

| SCHOOL FACILITIES BOARD | | PREVENTATIVE MAINTENANCE | | |
|-------------------------|------------------------------------------------------------------------------------------|--------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SFB PM 200-09 | | INSPECTION FORM | | |
| ARS §15-2002 | | | | |
| District | Catalina Foothills | 6/11 | | |
| School | Canyon View Elementary | | | |
| | | YES | NO | Completion Rating 1 to 10 |
| | | Comments | | |
| | Field Inspection | X | | |
| A | Current 3-Year Building Renewal Plan | X | | |
| B | Current Preventative Maintenance Plan | X | | This district performs maintenance and PMs above all districts I have inspected so far. There may be issues but because of regular inspections they are not only aware but have pricing and have prioritized every issue. |
| C | Is the Preventative Maintenance Plan filed where it can be used by staff? | X | | |
| D | Equipment Location Maps | X | | |
| E | Does district submit annual PM Reporting Statements? Current? | X | | |
| F | Does district have backup documentation for PM reports? | X | | |
| | | | | |
| HVAC | | YES | NO | Completion Rating 1 to 10 |
| | | Comments | | |
| | | | | 10 |
| | | | | When was the last inspection? |
| | | | | This month |
| | | | | Who did the inspection? |
| | | | | In house |
| | | | | When is the next scheduled inspection? |
| | | | | Two months from now |
| | | | | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? |
| | | X | | |
| 1 | Are the filters clean and dated? | X | | |
| 2 | Is the equipment running quietly? | X | | |
| 3 | Is all the equipment free of leaks at connections? | X | | |
| 4 | Are all heat exchangers and coils clean and maintained in good condition? | X | | |
| 5 | Are belts and blower drives in good condition? | X | | |
| 6 | Is the room temperature between 69 and 82 degrees and room sensors in good condition?*** | X | | |
| 7 | Is all equipment within the recommended life expectancy? | X | | |
| | | X | | |
| | | X | | |
| 8 | Are cooling towers, or coolers clean and in good working condition? | X | | |
| 9 | Is the plant clean and in good working order?*** | X | | |
| 10 | Is water treatment in use and in good order? | X | | |
| *** | Does the building an energy management system and do they understand it? | X | | |
| *** | Is the plant maintained by district personnel or an outside vendor? | | | Out side vender at schools with plants |
| ROOFING | | YES | NO | Completion Rating 1 to 10 |
| | | Comments | | |
| | | | | 10 |
| | | | | When was the last inspection? |
| | | X | | This month |
| | | X | | Who did the inspection? |
| | | X | | In house |
| | | X | | When is the next scheduled inspection? |
| | | X | | Two months from now |
| 1 | Is roof free of bare spots or any exposed felt? | X | | |
| 2 | Is the roof membrane free of distress or cracks? | X | | |
| 3 | Is the roof free of any missing or torn shingles? | X | | |
| 4 | Are the gutters and drains clear and clean of debris? | X | | |
| 5 | Is the overall appearance of the roof clean? | X | | |
| 6 | Are the surface mounted pipes and the blocking in good repair? | X | | |
| 7 | Are the skylights in good repair? | X | | |
| 8 | Are the exposed mortar and expansion joints in good repair? | X | | |
| 9 | Are the equipment curbs properly attached and in good repair? | X | | |
| 10 | Are the roof penetrations in good repair? | X | | |
| PLUMBING | | YES | NO | Completion Rating 1 to 10 |
| | | Comments | | |
| | | | | 10 |
| | | | | When was the last inspection? |
| | | | | This month |
| | | | | Who did the inspection? |
| | | | | In house |
| | | | | When is the next scheduled inspection? |
| | | | | Two months from now |
| | | | | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? |
| | | | | 10 |
| | | | | Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects? |
| 1 | Is all piping free of water leaks? | X | | |
| 2 | Were all faucets free of drips, mounted securely and good in repair? | X | | |
| 3 | Are floor sinks clean and odor free? | X | | |
| 4 | Are monitoring gauges in working order? | X | | |
| 5 | Are all water heaters properly installed and in good repair? | X | | |
| 6 | Are water heater pressure relief valves tested on a regular basis? | X | | |
| 7 | Is the thermal insulation in good repair? | X | | |
| 8 | Is the floor and wall tile and grout clean and in good repair? | X | | |

| | | | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|---------------------------|--------------------------|
| 9 | Is the general appearance of the toilet rooms clean and well maintained? | X | | | |
| 10 | Is the general appearance of the kitchen clean and well maintained? | X | | | |
| 11 | Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?*** | X | | | |
| 12 | Are the kitchen hood devices in good repair, tested and working? | X | | | |
| 13 | If water mixing valves are being used, are they working and in good repair? | X | | | |
| 14 | If recirculation pumps are being used, are they working and in good repair? | X | | | |
| *** | Does the district maintain the back flow preventers in-house? | | X | | |
| *** | Does the district have a service to maintain the back flow preventers? | X | | | |
| ELECTRICAL | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | When was the last time the local utility did a phase and load test to incoming power? | X | | | 10 |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | X | | | |
| | Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects? | X | | one of the only districts | |
| | | X | | | |
| 1 | Are emergency batteries maintained and in good working order? | X | | | |
| 2 | Are the electrical rooms clean and uncluttered? | X | | | |
| 3 | Are the required panel door floor clearances maintained and floors painted? | X | | | |
| 4 | Are the panels grounded correctly? | X | | | |
| 5 | Are the panels clean and secure? | X | | | |
| 6 | If timers are in use, are they adjusted for the season and working properly? | X | | | |
| 8 | Are all circuit breaker panels free of hot breakers? | X | | | |
| 9 | Is the school free of any exposed electrical connections or wires? | X | | | |
| 10 | Are electrical raceways supported, connections tight and in place? | X | | | |
| 11 | Are the backup generator testing logs up to date and in order? | X | | | |
| SURFACES | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| 1 | Is carpeting clean and in good repair? | X | | | 10 |
| 2 | Are ceiling tiles clean, in good repair, with no water stains? | X | | | |
| 3 | Is VCT clean and in good repair? | X | | | |
| 4 | Is ceramic tile clean and in good repair? | X | | | |
| 5 | Are interior concrete floors sealed and in good repair? | X | | | |
| 6 | Are floor transition strips in good repair? | X | | | |
| 7 | Is wood flooring clean and in good repair? | X | | | |
| 8 | Are exterior building surfaces sealed and/or painted appropriately? | X | | | |
| 9 | Are mortar and expansion joints in good repair? | X | | | |
| 10 | Are exterior wood surfaces painted and free of dry rot? | X | | | |
| 11 | Are drywall surfaces painted and in good repair? | X | | | |
| 12 | Are the asphalt drives in good repair? | X | | | |
| 13 | Are the concrete walks in good repair and free of trip hazards? | X | | | |
| 14 | Do all exterior surfaces drain properly? | X | | | |
| 15 | Are exterior drains, drywells and retention areas clean and well maintained? | X | | | |
| 16 | Are the windows clean and well kept | X | | | |
| SPECIAL EQUIPMENT | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | | | | | 10 |
| 1 | Are the doors, hinges and jambs in good repair and operating properly? | X | | | |
| 2 | Are the door closers working properly and without leaks? | X | | | |
| 3 | Do the door panic hardware and knobs work smoothly? | X | | | |
| 4 | Are door sweeps and thresholds in place and in good working order? | X | | | |
| 5 | Are elevators in good working order and have current inspection certificates? | X | | | |
| 6 | Does the elevator emergency phone/alarm work? | X | | | |
| SPECIAL SYSTEMS | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Last month | |
| 1 | Is the intrusion alarm in good repair and working properly? | X | | | |
| 2 | Is the emergency lighting in good repair and working properly? | X | | | |

| | | | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|----|
| 3 | Are the emergency lighting batteries in good condition? | X | | | |
| 4 | Is the Fire Marshal inspection current? (every three years) | X | | | |
| 5 | Have all concerns and violations resulting from inspections of regulatory agencies such as Fire Marshal, Health Department, The Trust, and the SFB been addressed, completed and documented? | X | | | 10 |
| 6 | Is the fire alarm system in good repair and working properly?*** | X | | | |
| 7 | Are the smoke and heat detectors inspected and cleaned on a regular basis? | X | | | |
| 8 | Has the fire alarm system been commissioned and inspected by a certified person recently? | X | | | |
| 9 | Is the intercom in good repair and working properly? | X | | | |
| 10 | Is the computer network in good repair and working properly? | X | | | |
| 11 | Is there at least one computer drop in every classroom? | X | | | |
| 12 | Is the computer system battery backup working properly? | X | | | |
| 13 | Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons? | X | | | |
| 14 | Is the fire sprinkler system in good repair and free of any leaks? | X | | | |
| 15 | Are the system required inspections current? (list) | X | | | |
| 16 | If the school has an energy management control system (EMCS), is it working properly?*** | X | | | |
| *** | Is the EMS software current? | X | | | |
| *** | How many people are trained in the use of the EMS? | X | | | |
| *** | Is the EMS controlled from a remote location? | X | | | |
| *** | Is the EMS controlled units timing changed on a regular basis? | X | | | |

