain conditions, a miniature horse.
2. The animal must be individually trained to do work or a task for the individual with a disability.
3. A service animal must be under the control of its handler. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or

the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

4. MCPS is not responsible for the care or supervision of a service animal.

C. Miniature Horses

1. In assessing whether a miniature horse may be permitted into a specific facility as a service animal, the following factors shall be considered:
 - a) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
 - b) Whether the handler has sufficient control of the miniature horse;
 - c) Whether the miniature horse is housebroken; and
 - d) Whether the miniature horse's presence in the specific facility compromises legitimate safety requirements that are necessary for safe operation.
2. Sections I through IV of this Regulation shall also apply to miniature horses.

D. Making Arrangements for Service Animals Required by Employees or Students

1. The Office of Human Resources and Development is the resource for MCPS employees who may require service animals and is responsible for assisting employees and schools, as necessary, with making arrangements for service animals required by employees.
2. The MCPS Office of Special Education and Student Services is the resource for parents of students who may require service animals and is responsible for assisting parents, students, and schools with making arrangements for service animals required by students.
3. Employees using service animals and parents of students with disabilities using service animals should proactively collaborate with school staff members to make arrangements for the service animal at school. The

following are examples of arrangements that may be considered, as necessary:

- a) A rest place and rest time for the service animal
 - b) Appropriate areas and times of the day for the service animal to relieve itself
 - c) Information, as needed, for employees and students about the service animal
 - d) Clarification, as needed, of emergency procedures
4. Individuals with disabilities, employees, or parents of students with disabilities, who are assisted by service animals, are responsible for providing supplies and equipment needed by the service animal.

E. Liability and Care

1. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
2. Students with service animals are expected to care for and supervise their animals. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the parent/guardian is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the building administrator.

F. Removal or Exclusion of a Service Animal

A school administrator may ask an individual with a disability or parents/guardians of a student with a disability to remove a service animal from an MCPS property if any one of the following circumstances occurs:

1. The animal is out of control and the animal's handler does not take effective action to control it.
2. The animal is not housebroken.
3. The animal's presence would fundamentally alter the nature of the service, program, or activity.

4. If an animal is properly excluded, MCPS shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

G. Service Animals in Training

1. MCPS permits service dogs in training on school property, under conditions specified below. The training cannot disrupt or interfere with the school's education process. It is not expected that training would normally take place in the classroom during instructional time.
2. No more than one service dog in training is permitted at a particular school at any time.
3. The organization that owns the service dog in training must provide the following:
 - a) Documentation of immunization, proof of liability insurance, and assurances that the dog is housebroken and at least six months old.
 - b) A plan, submitted to the principal, describing how the dog will be managed in the school, including arrangements detailed in section IV.D.3 above.
 - c) A harness, vest, or other appropriate equipment identifying the animal as a service dog in training, which the dog must wear at all times while on MCPS property.
4. A service dog in training may be excluded from an MCPS property as described in section IV.F. above.
5. At the discretion of the school's principal, MCPS may grant access to an MCPS school by a trainer from the organization who is part of a three-unit service dog team and is conducting continuing training of a service dog on school property for school-related business or activities.

Regulation History: New Regulation, July 24, 2013; revised May 16, 2014.

POLICY BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries: DIE-RC, DJA, DJA-RA, ECF-RB, ECF-RC, EEA, EEA-RA, EEB-RA, ISB-RA, JPG, JPG-RA, KGA-RA
Responsible Office: Office of the Chief of District Operations

Sustainability

A. PURPOSE

To affirm the Montgomery County Board of Education's commitment to sustainability practices, including energy conservation and efficiency

To establish a framework and decision-making priorities for environmentally sustainable practices in Montgomery County Public Schools (MCPS)

To promote effective educational opportunities that allow students and staff to understand the consequences of human-induced environmental change on individual and collective health and well-being and consider the environmental impact and costs of decision making at all levels

To set the expectation for environmentally sustainable practices, equitably deployed across the MCPS system to promote the health and wellness of students and staff

B. ISSUE

MCPS is among the largest school systems in the country, and is the largest in the state of Maryland, in terms of enrollment. MCPS serves a county that encompasses approximately 500 square miles, spanning from rural to urban settings, and whose tributaries feed into the Chesapeake Bay watershed. Due to the number of facilities needed to support our educational mission, MCPS is one of the largest consumers of energy and other natural resources in the county.

