

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE			
SFB PM 200-09		INSPECTION FORM			
ARS §15-2002 Powers and duties; executive director; staffing; report Paragraph A.3. "The School Facilities Board shall randomly select twenty school districts every thirty months and inspect them pursuant to this paragraph."					
District:	Clifton Unified School District #3	Date:	5/16/2013		
School:	Laugharn Elementary / Clifton High School				
		YES	NO	Comments	Completion Rating 1 to 10
Field Inspection					
A	Current 3-Year Building Renewal Plan		x		
B	Current Preventative Maintenance Plan	x			
C	Is the Preventative Maintenance Plan filed where it can be used by staff?		x		0
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		
<b>HVAC</b>		YES	NO	Comments	Completion Rating 1 to 10
When was the last inspection?					
Who did the inspection?					
When is the next scheduled inspection?					
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?					6
				mostly all evaporative coolers. The high school is being leased and the tenets are doing a good maintenance job	
1	Are the filters clean and dated?	x			
2	Is the equipment running quietly?	x		the heaters in classrooms have not been installed with outside air intakes	
3	Is all the equipment free of leaks at connections?	x		the district needs to test CO2 levels when occupied	
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		
<i>Plant style equipment only (chillers, water loops, water source heat pumps)</i>			na		
8	Are cooling towers, or coolers clean and in good working condition?		na		
9	Is the plant clean and in good working order?***		na		
10	Is water treatment in use and in good order?		na		
***	Is this school using an energy management system and do they understand it?		x		
***	Is the plant maintained by district personnel or an outside vendor?		x		
<b>ROOFING</b>		YES	NO	Comments	Completion Rating 1 to 10
When was the last inspection?				last week	
Who did the inspection?					
When is the next scheduled inspection?					
				The reason I stated yes and no is the SFB through a BRG invested in replacing roofs on 2 of the occupied buildings. The new roofs are great but there exists many issues with the rest of the campus	
1	Is roof free of bare spots or any exposed felt?	x	x		
2	Is the roof membrane free of distress or cracks?	x	x		
3	Is the roof free of any missing or torn shingles?	x	x		6
4	Are the gutters and drains clear and clean of debris?	x	x		
5	Is the overall appearance of the roof clean?	x	x		
6	Are the surface mounted pipes and the blocking in good repair?	x	x		
7	Are the skylights in good repair?				
8	Are the exposed mortar and expansion joints in good repair?		x		
9	Are the equipment curbs properly attached and in good repair?				
10	Are the roof penetrations in good repair?	x	x		
<b>PLUMBING</b>		YES	NO	Comments	Completion Rating 1 to 10
When was the last inspection?					
Who did the inspection?					4

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	When is the next scheduled inspection?			
	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		the equipment in kitchen is old and rusted
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?	na		
***	Does the district maintain the back flow preventers in-house?	?		
***	Does the district have a service to maintain the back flow preventers?	?		
<b>ELECTRICAL</b>				<b>Completion Rating</b>
		<b>YES</b>	<b>NO</b>	<b>1 to 10</b>
			<b>Comments</b>	
	When was the last inspection?		this month	
	Who did the inspection?		The district uses experience person from the penal system	2
	When is the next scheduled inspection?		not scheduled inspections	
	When was the last time the local utility did a phase and load test to incoming power?		never	
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		no maps The SFB is helping them with this issue	
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		no maps The SFB is helping them with this issue	
1	Are emergency batteries maintained and in good working order?	na		
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?	na		
<b>SURFACES</b>				<b>Completion Rating</b>
		<b>YES</b>	<b>NO</b>	<b>1 to 10</b>
			<b>Comments</b>	
	When was the last inspection?		last month	
	Who did the inspection?		in house	8
	When is the next scheduled inspection?			
1	Is carpeting clean and in good repair?	x		
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		
<b>SPECIAL EQUIPMENT</b>				<b>Completion Rating</b>
		<b>YES</b>	<b>NO</b>	<b>1 to 10</b>
			<b>Comments</b>	
	When was the last inspection?			