| SCHOOL FACILITIES BOARD | | PREVENTATIVE MAINTENANCE | | |
|-------------------------|------------------------------------------------------------------------------------------|--------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SFB PM 200-09 | | INSPECTION FORM | | |
| ARS §15-2002 | | | | |
| District | Catalina Foothills | 6/11 | | |
| School | Catalina Foot Hills HS | | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| | | YES | NO | Comments |
| | Field Inspection | X | | |
| A | Current 3-Year Building Renewal Plan | X | | |
| B | Current Preventative Maintenance Plan | X | | This district performs maintenance and PMs above all districts I have inspected so far. There may be issues but because of regular inspections they are not only aware but have pricing and have prioritized every issue. |
| C | Is the Preventative Maintenance Plan filed where it can be used by staff? | X | | |
| D | Equipment Location Maps | X | | |
| E | Does district submit annual PM Reporting Statements? Current? | X | | |
| F | Does district have backup documentation for PM reports? | X | | Wow what a school!!!!!!! |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| HVAC | | YES | NO | Comments |
| | | | | |
| | | | | 10 |
| | | | | When was the last inspection? |
| | | | | This month |
| | | | | Who did the inspection? |
| | | | | In house |
| | | | | When is the next scheduled inspection? |
| | | | | Two months from now |
| | | | | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? |
| | | X | | |
| 1 | Are the filters clean and dated? | X | | |
| 2 | Is the equipment running quietly? | X | | |
| 3 | Is all the equipment free of leaks at connections? | X | | The Plant at this school could use a cleaning and have less storage. The insulation on some of the piping is missing causing the outside to rust. see pictures |
| 4 | Are all heat exchangers and coils clean and maintained in good condition? | X | | |
| 5 | Are belts and blower drives in good condition? | X | | |
| 6 | Is the room temperature between 69 and 82 degrees and room sensors in good condition?*** | X | | |
| 7 | Is all equipment within the recommended life expectancy? | X | | |
| | | X | | Plant style equipment only (chillers, water loops, water source heat pumps) |
| 8 | Are cooling towers, or coolers clean and in good working condition? | X | | |
| 9 | Is the plant clean and in good working order?*** | X | | |
| 10 | Is water treatment in use and in good order? | X | | |
| *** | Does the building an energy management system and do they understand it? | X | | |
| *** | Is the plant maintained by district personnel or an outside vendor? | | | Out side vender at schools with plants |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| ROOFING | | YES | NO | Comments |
| | | | | |
| | | | | When was the last inspection? |
| | | X | | This month |
| | | | | Who did the inspection? |
| | | X | | In house |
| | | | | When is the next scheduled inspection? |
| | | X | | Two months from now |
| | | X | | |
| 1 | Is roof free of bare spots or any exposed felt? | X | | |
| 2 | Is the roof membrane free of distress or cracks? | X | | |
| 3 | Is the roof free of any missing or torn shingles? | X | | |
| 4 | Are the gutters and drains clear and clean of debris? | X | | |
| 5 | Is the overall appearance of the roof clean? | X | | |
| 6 | Are the surface mounted pipes and the blocking in good repair? | X | | |
| 7 | Are the skylights in good repair? | X | | |
| 8 | Are the exposed mortar and expansion joints in good repair? | X | | |
| 9 | Are the equipment curbs properly attached and in good repair? | X | | |
| 10 | Are the roof penetrations in good repair? | X | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| PLUMBING | | YES | NO | Comments |
| | | | | |
| | | | | When was the last inspection? |
| | | | | This month |
| | | | | Who did the inspection? |
| | | | | In house |
| | | | | When is the next scheduled inspection? |
| | | | | Two months from now |
| | | | | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? |
| | | | | 10 |
| | | | | Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects? |
| 1 | Is all piping free of water leaks? | X | | |
| 2 | Were all faucets free of drips, mounted securely and good in repair? | X | | |
| 3 | Are floor sinks clean and odor free? | X | | |
| 4 | Are monitoring gauges in working order? | X | | |

| | | | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-------------------------------------------------|--------------------------|
| 5 | Are all water heaters properly installed and in good repair? | X | | | |
| 6 | Are water heater pressure relief valves tested on a regular basis? | X | | | |
| 7 | Is the thermal insulation in good repair? | X | | | |
| 8 | Is the floor and wall tile and grout clean and in good repair? | X | | | |
| 9 | Is the general appearance of the toilet rooms clean and well maintained? | X | | | |
| 10 | Is the general appearance of the kitchen clean and well maintained? | X | | | |
| 11 | Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?*** | X | | | |
| 12 | Are the kitchen hood devices in good repair, tested and working? | X | | | |
| 13 | If water mixing valves are being used, are they working and in good repair? | X | | | |
| 14 | If recirculation pumps are being used, are they working and in good repair? | X | | | |
| *** | Does the district maintain the back flow preventers in-house? | | X | | |
| *** | Does the district have a service to maintain the back flow preventers? | X | | | |
| ELECTRICAL | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | When was the last time the local utility did a phase and load test to incoming power? | X | | | 10 |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | X | | | |
| | Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects? | X | | one of the only districts | |
| | | X | | | |
| 1 | Are emergency batteries maintained and in good working order? | X | | | |
| 2 | Are the electrical rooms clean and uncluttered? | X | | | |
| 3 | Are the required panel door floor clearances maintained and floors painted? | X | | | |
| 4 | Are the panels grounded correctly? | X | | | |
| 5 | Are the panels clean and secure? | X | | | |
| 6 | If timers are in use, are they adjusted for the season and working properly? | X | | | |
| 8 | Are all circuit breaker panels free of hot breakers? | X | | | |
| 9 | Is the school free of any exposed electrical connections or wires? | X | | | |
| 10 | Are electrical raceways supported, connections tight and in place? | X | | | |
| 11 | Are the backup generator testing logs up to date and in order? | X | | | |
| SURFACES | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| 1 | Is carpeting clean and in good repair? | X | | | 10 |
| 2 | Are ceiling tiles clean, in good repair, with no water stains? | X | | | |
| 3 | Is VCT clean and in good repair? | X | | | |
| 4 | Is ceramic tile clean and in good repair? | X | | | |
| 5 | Are interior concrete floors sealed and in good repair? | X | | Parking is well kept at all district facilities | |
| 6 | Are floor transition strips in good repair? | X | | | |
| 7 | Is wood flooring clean and in good repair? | X | | | |
| 8 | Are exterior building surfaces sealed and/or painted appropriately? | X | | | |
| 9 | Are mortar and expansion joints in good repair? | X | | | |
| 10 | Are exterior wood surfaces painted and free of dry rot? | X | | | |
| 11 | Are drywall surfaces painted and in good repair? | X | | | |
| 12 | Are the asphalt drives in good repair? | X | | Incredible maintenance | |
| 13 | Are the concrete walks in good repair and free of trip hazards? | X | | | |
| 14 | Do all exterior surfaces drain properly? | X | | | |
| 15 | Are exterior drains, drywells and retention areas clean and well maintained? | X | | | |
| 16 | Are the windows clean and well kept | X | | | |
| SPECIAL EQUIPMENT | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | | | | | 10 |
| 1 | Are the doors, hinges and jambs in good repair and operating properly? | X | | | |
| 2 | Are the door closers working properly and without leaks? | X | | | |
| 3 | Do the door panic hardware and knobs work smoothly? | X | | | |
| 4 | Are door sweeps and thresholds in place and in good working order? | X | | | |
| 5 | Are elevators in good working order and have current inspection certificates? | X | | | |
| 6 | Does the elevator emergency phone/alarm work? | X | | | |
| SPECIAL SYSTEMS | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |

| | When is the next scheduled inspection? | | | Last month | |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|------------|----|
| 1 | Is the intrusion alarm in good repair and working properly? | X | | | |
| 2 | Is the emergency lighting in good repair and working properly? | X | | | |
| 3 | Are the emergency lighting batteries in good condition? | X | | | |
| 4 | Is the Fire Marshal inspection current? (every three years) | X | | | |
| 5 | Have all concerns and violations resulting from inspections of regulatory agencies such as Fire Marshal, Health Department, The Trust, and the SFB been addressed, completed and documented? | X | | | 10 |
| 6 | Is the fire alarm system in good repair and working properly?*** | X | | | |
| 7 | Are the smoke and heat detectors inspected and cleaned on a regular basis? | X | | | |
| 8 | Has the fire alarm system been commissioned and inspected by a certified person recently? | X | | | |
| 9 | Is the intercom in good repair and working properly? | X | | | |
| 10 | Is the computer network in good repair and working properly? | X | | | |
| 11 | Is there at least one computer drop in every classroom? | X | | | |
| 12 | Is the computer system battery backup working properly? | X | | | |
| 13 | Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons? | X | | | |
| 14 | Is the fire sprinkler system in good repair and free of any leaks? | X | | | |
| 15 | Are the system required inspections current? (list) | X | | | |
| 16 | If the school has an energy management control system (EMCS), is it working properly?*** | X | | | |
| *** | Is the EMS software current? | X | | | |
| *** | How many people are trained in the use of the EMS? | X | | | |
| *** | Is the EMS controlled from a remote location? | X | | | |
| *** | Is the EMS controlled units timing changed on a regular basis? | X | | | |

| SCHOOL FACILITIES BOARD | | PREVENTATIVE MAINTENANCE | | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SFB PM 200-09 | | INSPECTION FORM | | |
| ARS §15-2002 | | | | |
| District | Catalina Foothills | 6/11 | | |
| School | Esperero Canyon | | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| | | YES | NO | Comments |
| | Field Inspection | X | | |
| A | Current 3-Year Building Renewal Plan | X | | |
| B | Current Preventative Maintenance Plan | X | | This district performs maintenance and PMs above all districts I have inspected so far. There may be issues but because of regular inspections they are not only aware but have pricing and have prioritized every issue. |
| C | Is the Preventative Maintenance Plan filed where it can be used by staff? | X | | |
| D | Equipment Location Maps | X | | |
| E | Does district submit annual PM Reporting Statements? Current? | X | | |
| F | Does district have backup documentation for PM reports? | X | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| HVAC | | | | |
| | | YES | NO | Comments |
| | When was the last inspection? | | | This month |
| | Who did the inspection? | | | In house |
| | When is the next scheduled inspection? | | | Two months from now |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | X | | |
| 1 | Are the filters clean and dated? | X | | |
| 2 | Is the equipment running quietly? | X | | |
| 3 | Is all the equipment free of leaks at connections? | X | | |
| 4 | Are all heat exchangers and coils clean and maintained in good condition? | X | | |
| 5 | Are belts and blower drives in good condition? | X | | |
| 6 | Is the room temperature between 69 and 82 degrees and room sensors in good condition?*** | X | | |
| 7 | Is all equipment within the recommended life expectancy? | X | | |
| | Plant style equipment only (chillers, water loops, water source heat pumps) | X | | |
| 8 | Are cooling towers, or coolers clean and in good working condition? | X | | |
| 9 | Is the plant clean and in good working order?*** | X | | |
| 10 | Is water treatment in use and in good order? | X | | |
| *** | Does the building an energy management system and do they understand it? | X | | |
| *** | Is the plant maintained by district personnel or an outside vendor? | | | Out side vender at schools with plants |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| ROOFING | | | | |
| | | YES | NO | Comments |
| | When was the last inspection? | X | | This month |
| | Who did the inspection? | X | | In house |
| | When is the next scheduled inspection? | X | | Two months from now |
| | | X | | |
| 1 | Is roof free of bare spots or any exposed felt? | X | | |
| 2 | Is the roof membrane free of distress or cracks? | X | | |
| 3 | Is the roof free of any missing or torn shingles? | X | | |
| 4 | Are the gutters and drains clear and clean of debris? | X | | |
| 5 | Is the overall appearance of the roof clean? | X | | |
| 6 | Are the surface mounted pipes and the blocking in good repair? | X | | |
| 7 | Are the skylights in good repair? | X | | |
| 8 | Are the exposed mortar and expansion joints in good repair? | X | | |
| 9 | Are the equipment curbs properly attached and in good repair? | X | | |
| 10 | Are the roof penetrations in good repair? | X | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| PLUMBING | | | | |
| | | YES | NO | Comments |
| | When was the last inspection? | | | This month |
| | Who did the inspection? | | | In house |
| | When is the next scheduled inspection? | | | Two months from now |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | | | |
| | Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects? | | | |
| 1 | Is all piping free of water leaks? | X | | |
| 2 | Were all faucets free of drips, mounted securely and good in repair? | X | | |
| 3 | Are floor sinks clean and odor free? | X | | |
| 4 | Are monitoring gauges in working order? | X | | |
| 5 | Are all water heaters properly installed and in good repair? | X | | |
| 6 | Are water heater pressure relief valves tested on a regular basis? | X | | |
| 7 | Is the thermal insulation in good repair? | X | | |
| 8 | Is the floor and wall tile and grout clean and in good repair? | X | | |

| | | | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-------------------------------------------------|--------------------------|
| 9 | Is the general appearance of the toilet rooms clean and well maintained? | X | | | |
| 10 | Is the general appearance of the kitchen clean and well maintained? | X | | | |
| 11 | Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?*** | X | | | |
| 12 | Are the kitchen hood devices in good repair, tested and working? | X | | | |
| 13 | If water mixing valves are being used, are they working and in good repair? | X | | | |
| 14 | If recirculation pumps are being used, are they working and in good repair? | X | | | |
| *** | Does the district maintain the back flow preventers in-house? | | X | | |
| *** | Does the district have a service to maintain the back flow preventers? | X | | | |
| ELECTRICAL | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | When was the last time the local utility did a phase and load test to incoming power? | X | | | 10 |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | X | | | |
| | Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects? | X | | one of the only districts | |
| | | X | | | |
| 1 | Are emergency batteries maintained and in good working order? | X | | | |
| 2 | Are the electrical rooms clean and uncluttered? | X | | | |
| 3 | Are the required panel door floor clearances maintained and floors painted? | X | | | |
| 4 | Are the panels grounded correctly? | X | | | |
| 5 | Are the panels clean and secure? | X | | | |
| 6 | If timers are in use, are they adjusted for the season and working properly? | X | | | |
| 8 | Are all circuit breaker panels free of hot breakers? | X | | | |
| 9 | Is the school free of any exposed electrical connections or wires? | X | | | |
| 10 | Are electrical raceways supported, connections tight and in place? | X | | | |
| 11 | Are the backup generator testing logs up to date and in order? | X | | | |
| SURFACES | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| 1 | Is carpeting clean and in good repair? | X | | | 10 |
| 2 | Are ceiling tiles clean, in good repair, with no water stains? | X | | | |
| 3 | Is VCT clean and in good repair? | X | | | |
| 4 | Is ceramic tile clean and in good repair? | X | | | |
| 5 | Are interior concrete floors sealed and in good repair? | X | | | |
| 6 | Are floor transition strips in good repair? | X | | Parking is well kept at all district facilities | |
| 7 | Is wood flooring clean and in good repair? | X | | | |
| 8 | Are exterior building surfaces sealed and/or painted appropriately? | X | | | |
| 9 | Are mortar and expansion joints in good repair? | X | | Very clean floors | |
| 10 | Are exterior wood surfaces painted and free of dry rot? | X | | | |
| 11 | Are drywall surfaces painted and in good repair? | X | | | |
| 12 | Are the asphalt drives in good repair? | X | | | |
| 13 | Are the concrete walks in good repair and free of trip hazards? | X | | | |
| 14 | Do all exterior surfaces drain properly? | X | | | |
| 15 | Are exterior drains, drywells and retention areas clean and well maintained? | X | | | |
| 16 | Are the windows clean and well kept | X | | | |
| SPECIAL EQUIPMENT | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | | | | | 10 |
| 1 | Are the doors, hinges and jambs in good repair and operating properly? | X | | | |
| 2 | Are the door closers working properly and without leaks? | X | | | |
| 3 | Do the door panic hardware and knobs work smoothly? | X | | All door systems are very well maintained | |
| 4 | Are door sweeps and thresholds in place and in good working order? | X | | | |
| 5 | Are elevators in good working order and have current inspection certificates? | X | | | |
| 6 | Does the elevator emergency phone/alarm work? | X | | | |
| SPECIAL SYSTEMS | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Last month | |
| 1 | Is the intrusion alarm in good repair and working properly? | X | | | |
| 2 | Is the emergency lighting in good repair and working properly? | X | | | |

| | | | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|----|
| 3 | Are the emergency lighting batteries in good condition? | X | | | |
| 4 | Is the Fire Marshal inspection current? (every three years) | X | | | |
| 5 | Have all concerns and violations resulting from inspections of regulatory agencies such as Fire Marshal, Health Department, The Trust, and the SFB been addressed, completed and documented? | X | | | 10 |
| 6 | Is the fire alarm system in good repair and working properly?*** | X | | | |
| 7 | Are the smoke and heat detectors inspected and cleaned on a regular basis? | X | | | |
| 8 | Has the fire alarm system been commissioned and inspected by a certified person recently? | X | | | |
| 9 | Is the intercom in good repair and working properly? | X | | | |
| 10 | Is the computer network in good repair and working properly? | X | | | |
| 11 | Is there at least one computer drop in every classroom? | X | | | |
| 12 | Is the computer system battery backup working properly? | X | | | |
| 13 | Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons? | X | | | |
| 14 | Is the fire sprinkler system in good repair and free of any leaks? | X | | | |
| 15 | Are the system required inspections current? (list) | X | | | |
| 16 | If the school has an energy management control system (EMCS), is it working properly?*** | X | | | |
| *** | Is the EMS software current? | X | | | |
| *** | How many people are trained in the use of the EMS? | X | | | |
| *** | Is the EMS controlled from a remote location? | X | | | |
| *** | Is the EMS controlled units timing changed on a regular basis? | X | | | |

| | | | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-------------------------------------------------|----------------------------------|
| 8 | Is the floor and wall tile and grout clean and in good repair? | X | | | |
| 9 | Is the general appearance of the toilet rooms clean and well maintained? | X | | | |
| 10 | Is the general appearance of the kitchen clean and well maintained? | X | | | |
| 11 | Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?*** | X | | | |
| 12 | Are the kitchen hood devices in good repair, tested and working? | X | | | |
| 13 | If water mixing valves are being used, are they working and in good repair? | X | | | |
| 14 | If recirculation pumps are being used, are they working and in good repair? | X | | | |
| *** | Does the district maintain the back flow preventers in-house? | | X | | |
| *** | Does the district have a service to maintain the back flow preventers? | X | | | |
| ELECTRICAL | | | | | Completion Rating 1 to 10 |
| | | YES | NO | Comments | |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | When was the last time the local utility did a phase and load test to incoming power? | X | | | 10 |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | X | | | |
| | Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects? | X | | one of the only districts | |
| | | X | | | |
| 1 | Are emergency batteries maintained and in good working order? | X | | | |
| 2 | Are the electrical rooms clean and uncluttered? | X | | | |
| 3 | Are the required panel door floor clearances maintained and floors painted? | X | | | |
| 4 | Are the panels grounded correctly? | X | | | |
| 5 | Are the panels clean and secure? | X | | | |
| 6 | If timers are in use, are they adjusted for the season and working properly? | X | | | |
| 8 | Are all circuit breaker panels free of hot breakers? | X | | | |
| 9 | Is the school free of any exposed electrical connections or wires? | X | | | |
| 10 | Are electrical raceways supported, connections tight and in place? | X | | | |
| 11 | Are the backup generator testing logs up to date and in order? | X | | | |
| SURFACES | | | | | Completion Rating 1 to 10 |
| | | YES | NO | Comments | |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| 1 | Is carpeting clean and in good repair? | X | | | 10 |
| 2 | Are ceiling tiles clean, in good repair, with no water stains? | X | | | |
| 3 | Is VCT clean and in good repair? | X | | | |
| 4 | Is ceramic tile clean and in good repair? | X | | | |
| 5 | Are interior concrete floors sealed and in good repair? | X | | | |
| 6 | Are floor transition strips in good repair? | X | | | |
| 7 | Is wood flooring clean and in good repair? | X | | Parking is well kept at all district facilities | |
| 8 | Are exterior building surfaces sealed and/or painted appropriately? | X | | | |
| 9 | Are mortar and expansion joints in good repair? | X | | | |
| 10 | Are exterior wood surfaces painted and free of dry rot? | X | | | |
| 11 | Are drywall surfaces painted and in good repair? | X | | | |
| 12 | Are the asphalt drives in good repair? | X | | | |
| 13 | Are the concrete walks in good repair and free of trip hazards? | X | | | |
| 14 | Do all exterior surfaces drain properly? | X | | | |
| 15 | Are exterior drains, drywells and retention areas clean and well maintained? | X | | | |
| 16 | Are the windows clean and well kept | X | | | |
| SPECIAL EQUIPMENT | | | | | Completion Rating 1 to 10 |
| | | YES | NO | Comments | |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | | | | | 10 |
| 1 | Are the doors, hinges and jambs in good repair and operating properly? | X | | | |
| 2 | Are the door closers working properly and without leaks? | X | | | |
| 3 | Do the door panic hardware and knobs work smoothly? | X | | | |
| 4 | Are door sweeps and thresholds in place and in good working order? | X | | | |
| 5 | Are elevators in good working order and have current inspection certificates? | X | | | |
| 6 | Does the elevator emergency phone/alarm work? | X | | | |
| SPECIAL SYSTEMS | | | | | Completion Rating 1 to 10 |
| | | YES | NO | Comments | |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Last month | |
| 1 | Is the intrusion alarm in good repair and working properly? | X | | | |

| | | | | | |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|----|
| 2 | Is the emergency lighting in good repair and working properly? | X | | | |
| 3 | Are the emergency lighting batteries in good condition? | X | | | |
| 4 | Is the Fire Marshal inspection current? (every three years) | X | | | |
| 5 | Have all concerns and violations resulting from inspections of regulatory agencies such as Fire Marshal, Health Department, The Trust, and the SFB been addressed, completed and documented? | X | | | 10 |
| 6 | Is the fire alarm system in good repair and working properly?*** | X | | | |
| 7 | Are the smoke and heat detectors inspected and cleaned on a regular basis? | X | | | |
| 8 | Has the fire alarm system been commissioned and inspected by a certified person recently? | X | | | |
| 9 | Is the intercom in good repair and working properly? | X | | | |
| 10 | Is the computer network in good repair and working properly? | X | | | |
| 11 | Is there at least one computer drop in every classroom? | X | | | |
| 12 | Is the computer system battery backup working properly? | X | | | |
| 13 | Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons? | X | | | |
| 14 | Is the fire sprinkler system in good repair and free of any leaks? | X | | | |
| 15 | Are the system required inspections current? (list) | X | | | |
| 16 | If the school has an energy management control system (EMCS), is it working properly?*** | X | | | |
| *** | Is the EMS software current? | X | | | |
| *** | How many people are trained in the use of the EMS? | X | | | |
| *** | Is the EMS controlled from a remote location? | X | | | |
| *** | Is the EMS controlled units timing changed on a regular basis? | X | | | |