MCPS must intentionally, equitably, and progressively reduce its environmental impact and costs, while improving health and wellness, and provide effective environmental and sustainability education.

A comprehensive approach to sustainability and environmental stewardship acknowledges the consequences of human-induced environmental change and the need for local actions

that protect, sustain, and restore the environment. It requires practices that demonstrate responsible use of public funds by prioritizing investments that maximize adaptation, resilience, and mitigation of the effects of climate change as well as efficient, sustainable use of land and resources.

A key component of a sustainable environmental footprint is reducing greenhouse gas (GHG) emissions wherever possible, both to benefit the environment and reduce energy expenses.

The Montgomery County Board of Education (Board) collaborates with federal, state, and local partners and seeks active participation of local school communities in comprehensive efforts to solve regional problems and achieve optimal learning environments and functionality of essential education programs and operations, using effectively and equitably employed sustainability practices and technology.

C. POSITION

1. MCPS will incorporate sustainability priorities into decision-making processes, based on the equitable and strategic deployment of resources to address climate-based impacts on health, safety, and wellness and to achieve more energy-efficient and cost-effective school operations. MCPS supports and will be an active participant in achieving Montgomery County's goal to cut GHG emissions 80 percent by 2027 and 100 percent by 2035, compared with 2005 levels.
2. The Board is committed to innovative and systemwide sustainability to include –
 - a) reducing the generation of GHG;
 - b) reducing systemwide energy use intensity¹ and reliance on nonrenewable resources;
 - c) increasing the generation and production of solar energy and use of other renewable energy sources;
 - d) identifying strategies that equip MCPS with the resources and infrastructure necessary to withstand the impacts of climate change;

¹ The most recent complete data available for MCPS energy use at the time this policy was adopted are from FY 2019–2020, prior to facility shutdowns due to the Covid-19 pandemic. In FY 2019–2020, the school system's Energy Use Intensity (EUI) was 55.4 thousand British thermal units use, per square foot (kBtu/sf). Historically, MCPS had an EUI of 55.5 kBtu/sf in FY 2018–2019, and 57.1 kBtu/sf in FY 2017–2018.

- e) using waste reduction and GHG emissions as criteria in decisions related to purchasing, including, but not limited to, energy, transportation, food services, and other operational areas; and
 - f) improving the quality of MCPS operations and school environments to positively impact building-occupant health and building-system performance.
3. MCPS will comply fully with Maryland State Department of Education requirements for a comprehensive, multidisciplinary environmental literacy program, infused within current curricular offerings and aligned with the Maryland Environmental Literacy Standards that provide developmentally appropriate opportunities for students to investigate environmental issues in order to develop and implement local actions that protect, sustain, and restore the natural environment and understand the environmental impact of human activity; the consequences of environmental change; and individual, collective, and societal responses to environmental change.

D. DESIRED OUTCOMES

- 1. In alignment with its core educational purpose to prepare all students to thrive in the future, MCPS makes sustainability a priority for present-day decisions that impact students' lives.
- 2. MCPS minimizes its environmental impact and operational costs.
- 3. MCPS operational practices meet the immediate needs of the school system without compromising or burdening present and future generations.
- 4. Staff and students are knowledgeable about the consequences of human-induced environmental change and individual, collective, and societal responses to environmental change.
- 5. Staff and students consider the environmental impact and costs of decision making at all levels.
- 6. MCPS creates and maintains healthy and comfortable learning environments that achieve maximum energy efficiency, with a consistent focus on sustainability.
- 7. MCPS implements operational practices and programs that achieve measurable reductions in GHG and waste that align with the Montgomery County Climate Action Plan's GHG reduction targets.
- 8. MCPS optimizes limited funding to achieve a sound, resilient, and sustainable

educational facilities portfolio that accounts for variations in age, site conditions, and geographic distribution.

