



ARIZONA SCHOOL FACILITIES BOARD PREVENTATIVE MAINTENANCE INSPECTION OF LITTLETON ELEMENTARY SCHOOL DISTRICT

REPORT HIGHLIGHTS

Conclusion:

Littleton Elementary has the required Preventative Maintenance Program filed with the SFB pursuant to ARS §15-2002.

Recommendations:

While the district's facilities appear to be well maintained, the district does not have documentation and written procedures to follow in the event current staff retires or leaves the district. The district needs to implement this as well as the other goals and recommendations established and agreed to during the PM Workshop.

Follow-up:

The SFB shall contact the district within 180 days to review the status of the implementation of the goals and recommendations outlined on page 3 of this report.

Preventative Maintenance Inspection Process

In August of 2009, the School Facilities Board completed a Preventative Maintenance Inspection of Littleton Elementary in accordance with ARS §15-2002.

Inspection process:

1. Discuss with district personnel the current status of the district's preventative maintenance program and demonstrate the required procedures, reports and goals of the School Facilities Board.
2. Perform a field inspection of all school facilities, and
3. Conduct a demonstration workshop with district administrators and maintenance personnel on the requirements and benefits of a compliant Preventative Maintenance Program.

Findings

Following are the findings of the Preventative Maintenance Inspection:

1. The district conducts regularly scheduled inspections of equipment and buildings.
2. The district keeps detailed records of performing preventative maintenance on equipment and buildings.
3. The district performs regularly scheduled preventative maintenance on equipment and buildings.
4. The district uses their preventative maintenance program to identify and plan future projects as part of their SFB 3-Year Building Renewal Plan.

Current 3-Yr Building Renewal Plan.....	YES
Preventative Maintenance Plan on file.....	YES
District Self-Evaluation Score.....	30
(see sidebar on Page 2)	



Littleton Elementary

District Overview

Maricopa County, West Valley

Students	4,359
Schools	6
Buildings	23
Square Footage	500,108

District Self-Evaluation Scoring:

Score	Evaluation
26 – 42	Excelling PM program
43 – 56	Adequate PM program
57 – 69	Minimal PM program
70 – 85	Need PM program

Field Inspection Summary

Listed below are some of the preventative maintenance findings identified during the field inspection:

HVAC

CO2 issues
Need to make necessary adjustments
New units have no fresh air intake

ROOFING

Could improve with regular inspections
Some warranty issues

PLUMBING

Some water heaters are exceeding life expectancy

ELECTRICAL

Very well maintained

SURFACES

Parking lots need seal coats
Very well maintained

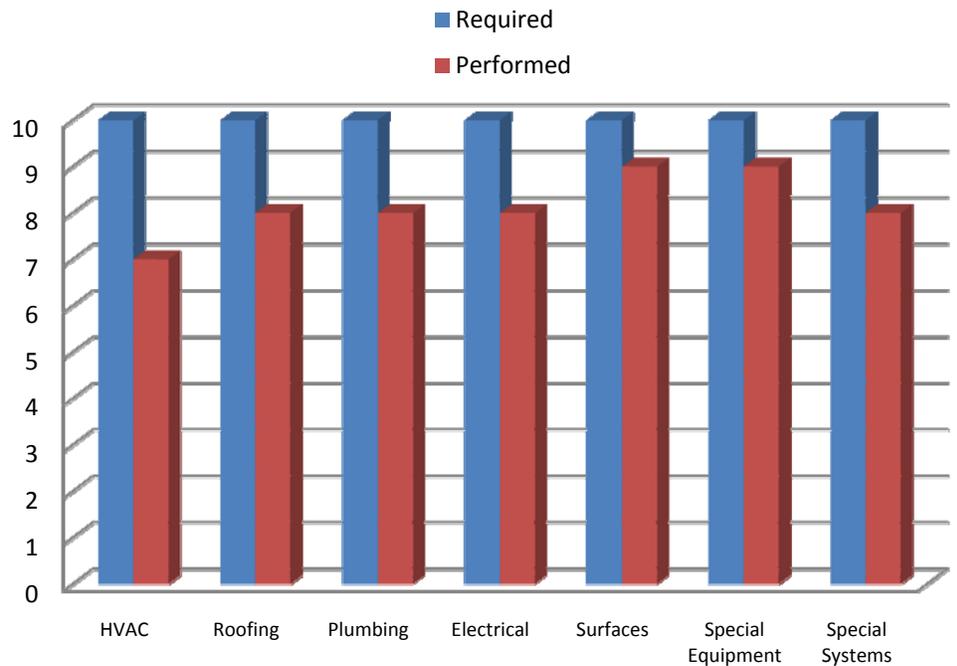
SPECIAL EQUIPMENT

Issues well documented
Very well maintained

SPECIAL SYSTEMS

Issues well documented
Need to train personnel on EMS

SFB Evaluation of PM Tasks Performed



SFB Evaluation (on scale of 1 to 10) of PM Tasks performed as shown in chart above:

	HVAC	Roofing	Plumbing	Electrical	Surfaces	Special Equipment	Special Systems
Required	10	10	10	10	10	10	10
Performed	7	8	8	8	9	9	8

Workshop Attendees

Dr. Roger Freeman
Superintendent

Everette Cole
Maintenance Director

Brian Nugent
Maintenance Technician

Ed Castro
Maintenance Technician

Fidel Rodriguez
Maintenance Technician

Hector Lopez
Maintenance Technician

Red Hinckley
Maintenance Technician

Leonard Billings
Maintenance Technician

Frank Beltran
Maintenance Technician

Mary Collins
Office Support

Sherri Miller
Office Support

Ben Martinez
Maintenance Technician

Maribel Cornidez
Maintenance Technician

Workshop

A Preventative Maintenance Workshop was held for the district's administrative and maintenance personnel, which included discussion on the district's current preventative maintenance program and the improvements they need to implement, including use of the SFB Preventative Maintenance Program.

A walk-through inspection of the school's facilities was conducted, during which maintenance personnel took a critical look at the equipment and buildings and listed each maintenance issue that was found. Maintenance personnel were aware of many of these issues. Demonstration, discussion and collaboration concluded that the issues found during the walk-through inspection should be addressed through use of the SFB Preventative Maintenance and Building Renewal programs.

Recommendations

During the Workshop, SFB staff and district personnel established the following preventative maintenance goals and recommendations:

1. Continue improving the preventative maintenance program through staff development and instruction on use of the SFB Preventative Maintenance Program's procedures, reports and goals.
2. Development of a work order system that seeks input from maintenance personnel, tracks and prioritizes preventative maintenance issues and tasks completed, as well as trends and key data to assist in decision-making.
3. Schedule and conduct four (4) inspections of equipment and buildings each year using the SFB Preventative Maintenance Plan and Task Sheets as a guide to document and prioritize work orders regarding any issues or concerns discovered during the inspections.
4. Continue developing maps and spreadsheets that contain the location and essential information (manufacturer, age, capacity, etc.) of each piece of equipment, roof, etc.
5. Continue developing maps of underground utilities and emergency shut-offs and provide training for administrative and maintenance personnel on their location (well marked and easy to identify) and function.

Benefits

Proper use of the SFB Preventative Maintenance Program in conjunction with the Building Renewal Program has proven to provide the following benefits:

1. Improved educational achievement.
2. Projects are developed and prioritized based on real need.
3. Reduced costs and improved routine maintenance.
4. Facilities maintain code requirements for fire, health and safety.
5. Maximize use of Building Renewal funds.
6. Equipment replacement based on life-cycle.
7. Reduced energy costs.

To view the backup documentation for this report please click the link below:

[Littleton Elementary](#)