| SCHOOL FACILITIES BOARD | | PREVENTATIVE MAINTENANCE | | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SFB PM 200-09 | | INSPECTION FORM | | |
| ARS §15-2002 | | | | |
| District | Catalina Foothills | 6/11 | | |
| School | Orange Grove Middle School | | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| | | YES | NO | Comments |
| | Field Inspection | X | | |
| A | Current 3-Year Building Renewal Plan | X | | |
| B | Current Preventative Maintenance Plan | X | | This district performs maintenance and PMs above all districts I have inspected so far. There may be issues but because of regular inspections they are not only aware but have pricing and have prioritized every issue. |
| C | Is the Preventative Maintenance Plan filed where it can be used by staff? | X | | |
| D | Equipment Location Maps | X | | |
| E | Does district submit annual PM Reporting Statements? Current? | X | | |
| F | Does district have backup documentation for PM reports? | X | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| | | | | 10 |
| | When was the last inspection? | | | This month |
| | Who did the inspection? | | | In house |
| | When is the next scheduled inspection? | | | Two months from now |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | X | | |
| 1 | Are the filters clean and dated? | X | | |
| 2 | Is the equipment running quietly? | X | | |
| 3 | Is all the equipment free of leaks at connections? | X | | |
| 4 | Are all heat exchangers and coils clean and maintained in good condition? | X | | |
| 5 | Are belts and blower drives in good condition? | X | | |
| 6 | Is the room temperature between 69 and 82 degrees and room sensors in good condition?*** | X | | |
| 7 | Is all equipment within the recommended life expectancy? | X | | |
| | Plant style equipment only (chillers, water loops, water source heat pumps) | X | | |
| 8 | Are cooling towers, or coolers clean and in good working condition? | X | | |
| 9 | Is the plant clean and in good working order?*** | X | | |
| 10 | Is water treatment in use and in good order? | X | | |
| *** | Does the building an energy management system and do they understand it? | X | | |
| *** | Is the plant maintained by district personnel or an outside vendor? | | | Out side vender at schools with plants |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| | | | | 10 |
| | When was the last inspection? | X | | This month |
| | Who did the inspection? | X | | In house |
| | When is the next scheduled inspection? | X | | Two months from now |
| 1 | Is roof free of bare spots or any exposed felt? | X | | |
| 2 | Is the roof membrane free of distress or cracks? | X | | |
| 3 | Is the roof free of any missing or torn shingles? | X | | |
| 4 | Are the gutters and drains clear and clean of debris? | X | | |
| 5 | Is the overall appearance of the roof clean? | X | | |
| 6 | Are the surface mounted pipes and the blocking in good repair? | X | | |
| 7 | Are the skylights in good repair? | X | | |
| 8 | Are the exposed mortar and expansion joints in good repair? | X | | |
| 9 | Are the equipment curbs properly attached and in good repair? | X | | |
| 10 | Are the roof penetrations in good repair? | X | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| | | | | 10 |
| | When was the last inspection? | | | This month |
| | Who did the inspection? | | | In house |
| | When is the next scheduled inspection? | | | Two months from now |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | | | |
| | Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects? | | | |
| 1 | Is all piping free of water leaks? | X | | |
| 2 | Were all faucets free of drips, mounted securely and good in repair? | X | | |
| 3 | Are floor sinks clean and odor free? | X | | |
| 4 | Are monitoring gauges in working order? | X | | |
| 5 | Are all water heaters properly installed and in good repair? | X | | Some issues but are documented and sceduled |
| 6 | Are water heater pressure relief valves tested on a regular basis? | X | | |
| 7 | Is the thermal insulation in good repair? | X | | |
| 8 | Is the floor and wall tile and grout clean and in good repair? | X | | |

| | | | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-------------------------------------------------|--------------------------|
| 9 | Is the general appearance of the toilet rooms clean and well maintained? | X | | | |
| 10 | Is the general appearance of the kitchen clean and well maintained? | X | | | |
| 11 | Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?*** | X | | | |
| 12 | Are the kitchen hood devices in good repair, tested and working? | X | | | |
| 13 | If water mixing valves are being used, are they working and in good repair? | X | | | |
| 14 | If recirculation pumps are being used, are they working and in good repair? | X | | | |
| *** | Does the district maintain the back flow preventers in-house? | | X | | |
| *** | Does the district have a service to maintain the back flow preventers? | X | | | |
| ELECTRICAL | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | When was the last time the local utility did a phase and load test to incoming power? | X | | | 10 |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | X | | | |
| | Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects? | X | | one of the only districts | |
| | | X | | | |
| 1 | Are emergency batteries maintained and in good working order? | X | | | |
| 2 | Are the electrical rooms clean and uncluttered? | X | | | |
| 3 | Are the required panel door floor clearances maintained and floors painted? | X | | | |
| 4 | Are the panels grounded correctly? | X | | | |
| 5 | Are the panels clean and secure? | X | | | |
| 6 | If timers are in use, are they adjusted for the season and working properly? | X | | | |
| 8 | Are all circuit breaker panels free of hot breakers? | X | | | |
| 9 | Is the school free of any exposed electrical connections or wires? | X | | | |
| 10 | Are electrical raceways supported, connections tight and in place? | X | | | |
| 11 | Are the backup generator testing logs up to date and in order? | X | | | |
| SURFACES | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| 1 | Is carpeting clean and in good repair? | X | | | 10 |
| 2 | Are ceiling tiles clean, in good repair, with no water stains? | X | | | |
| 3 | Is VCT clean and in good repair? | X | | | |
| 4 | Is ceramic tile clean and in good repair? | X | | | |
| 5 | Are interior concrete floors sealed and in good repair? | X | | | |
| 6 | Are floor transition strips in good repair? | X | | | |
| 7 | Is wood flooring clean and in good repair? | X | | Parking is well kept at all district facilities | |
| 8 | Are exterior building surfaces sealed and/or painted appropriately? | X | | | |
| 9 | Are mortar and expansion joints in good repair? | X | | | |
| 10 | Are exterior wood surfaces painted and free of dry rot? | X | | | |
| 11 | Are drywall surfaces painted and in good repair? | X | | | |
| 12 | Are the asphalt drives in good repair? | X | | | |
| 13 | Are the concrete walks in good repair and free of trip hazards? | X | | | |
| 14 | Do all exterior surfaces drain properly? | X | | | |
| 15 | Are exterior drains, drywells and retention areas clean and well maintained? | X | | | |
| 16 | Are the windows clean and well kept | X | | | |
| SPECIAL EQUIPMENT | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | | | | | 10 |
| 1 | Are the doors, hinges and jambs in good repair and operating properly? | X | | | |
| 2 | Are the door closers working properly and without leaks? | X | | | |
| 3 | Do the door panic hardware and knobs work smoothly? | X | | | |
| 4 | Are door sweeps and thresholds in place and in good working order? | X | | | |
| 5 | Are elevators in good working order and have current inspection certificates? | X | | | |
| 6 | Does the elevator emergency phone/alarm work? | X | | | |
| SPECIAL SYSTEMS | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Last month | |
| 1 | Is the intrusion alarm in good repair and working properly? | X | | | |
| 2 | Is the emergency lighting in good repair and working properly? | X | | | |

| | | | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|----|
| 3 | Are the emergency lighting batteries in good condition? | X | | | |
| 4 | Is the Fire Marshal inspection current? (every three years) | X | | | |
| 5 | Have all concerns and violations resulting from inspections of regulatory agencies such as Fire Marshal, Health Department, The Trust, and the SFB been addressed, completed and documented? | X | | | 10 |
| 6 | Is the fire alarm system in good repair and working properly?*** | X | | | |
| 7 | Are the smoke and heat detectors inspected and cleaned on a regular basis? | X | | | |
| 8 | Has the fire alarm system been commissioned and inspected by a certified person recently? | X | | | |
| 9 | Is the intercom in good repair and working properly? | X | | | |
| 10 | Is the computer network in good repair and working properly? | X | | | |
| 11 | Is there at least one computer drop in every classroom? | X | | | |
| 12 | Is the computer system battery backup working properly? | X | | | |
| 13 | Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons? | X | | | |
| 14 | Is the fire sprinkler system in good repair and free of any leaks? | X | | | |
| 15 | Are the system required inspections current? (list) | X | | | |
| 16 | If the school has an energy management control system (EMCS), is it working properly?*** | X | | | |
| *** | Is the EMS software current? | X | | | |
| *** | How many people are trained in the use of the EMS? | X | | | |
| *** | Is the EMS controlled from a remote location? | X | | | |
| *** | Is the EMS controlled units timing changed on a regular basis? | X | | | |