E. IMPLEMENTATION STRATEGIES

1. The superintendent of schools/designee will maintain and enhance procedures to promote environmental sustainability at all levels of the school system, which shall include the following practices:
 - a) Develop processes to establish and foster an organizational culture and operational procedures that foster creativity, collaboration, and innovation across departments and at the local school level to implement systemic climate solutions.
 - b) Infuse sustainability concepts across school curricula and professional development to allow students and staff to gain an understanding of individual, collective, and societal responses to human-induced environmental change.
 - c) Provide opportunities for students and staff to engage in actions that contribute to climate solutions, preparedness/adaptation responses, and environmentally sustainable practices, and explore related career paths.
2. The superintendent of schools/designee will identify actions that can be taken immediately and in the longer term to reduce the generation of GHG and consumption of nonrenewable resources and increase efficiency, including, but not limited to, the following:
 - a) Actively manage energy and water consumption by using technology that can be viewed and monitored by building occupants and responsible operational personnel.
 - b) Use a wholesale managed approach for utility procurement and participate in coordinated efforts with federal, state, and local government agencies to establish appropriate resource conservation plans.
 - c) Develop and implement behavior-based sustainability programs at local schools, including strategies to support and increase the number of Maryland-certified Green Schools and other programs.
 - d) Replace MCPS diesel and gasoline vehicles, as appropriate, with electric, hybrid, or other more efficient or cleaner-fuel vehicles.

- e) Promote design strategies and retrofits to make new and existing buildings more sustainable and resilient by designing every construction project to maximize solar production potential and minimize energy-use intensity, considering a balanced facilities and infrastructure portfolio across the system.
- f) Pursue energy-saving infrastructure improvement projects in existing buildings through the use of public-private partnerships and available grants and tax credits.
- g) Where possible, seek to collocate schools to facilitate compact growth, efficient use of public infrastructure, and adjacency to public services and amenities.
- h) Implement other measures to address resiliency and awareness, such as increasing the tree canopy and outdoor educational spaces on MCPS properties and mitigating storm water runoff.
- i) Establish minimum sustainability requirements in MCPS procurement guidelines for –
 - (a) locally sourced products;
 - (b) maximized waste reduction; and
 - (c) reusable or recyclable products and content, where available, at scale, at a fair and reasonable price, across all areas of operations.

F. REVIEW AND REPORTING

1. MCPS will update the inventory of GHG emissions for its facilities at regular intervals, using updates aligned with local reporting requirements.
2. MCPS will develop periodic systemwide reports that outline goals, objectives, and results of sustainability efforts, in alignment with all federal, state, and local requirements.
3. The Board will receive information about sustainability features in construction project updates, and MCPS will implement methods of sharing sustainability features of the MCPS facility portfolio with the public, such as websites and/or local signage.

4. This policy and related documents will be updated and shared in alignment with federal, state, and local requirements.
5. This policy will be reviewed on an ongoing basis, in accordance with the Board's policy review process.

Related Sources: Annotated Code of Maryland, Education Article, §75-312.1, *School district energy policies*; Annotated Code of Maryland, Education Article, §7-117, *Increasing the number of green schools in the state*; Code of Maryland Regulations, 13A.04.17.01, Environmental Literacy Instructional Programs for Grades Prekindergarten–12; Montgomery County Executive Regulation 15-1: Solid Waste and Recycling; Montgomery County Climate Action Plan of 2021; 10-year Solid Waste Management Plan for Montgomery County, MD (2020–2029); Montgomery County Executive Regulation 12-20 Adoption of the 2018 International Green Construction Code

Policy History: Adopted by Resolution No. 654-73, November 13, 1973; amended by Resolution No. 285-97, May 13, 1997; reviewed April 19, 2002; amended by Resolution No. 323-22, June 28, 2022.

REGULATION **MONTGOMERY COUNTY PUBLIC SCHOOLS**

Related Entries:

Responsible Office: Chief Operating Officer
Facilities Management

Pesticides Use in Schools

I. PURPOSE

To establish procedures to implement an integrated pest management program in accordance with the *Annotated Code of Maryland, Article - Agriculture*

II. DEFINITIONS

A. *Integrated Pest Management* is the use of combined pest control alternatives, most effective to prevent or reduce to acceptable levels pests and damage caused by pests.