| SCHOOL FACILITIES BOARD | | PREVENTATIVE MAINTENANCE | | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SFB PM 200-09 | | INSPECTION FORM | | |
| ARS §15-2002 | | | | |
| District | Catalina Foothills | 6/11 | | |
| School | Sunrise Drive Elementary | | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| | | YES | NO | Comments |
| | Field Inspection | X | | |
| A | Current 3-Year Building Renewal Plan | X | | |
| B | Current Preventative Maintenance Plan | X | | This district performs maintenance and PMs above all districts I have inspected so far. There may be issues but because of regular inspections they are not only aware but have pricing and have prioritized every issue. |
| C | Is the Preventative Maintenance Plan filed where it can be used by staff? | X | | |
| D | Equipment Location Maps | X | | |
| E | Does district submit annual PM Reporting Statements? Current? | X | | |
| F | Does district have backup documentation for PM reports? | X | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| HVAC | | | | |
| | | YES | NO | Comments |
| | When was the last inspection? | | | This month |
| | Who did the inspection? | | | In house |
| | When is the next scheduled inspection? | | | Two months from now |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | X | | |
| 1 | Are the filters clean and dated? | X | | |
| 2 | Is the equipment running quietly? | X | | |
| 3 | Is all the equipment free of leaks at connections? | X | | |
| 4 | Are all heat exchangers and coils clean and maintained in good condition? | X | | |
| 5 | Are belts and blower drives in good condition? | X | | |
| 6 | Is the room temperature between 69 and 82 degrees and room sensors in good condition?*** | X | | |
| 7 | Is all equipment within the recommended life expectancy? | X | | |
| | Plant style equipment only (chillers, water loops, water source heat pumps) | X | | |
| 8 | Are cooling towers, or coolers clean and in good working condition? | X | | |
| 9 | Is the plant clean and in good working order?*** | X | | |
| 10 | Is water treatment in use and in good order? | X | | |
| *** | Does the building an energy management system and do they understand it? | X | | |
| *** | Is the plant maintained by district personnel or an outside vendor? | | | Out side vender at schools with plants |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| ROOFING | | | | |
| | | YES | NO | Comments |
| | When was the last inspection? | X | | This month |
| | Who did the inspection? | X | | In house |
| | When is the next scheduled inspection? | X | | Two months from now |
| | | X | | |
| 1 | Is roof free of bare spots or any exposed felt? | X | | |
| 2 | Is the roof membrane free of distress or cracks? | X | | |
| 3 | Is the roof free of any missing or torn shingles? | X | | |
| 4 | Are the gutters and drains clear and clean of debris? | X | | All issues are documented |
| 5 | Is the overall appearance of the roof clean? | X | | |
| 6 | Are the surface mounted pipes and the blocking in good repair? | X | | |
| 7 | Are the skylights in good repair? | X | | |
| 8 | Are the exposed mortar and expansion joints in good repair? | X | | |
| 9 | Are the equipment curbs properly attached and in good repair? | X | | |
| 10 | Are the roof penetrations in good repair? | X | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| PLUMBING | | | | |
| | | YES | NO | Comments |
| | When was the last inspection? | | | This month |
| | Who did the inspection? | | | In house |
| | When is the next scheduled inspection? | | | Two months from now |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | | | |
| | Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects? | | | |
| 1 | Is all piping free of water leaks? | X | | |
| 2 | Were all faucets free of drips, mounted securely and good in repair? | X | | |
| 3 | Are floor sinks clean and odor free? | X | | |
| 4 | Are monitoring gauges in working order? | X | | |
| 5 | Are all water heaters properly installed and in good repair? | X | | |
| 6 | Are water heater pressure relief valves tested on a regular basis? | X | | |
| 7 | Is the thermal insulation in good repair? | X | | |
| 8 | Is the floor and wall tile and grout clean and in good repair? | X | | |

| | | | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|---------------------------|--------------------------|
| 9 | Is the general appearance of the toilet rooms clean and well maintained? | X | | | |
| 10 | Is the general appearance of the kitchen clean and well maintained? | X | | | |
| 11 | Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?*** | X | | | |
| 12 | Are the kitchen hood devices in good repair, tested and working? | X | | | |
| 13 | If water mixing valves are being used, are they working and in good repair? | X | | | |
| 14 | If recirculation pumps are being used, are they working and in good repair? | X | | | |
| *** | Does the district maintain the back flow preventers in-house? | | X | | |
| *** | Does the district have a service to maintain the back flow preventers? | X | | | |
| ELECTRICAL | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | When was the last time the local utility did a phase and load test to incoming power? | X | | | 10 |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | X | | | |
| | Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects? | X | | one of the only districts | |
| | | X | | | |
| 1 | Are emergency batteries maintained and in good working order? | X | | | |
| 2 | Are the electrical rooms clean and uncluttered? | X | | | |
| 3 | Are the required panel door floor clearances maintained and floors painted? | X | | | |
| 4 | Are the panels grounded correctly? | X | | | |
| 5 | Are the panels clean and secure? | X | | | |
| 6 | If timers are in use, are they adjusted for the season and working properly? | X | | | |
| 8 | Are all circuit breaker panels free of hot breakers? | X | | | |
| 9 | Is the school free of any exposed electrical connections or wires? | X | | | |
| 10 | Are electrical raceways supported, connections tight and in place? | X | | | |
| 11 | Are the backup generator testing logs up to date and in order? | X | | | |
| SURFACES | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| 1 | Is carpeting clean and in good repair? | X | | | 10 |
| 2 | Are ceiling tiles clean, in good repair, with no water stains? | X | | | |
| 3 | Is VCT clean and in good repair? | X | | | |
| 4 | Is ceramic tile clean and in good repair? | X | | | |
| 5 | Are interior concrete floors sealed and in good repair? | X | | | |
| 6 | Are floor transition strips in good repair? | X | | | |
| 7 | Is wood flooring clean and in good repair? | X | | | |
| 8 | Are exterior building surfaces sealed and/or painted appropriately? | X | | | |
| 9 | Are mortar and expansion joints in good repair? | X | | | |
| 10 | Are exterior wood surfaces painted and free of dry rot? | X | | | |
| 11 | Are drywall surfaces painted and in good repair? | X | | | |
| 12 | Are the asphalt drives in good repair? | X | | | |
| 13 | Are the concrete walks in good repair and free of trip hazards? | X | | | |
| 14 | Do all exterior surfaces drain properly? | X | | | |
| 15 | Are exterior drains, drywells and retention areas clean and well maintained? | X | | | |
| 16 | Are the windows clean and well kept | X | | | |
| SPECIAL EQUIPMENT | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | | | | | 10 |
| 1 | Are the doors, hinges and jambs in good repair and operating properly? | X | | | |
| 2 | Are the door closers working properly and without leaks? | X | | | |
| 3 | Do the door panic hardware and knobs work smoothly? | X | | | |
| 4 | Are door sweeps and thresholds in place and in good working order? | X | | | |
| 5 | Are elevators in good working order and have current inspection certificates? | X | | | |
| 6 | Does the elevator emergency phone/alarm work? | X | | | |
| SPECIAL SYSTEMS | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Last month | |
| 1 | Is the intrusion alarm in good repair and working properly? | X | | | |
| 2 | Is the emergency lighting in good repair and working properly? | X | | | |

| | | | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|----|
| 3 | Are the emergency lighting batteries in good condition? | X | | | |
| 4 | Is the Fire Marshal inspection current? (every three years) | X | | | |
| 5 | Have all concerns and violations resulting from inspections of regulatory agencies such as Fire Marshal, Health Department, The Trust, and the SFB been addressed, completed and documented? | X | | | 10 |
| 6 | Is the fire alarm system in good repair and working properly?*** | X | | | |
| 7 | Are the smoke and heat detectors inspected and cleaned on a regular basis? | X | | | |
| 8 | Has the fire alarm system been commissioned and inspected by a certified person recently? | X | | | |
| 9 | Is the intercom in good repair and working properly? | X | | | |
| 10 | Is the computer network in good repair and working properly? | X | | | |
| 11 | Is there at least one computer drop in every classroom? | X | | | |
| 12 | Is the computer system battery backup working properly? | X | | | |
| 13 | Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons? | X | | | |
| 14 | Is the fire sprinkler system in good repair and free of any leaks? | X | | | |
| 15 | Are the system required inspections current? (list) | X | | | |
| 16 | If the school has an energy management control system (EMCS), is it working properly?*** | X | | | |
| *** | Is the EMS software current? | X | | | |
| *** | How many people are trained in the use of the EMS? | X | | | |
| *** | Is the EMS controlled from a remote location? | X | | | |
| *** | Is the EMS controlled units timing changed on a regular basis? | X | | | |