B. *Pesticide* as defined in the law, means any substance or mixture of substances intended for:

1. Preventing, destroying, repelling or mitigating a pest
2. Use as plant regulator, defoliant, or dessicant
3. Use as a spray such as a wetting agent or adhesive

Pesticide does not include:

1. An antimicrobial agent, such as a disinfectant, sanitizer or deodorizer, used for cleaning purposes
 2. A bait station
- C. *Space spraying* means application of a pesticide by discharge into the air throughout an area. It does not include crack and crevice treatment.

III. PROCEDURES

A. Contact Person

The Integrated Pest Management Supervisor in the Division of Maintenance will be the contact person and will manage all information on pest control efforts in the school system, including material safety data sheets and product label of each pesticide or bait station that may be used in schools, or on school grounds and site-specific information on pest control activities at each school.

B. Notification by Schools

1. At the beginning of each school year, schools will include notice of the school's integrated pest management system in information to parents. The notice will include the following information:
 - a) A statement that explains the school's integrated pest management system and a list of any pesticides or bait station that may be used in the school building or on school grounds as part of the integrated pest management system
 - b) A statement that:
 - (1) The contact person maintains the product label and material safety data sheet of each pesticide or bait station that may be used by the certified applicator in buildings and on school grounds
 - (2) The label and material safety data sheet is available for review by a parent, guardian, staff member, or student attending the school
 - (3) The contact person is available to parents, guardians, and staff members for information and comment
 - c) The name, address, and telephone number of the contact person
 - d) Instructions for including a parent/guardian or staff member on a pesticide notification list (see Section C)
 - e) Information about the opportunity to provide public comments on the Integrated Pest Management practices of the school system during the a public comments segment of each regularly scheduled Board meeting
2. After the start of each school year, written notification will be provided to each newly employed staff member in the orientation packets or to the

parent/guardian of a student newly enrolled in the new student information packet.

3. Notification Lists

- a. At the start of each school year, each middle and high school will develop a pesticide notification list containing each staff member and parent/guardian of a student attending the school who requests in writing prior notification of a pesticide application made in the school or on school grounds during the school year. Elementary schools are required to notify each parent or guardian of a student attending the school and each staff member regardless of whether they have requested prior notification.
- b. The school will keep the pesticide notification list current and add names upon written request by a parent or guardian of a student attending the school or a staff member.
- c. The school will make the pesticide notification list available upon request to representatives of the Department of Agriculture of the State of Maryland.

C. Pesticide Applications

1. Elementary Schools

At least 24 hours before the pesticide is applied in a school building, or on school grounds, the Integrated Pest Management Supervisor will provide the following information to the school principal who in turn will provide written notification to each parent/guardian and staff member:

- a) Common name of the pesticide
- b) Location of the application
- c) Planned date and time of the application
- d) The following language:

"The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: *Where possible, persons who potentially are more sensitive, such as pregnant*

women and infants (less than two years old), should avoid any unnecessary pesticide exposure."

2. Middle or High Schools

The Integrated Pest Management Supervisor will provide information to the school's principal, allowing sufficient time for the principal to notify students and staff. Principals will provide written notification to each parent, guardian, or staff member on the pesticide notification list, post notices at the site of the application and in conspicuous locations such as bulletin boards commonly seen by students and staff, and make an announcement on the school's public announcement system at least 24 hours before the application of a pesticide.

3. Space Spraying of Pesticides

a) Although space spraying of pesticides is not practiced in Montgomery County Public Schools, in the unlikely event that space spraying becomes necessary, the written notification to parents/guardians, staff, and students will be made at least one week before the space spraying.

b) The notice will be on a separate sheet of paper at least 8 1/2 inches by 11 inches in size and shall contain the following information:

- (1) Common name of the pesticide
- (2) Location of the space spraying
- (3) Planned date and time of space spraying
- (4) The following language:

"The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: *Where possible, persons who potentially are more sensitive such as pregnant women and infants (less than two years old) should avoid any unnecessary pesticide exposure.*"

- (5) If the pesticide is not addressed in the notice sent at the beginning of the school year, a brief description of the pesticide to be applied

- (6) A brief description of potential adverse effects based upon the material safety data sheet of the pesticides to be applied
 - (7) The name and telephone number of the Integrated Pest Management Supervisor who is the designated contact person
4. For application on school grounds, the notice of planned date and time of application may specify that weather conditions or other extenuating circumstances may cause the actual date of application to be postponed to a later date or dates.
 5. If the actual date of application is more than 14 days later than the planned date provided in the notice, notice of the application required under this regulation shall be reissued.