| SCHOOL FACILITIES BOARD | | PREVENTATIVE MAINTENANCE | | |
|-------------------------|------------------------------------------------------------------------------------------|--------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SFB PM 200-09 | | INSPECTION FORM | | |
| ARS §15-2002 | | | | |
| District | Catalina Foothills | 6/11 | | |
| School | Valley Veiw | | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| | | YES | NO | Comments |
| | Field Inspection | X | | |
| A | Current 3-Year Building Renewal Plan | X | | |
| B | Current Preventative Maintenance Plan | X | | This district performs maintenance and PMs above all districts I have inspected so far. There may be issues but because of regular inspections they are not only aware but have pricing and have prioritized every issue. |
| C | Is the Preventative Maintenance Plan filed where it can be used by staff? | X | | |
| D | Equipment Location Maps | X | | |
| E | Does district submit annual PM Reporting Statements? Current? | X | | |
| F | Does district have backup documentation for PM reports? | X | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| HVAC | | YES | NO | Comments |
| | | | | 10 |
| | | | | When was the last inspection? |
| | | | | This month |
| | | | | Who did the inspection? |
| | | | | In house |
| | | | | When is the next scheduled inspection? |
| | | | | Two months from now |
| | | | | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? |
| | | X | | |
| 1 | Are the filters clean and dated? | X | | |
| 2 | Is the equipment running quietly? | X | | |
| 3 | Is all the equipment free of leaks at connections? | X | | |
| 4 | Are all heat exchangers and coils clean and maintained in good condition? | X | | See Pictures |
| 5 | Are belts and blower drives in good condition? | X | | |
| 6 | Is the room temperature between 69 and 82 degrees and room sensors in good condition?*** | X | | |
| 7 | Is all equipment within the recommended life expectancy? | X | | |
| | | X | | <i>Plant style equipment only (chillers, water loops, water source heat pumps)</i> |
| 8 | Are cooling towers, or coolers clean and in good working condition? | X | | |
| 9 | Is the plant clean and in good working order?*** | X | | |
| 10 | Is water treatment in use and in good order? | X | | |
| *** | Does the building an energy management system and do they understand it? | X | | |
| *** | Is the plant maintained by district personnel or an outside vendor? | | | Out side vender at schools with plants |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| ROOFING | | YES | NO | Comments |
| | | | | 10 |
| | | | | When was the last inspection? |
| | | X | | This month |
| | | X | | Who did the inspection? |
| | | X | | In house |
| | | X | | When is the next scheduled inspection? |
| | | X | | Two months from now |
| 1 | Is roof free of bare spots or any exposed felt? | X | | |
| 2 | Is the roof membrane free of distress or cracks? | X | | |
| 3 | Is the roof free of any missing or torn shingles? | X | | |
| 4 | Are the gutters and drains clear and clean of debris? | X | | |
| 5 | Is the overall appearance of the roof clean? | X | | |
| 6 | Are the surface mounted pipes and the blocking in good repair? | X | | |
| 7 | Are the skylights in good repair? | X | | |
| 8 | Are the exposed mortar and expansion joints in good repair? | X | | |
| 9 | Are the equipment curbs properly attached and in good repair? | X | | |
| 10 | Are the roof penetrations in good repair? | X | | |
| | | | | Completion Rating |
| | | | | 1 to 10 |
| PLUMBING | | YES | NO | Comments |
| | | | | 10 |
| | | | | When was the last inspection? |
| | | | | This month |
| | | | | Who did the inspection? |
| | | | | In house |
| | | | | When is the next scheduled inspection? |
| | | | | Two months from now |
| | | | | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? |
| | | | | 10 |
| | | | | Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects? |
| 1 | Is all piping free of water leaks? | X | | |
| 2 | Were all faucets free of drips, mounted securely and good in repair? | X | | |
| 3 | Are floor sinks clean and odor free? | X | | |
| 4 | Are monitoring gauges in working order? | X | | |
| 5 | Are all water heaters properly installed and in good repair? | X | | See pictures |
| 6 | Are water heater pressure relief valves tested on a regular basis? | X | | |
| 7 | Is the thermal insulation in good repair? | X | | |
| 8 | Is the floor and wall tile and grout clean and in good repair? | X | | |

| | | | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-------------------------------------------------|--------------------------|
| 9 | Is the general appearance of the toilet rooms clean and well maintained? | X | | | |
| 10 | Is the general appearance of the kitchen clean and well maintained? | X | | | |
| 11 | Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?*** | X | | | |
| 12 | Are the kitchen hood devices in good repair, tested and working? | X | | | |
| 13 | If water mixing valves are being used, are they working and in good repair? | X | | | |
| 14 | If recirculation pumps are being used, are they working and in good repair? | X | | | |
| *** | Does the district maintain the back flow preventers in-house? | | X | | |
| *** | Does the district have a service to maintain the back flow preventers? | X | | | |
| ELECTRICAL | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | When was the last time the local utility did a phase and load test to incoming power? | X | | | 10 |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | X | | | |
| | Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects? | X | | one of the only districts | |
| | | X | | | |
| 1 | Are emergency batteries maintained and in good working order? | X | | | |
| 2 | Are the electrical rooms clean and uncluttered? | X | | | |
| 3 | Are the required panel door floor clearances maintained and floors painted? | X | | | |
| 4 | Are the panels grounded correctly? | X | | | |
| 5 | Are the panels clean and secure? | X | | | |
| 6 | If timers are in use, are they adjusted for the season and working properly? | X | | | |
| 8 | Are all circuit breaker panels free of hot breakers? | X | | | |
| 9 | Is the school free of any exposed electrical connections or wires? | X | | | |
| 10 | Are electrical raceways supported, connections tight and in place? | X | | | |
| 11 | Are the backup generator testing logs up to date and in order? | X | | | |
| SURFACES | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| 1 | Is carpeting clean and in good repair? | X | | | 10 |
| 2 | Are ceiling tiles clean, in good repair, with no water stains? | X | | | |
| 3 | Is VCT clean and in good repair? | X | | | |
| 4 | Is ceramic tile clean and in good repair? | X | | | |
| 5 | Are interior concrete floors sealed and in good repair? | X | | | |
| 6 | Are floor transition strips in good repair? | X | | | |
| 7 | Is wood flooring clean and in good repair? | X | | | |
| 8 | Are exterior building surfaces sealed and/or painted appropriately? | X | | Parking is well kept at all district facilities | |
| 9 | Are mortar and expansion joints in good repair? | X | | | |
| 10 | Are exterior wood surfaces painted and free of dry rot? | X | | | |
| 11 | Are drywall surfaces painted and in good repair? | X | | | |
| 12 | Are the asphalt drives in good repair? | X | | | |
| 13 | Are the concrete walks in good repair and free of trip hazards? | X | | | |
| 14 | Do all exterior surfaces drain properly? | X | | | |
| 15 | Are exterior drains, drywells and retention areas clean and well maintained? | X | | | |
| 16 | Are the windows clean and well kept | X | | | |
| SPECIAL EQUIPMENT | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | | | | | 10 |
| 1 | Are the doors, hinges and jambs in good repair and operating properly? | X | | | |
| 2 | Are the door closers working properly and without leaks? | X | | | |
| 3 | Do the door panic hardware and knobs work smoothly? | X | | | |
| 4 | Are door sweeps and thresholds in place and in good working order? | X | | | |
| 5 | Are elevators in good working order and have current inspection certificates? | X | | | |
| 6 | Does the elevator emergency phone/alarm work? | X | | | |
| SPECIAL SYSTEMS | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Last month | |
| 1 | Is the intrusion alarm in good repair and working properly? | X | | | |
| 2 | Is the emergency lighting in good repair and working properly? | X | | | |

| | | | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|----|
| 3 | Are the emergency lighting batteries in good condition? | X | | | |
| 4 | Is the Fire Marshal inspection current? (every three years) | X | | | |
| 5 | Have all concerns and violations resulting from inspections of regulatory agencies such as Fire Marshal, Health Department, The Trust, and the SFB been addressed, completed and documented? | X | | | 10 |
| 6 | Is the fire alarm system in good repair and working properly?*** | X | | | |
| 7 | Are the smoke and heat detectors inspected and cleaned on a regular basis? | X | | | |
| 8 | Has the fire alarm system been commissioned and inspected by a certified person recently? | X | | | |
| 9 | Is the intercom in good repair and working properly? | X | | | |
| 10 | Is the computer network in good repair and working properly? | X | | | |
| 11 | Is there at least one computer drop in every classroom? | X | | | |
| 12 | Is the computer system battery backup working properly? | X | | | |
| 13 | Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons? | X | | | |
| 14 | Is the fire sprinkler system in good repair and free of any leaks? | X | | | |
| 15 | Are the system required inspections current? (list) | X | | | |
| 16 | If the school has an energy management control system (EMCS), is it working properly?*** | X | | | |
| *** | Is the EMS software current? | X | | | |
| *** | How many people are trained in the use of the EMS? | X | | | |
| *** | Is the EMS controlled from a remote location? | X | | | |
| *** | Is the EMS controlled units timing changed on a regular basis? | X | | | |

| SCHOOL FACILITIES BOARD | | PREVENTATIVE MAINTENANCE | | |
|-------------------------|------------------------------------------------------------------------------------------|--------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SFB PM 200-09 | | INSPECTION FORM | | |
| ARS §15-2002 | | | | |
| District | Catalina Foothills | 6/11 | | |
| School | Ventana Vista Elementary | | | |
| | | | | Completion Rating 1 to 10 |
| | | YES | NO | Comments |
| | Field Inspection | X | | |
| A | Current 3-Year Building Renewal Plan | X | | |
| B | Current Preventative Maintenance Plan | X | | This district performs maintenance and PMs above all districts I have inspected so far. There may be issues but because of regular inspections they are not only aware but have pricing and have prioritized every issue. |
| C | Is the Preventative Maintenance Plan filed where it can be used by staff? | X | | |
| D | Equipment Location Maps | X | | |
| E | Does district submit annual PM Reporting Statements? Current? | X | | |
| F | Does district have backup documentation for PM reports? | X | | |
| | | | | fantastic school see pictures |
| HVAC | | | | Completion Rating 1 to 10 |
| | | YES | NO | Comments |
| | | | | 10 |
| | | | | When was the last inspection? |
| | | | | This month |
| | | | | Who did the inspection? |
| | | | | In house |
| | | | | When is the next scheduled inspection? |
| | | | | Two months from now |
| | | | | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? |
| | | X | | |
| 1 | Are the filters clean and dated? | X | | |
| 2 | Is the equipment running quietly? | X | | |
| 3 | Is all the equipment free of leaks at connections? | X | | |
| 4 | Are all heat exchangers and coils clean and maintained in good condition? | X | | |
| 5 | Are belts and blower drives in good condition? | X | | |
| 6 | Is the room temperature between 69 and 82 degrees and room sensors in good condition?*** | X | | |
| 7 | Is all equipment within the recommended life expectancy? | X | | |
| | | X | | <i>Plant style equipment only (chillers, water loops, water source heat pumps)</i> |
| 8 | Are cooling towers, or coolers clean and in good working condition? | X | | |
| 9 | Is the plant clean and in good working order?*** | X | | |
| 10 | Is water treatment in use and in good order? | X | | |
| *** | Does the building an energy management system and do they understand it? | X | | |
| *** | Is the plant maintained by district personnel or an outside vendor? | | | Out side vender at schools with plants |
| ROOFING | | | | Completion Rating 1 to 10 |
| | | YES | NO | Comments |
| | | | | When was the last inspection? |
| | | X | | This month |
| | | X | | Who did the inspection? |
| | | X | | In house |
| | | X | | When is the next scheduled inspection? |
| | | X | | Two months from now |
| 1 | Is roof free of bare spots or any exposed felt? | X | | |
| 2 | Is the roof membrane free of distress or cracks? | X | | |
| 3 | Is the roof free of any missing or torn shingles? | X | | |
| 4 | Are the gutters and drains clear and clean of debris? | X | | |
| 5 | Is the overall appearance of the roof clean? | X | | |
| 6 | Are the surface mounted pipes and the blocking in good repair? | X | | |
| 7 | Are the skylights in good repair? | X | | |
| 8 | Are the exposed mortar and expansion joints in good repair? | X | | |
| 9 | Are the equipment curbs properly attached and in good repair? | X | | |
| 10 | Are the roof penetrations in good repair? | X | | |
| PLUMBING | | | | Completion Rating 1 to 10 |
| | | YES | NO | Comments |
| | | | | When was the last inspection? |
| | | | | This month |
| | | | | Who did the inspection? |
| | | | | In house |
| | | | | When is the next scheduled inspection? |
| | | | | Two months from now |
| | | | | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? |
| | | | | 10 |
| | | | | Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects? |
| 1 | Is all piping free of water leaks? | X | | |
| 2 | Were all faucets free of drips, mounted securely and good in repair? | X | | |
| 3 | Are floor sinks clean and odor free? | X | | |
| 4 | Are monitoring gauges in working order? | X | | |
| 5 | Are all water heaters properly installed and in good repair? | X | | |
| 6 | Are water heater pressure relief valves tested on a regular basis? | X | | |
| 7 | Is the thermal insulation in good repair? | X | | |
| 8 | Is the floor and wall tile and grout clean and in good repair? | X | | |

| | | | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-------------------------------------------------|--------------------------|
| 9 | Is the general appearance of the toilet rooms clean and well maintained? | X | | | |
| 10 | Is the general appearance of the kitchen clean and well maintained? | X | | | |
| 11 | Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?*** | X | | | |
| 12 | Are the kitchen hood devices in good repair, tested and working? | X | | | |
| 13 | If water mixing valves are being used, are they working and in good repair? | X | | | |
| 14 | If recirculation pumps are being used, are they working and in good repair? | X | | | |
| *** | Does the district maintain the back flow preventers in-house? | | X | | |
| *** | Does the district have a service to maintain the back flow preventers? | X | | | |
| ELECTRICAL | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | When was the last time the local utility did a phase and load test to incoming power? | X | | | 10 |
| | Are there maps and spreadsheets available at the school with locations and essential information on key equipment? | X | | | |
| | Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects? | X | | one of the only districts | |
| | | X | | | |
| 1 | Are emergency batteries maintained and in good working order? | X | | | |
| 2 | Are the electrical rooms clean and uncluttered? | X | | | |
| 3 | Are the required panel door floor clearances maintained and floors painted? | X | | | |
| 4 | Are the panels grounded correctly? | X | | | |
| 5 | Are the panels clean and secure? | X | | | |
| 6 | If timers are in use, are they adjusted for the season and working properly? | X | | | |
| 8 | Are all circuit breaker panels free of hot breakers? | X | | | |
| 9 | Is the school free of any exposed electrical connections or wires? | X | | | |
| 10 | Are electrical raceways supported, connections tight and in place? | X | | | |
| 11 | Are the backup generator testing logs up to date and in order? | X | | | |
| SURFACES | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| 1 | Is carpeting clean and in good repair? | X | | | 10 |
| 2 | Are ceiling tiles clean, in good repair, with no water stains? | X | | | |
| 3 | Is VCT clean and in good repair? | X | | | |
| 4 | Is ceramic tile clean and in good repair? | X | | | |
| 5 | Are interior concrete floors sealed and in good repair? | X | | | |
| 6 | Are floor transition strips in good repair? | X | | Parking is well kept at all district facilities | |
| 7 | Is wood flooring clean and in good repair? | X | | | |
| 8 | Are exterior building surfaces sealed and/or painted appropriately? | X | | | |
| 9 | Are mortar and expansion joints in good repair? | X | | Very clean floors | |
| 10 | Are exterior wood surfaces painted and free of dry rot? | X | | | |
| 11 | Are drywall surfaces painted and in good repair? | X | | | |
| 12 | Are the asphalt drives in good repair? | X | | | |
| 13 | Are the concrete walks in good repair and free of trip hazards? | X | | | |
| 14 | Do all exterior surfaces drain properly? | X | | | |
| 15 | Are exterior drains, drywells and retention areas clean and well maintained? | X | | | |
| 16 | Are the windows clean and well kept | X | | | |
| SPECIAL EQUIPMENT | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Two months from now | |
| | | | | | 10 |
| 1 | Are the doors, hinges and jambs in good repair and operating properly? | X | | | |
| 2 | Are the door closers working properly and without leaks? | X | | | |
| 3 | Do the door panic hardware and knobs work smoothly? | X | | All door systems are very well maintained | |
| 4 | Are door sweeps and thresholds in place and in good working order? | X | | | |
| 5 | Are elevators in good working order and have current inspection certificates? | X | | | |
| 6 | Does the elevator emergency phone/alarm work? | X | | | |
| SPECIAL SYSTEMS | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This month | |
| | Who did the inspection? | | | In house | |
| | When is the next scheduled inspection? | | | Last month | |
| 1 | Is the intrusion alarm in good repair and working properly? | X | | | |
| 2 | Is the emergency lighting in good repair and working properly? | X | | | |

| | | | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|----|
| 3 | Are the emergency lighting batteries in good condition? | X | | | |
| 4 | Is the Fire Marshal inspection current? (every three years) | X | | | |
| 5 | Have all concerns and violations resulting from inspections of regulatory agencies such as Fire Marshal, Health Department, The Trust, and the SFB been addressed, completed and documented? | X | | | 10 |
| 6 | Is the fire alarm system in good repair and working properly?*** | X | | | |
| 7 | Are the smoke and heat detectors inspected and cleaned on a regular basis? | X | | | |
| 8 | Has the fire alarm system been commissioned and inspected by a certified person recently? | X | | | |
| 9 | Is the intercom in good repair and working properly? | X | | | |
| 10 | Is the computer network in good repair and working properly? | X | | | |
| 11 | Is there at least one computer drop in every classroom? | X | | | |
| 12 | Is the computer system battery backup working properly? | X | | | |
| 13 | Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons? | X | | | |
| 14 | Is the fire sprinkler system in good repair and free of any leaks? | X | | | |
| 15 | Are the system required inspections current? (list) | X | | | |
| 16 | If the school has an energy management control system (EMCS), is it working properly?*** | X | | | |
| *** | Is the EMS software current? | X | | | |
| *** | How many people are trained in the use of the EMS? | X | | | |
| *** | Is the EMS controlled from a remote location? | X | | | |
| *** | Is the EMS controlled units timing changed on a regular basis? | X | | | |