D. Emergency Pesticide Applications

A pesticide may be applied in a school building or on school grounds without prior notification only if an emergency pest situation exists.

In the case of an emergency pesticide application in an elementary school building or school grounds, within 24 hours after pesticide application or on the next school day, the school will provide to each parent, guardian, or staff member:

1. Common name of the pesticide
2. Location of the application
3. Date and time of the application
4. The following language:

"The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: *Where possible, persons who potentially are more sensitive, such as pregnant women and infants (less than two years old) should avoid any unnecessary pesticide exposure.*"

5. A brief description of potential adverse effects based upon the material safety data sheet of the pesticide applied

E. Use of Bait Stations

Before a bait station is used in a school, the Integrated Pest Management Supervisor and/or his staff will place a notice or sign on the door of the room in which the bait station is placed indicating the date of placement, the name of the contact person for additional information including information on potential adverse effects. The notice or sign will remain posted until the bait station is removed.

F. Public Comments

The Integrated Pest Management Supervisor or his designee will monitor and address public comments regarding the Integrated Pest Management program practices of MCPS.

Regulation History: New Regulation July 17, 2000.

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries:

Responsible Office: Chief Operating Officer
Facilities Management

Recycling

I. PURPOSE

To set forth the process and guidelines for Montgomery County Public Schools (MCPS) staff, students, and other users of school facilities for recycling in accordance with Montgomery County Government regulation

II. DEFINITION

- A. *Recycling* is any process by which materials are diverted from a disposal facility and are collected, separated, processed, and returned to the economic mainstream in the form of raw materials or product for reuse.
- B. A *recycling plan* is a plan describing a program for solid waste reduction and recycling.
- C. An *MCPS Site* is defined as any school or facility, including grounds owned or occupied by MCPS.
- D. The *facility administrator* is the principal of a school or the administrator responsible for facilities other than schools.
- E. The *building recycling coordinator* is the individual designated by the facility administrator to coordinate the facility recycling program.
- F. The *recycling material specialist* is the individual assigned to the Division of Maintenance to coordinate material pick up and assist facilities with recycling plan implementation.

III. PROCEDURES

All public facilities are required by the Montgomery County Government to recycle 50 percent of all solid waste material generated.

- A. The director of the Department of Facilities Management is responsible for ensuring that the procedures outlined below are properly implemented.
1. Facility administrators for MCPS facilities will designate a building recycling coordinator to complete the following tasks:
 - a) Establish a comprehensive recycling plan for the facility. The facility administrator will endorse the recycling plan and submit a copy to the recycling material specialist prior to September 30 of each school year.
 - b) Form a team of staff, students, and community members to increase awareness of the need to recycle, build school/community support for the program, and provide oversight for compliance with the recycling plan.
 2. Facility administrators will submit the name of the building recycling coordinator and a designated back-up to the recycling material specialist prior to September 15 of each school year.
 3. The recycling material specialist will be responsible for assisting the building recycling coordinator and school-based staff in the implementation and maintenance of recycling programs for MCPS facilities.
 4. The following items without food contamination will be recycled:
 - a) Paper
 - Office/classroom paper
 - Mixed paper
 - Magazines
 - Printer paper
 - Computer paper
 - Fax paper
 - Corrugated cardboard
 - Phone books
 - Newspaper
 - b) Other
 - Aluminum cans
 - Bi-metal (sheet and tin) cans

Glass bottles and jars
Plastic containers (must have a neck on them)
Yard trim (grass, leaves, and brush)

5. The Montgomery County Division of Solid Waste Services (MCDSWS) will assist in the development of recycling plans upon request.
6. MCDSWS will conduct periodic on-site evaluations to monitor the effectiveness of recycling programs and provide assistance for improving recycling efforts. Evaluation results and recommendations will be provided to the school and director, Department of Facilities Management.

Regulation History: New Regulation March 10, 2000.