

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:	Cottonwood/Oak Creek		Date: February 13/14, 2013	
School:	Cottonwood Elementary and Middle Schools			
	YES	NO	Comments	Completion Rating 1 to 10
Field Inspection				
A			Current 3-Year Building Renewal Plan	At the district
B			Current Preventative Maintenance Plan	
C			Is the Preventative Maintenance Plan filed where it can be used by staff?	
D			Equipment Location Maps	
E			Does district submit annual PM Reporting Statements? Current?	The district is two reports behind
F			Does district have backup documentation for PM reports?	Years past yes but the last two years no
HVAC				
	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?				
			No but are being developed	7
			The CO2 level were very high in some of the rooms. The day was moderate in temperature an the systems were not calling for temperature adjustment. I asked for the sequence of operation of the controls to se how CO2 levels are addressed but found no such documentation.	I am giving this low rating because of the high CO2 levels
1			Are the filters clean and dated?	
2			Is the equipment running quietly?	
3			Is all the equipment free of leaks at connections?	
4			Are all heat exchangers and coils clean and maintained in good condition?	
5			Are belts and blower drives in good condition?	Found some loose belts
6			Is the room temperature between 69 and 82 degrees and room sensors in good condition?***	
7			Is all equipment within the recommended life expectancy?	Some old units but fine for right now
<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?	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?	This district just finished with a performance contract and has received some training. I cant really say they understand it at all.
***			Is the plant maintained by district personnel or an outside vendor?	
ROOFING				
	YES	NO	Comments	Completion Rating 1 to 10
When was the last inspection?				
Who did the inspection?				
When is the next scheduled inspection?				
			Within the last 90 days	
			District	
			Not scheduled	9
1			Is roof free of bare spots or any exposed felt?	
2			Is the roof membrane free of distress or cracks?	
3			Is the roof free of any missing or torn shingles?	
4			Are the gutters and drains clear and clean of debris?	
5			Is the overall appearance of the roof clean?	
6			Are the surface mounted pipes and the blocking in good repair?	
7			Are the skylights in good repair?	
8			Are the exposed mortar and expansion joints in good repair?	
9			Are the equipment curbs properly attached and in good repair?	
10			Are the roof penetrations in good repair?	
PLUMBING				
	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?				
Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?				
			with in the last 90 days	7
			District	
			Not scheduled	
they are being developed				
			No	
1			Is all piping free of water leaks?	
2			Were all faucets free of drips, mounted securely and good in repair?	
3			Are floor sinks clean and odor free?	Combustion exhaust issues with water heater in a mechanical room
4			Are monitoring gauges in working order?	Poorly hung pipe
5			Are all water heaters properly installed and in good repair?	dielectric issues
6			Are water heater pressure relief valves tested on a regular basis?	
7			Is the thermal insulation in good repair?	
8			Is the floor and wall tile and grout clean and in good repair?	could use a remodel of some of the restrooms

SCHOOL FACILITIES BOARD			PREVENTATIVE MAINTENANCE	
SFB PM 200-09			INSPECTION FORM	
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?			Did not see any on visit
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?			
***	Does the district have a service to maintain the back flow preventers?			service
ELECTRICAL				Completion Rating
		YES	NO	Comments
				1 to 10
	When was the last inspection?			Not done
	Who did the inspection?			not done
	When is the next scheduled inspection?			not scheduled
	When was the last time the local utility did a phase and load test to incoming power?			?????
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			no
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			no
				This trade has been very staff dependent and a long time electrician has retired so there is some gap in understanding
1	Are emergency batteries maintained and in good working order?	x		I did not find old batteries at this school
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		No way to determine
5	Are the panels clean and secure?	x		
6	If timers are in use, are they adjusted for the season and working properly?			they war adjusted
8	Are all circuit breaker panels free of hot breakers?	x		found no hot breakers
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?			no generator discovered
SURFACES				Completion Rating
		YES	NO	Comments
				1 to 10
	When was the last inspection?			Last 90 days
	Who did the inspection?			Sodexo
	When is the next scheduled inspection?			every month
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		This section is the main responsibility of the custodians, and under Sodexo this is done very well.
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		
SPECIAL EQUIPMENT				Completion Rating
		YES	NO	Comments
				1 to 10
	When was the last inspection?			Last 90 days
	Who did the inspection?			Sodexo
	When is the next scheduled inspection?			Done monthly
1	Are bleachers in good repair and operating properly?	x		
2	Are the doors, hinges and jams in good repair and operating properly?	x		Missing some fire extinguishers
3	Are the door closers working properly and without leaks?	x		
4	Do the door panic hardware and knobs work smoothly?	x		
5	Are door sweeps and thresholds in place and in good working order?	x		
6	Are elevators in good working order and have current inspection certificates?	na		
7	Does the elevator emergency phone/alarm work?	na		
8	Is the kiln in good working order and free of debris in work area?	na		
9	Is the kiln room properly vented?	na		
10	Is the kitchen hood ansul system inspection up to date?	x		
11	Are the kitchen hood filters clean and grease-free?	x		
12	Is the kitchen equipment in good repair?	x		
13	Are the student lockers in good repair and in good working order?	na		
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	na		
15	Is stage lighting in good repair and working properly?	na		
SPECIAL SYSTEMS				Completion Rating
		YES	NO	Comments
				1 to 10
	When was the last inspection?			last 90 days
	Who did the inspection?			Most of the systems are done by Sodexo
	When is the next scheduled inspection?			Most of these systems are done monthly

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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:	Cottonwood/Oak Creek		Date: February 13/14, 2013	
School:	Daniel Bright			
	YES	NO	Comments	Completion Rating 1 to 10
Field Inspection				
A	x		At the district	
B	x			
C		x		
D		x		
E		x	The district is two reports behind	
F	x	x	Years past yes but the last two years no	
HVAC				
	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?				
			No but are being developed	7
The CO2 level were very high in some of the rooms. The day was moderate in temperature an the systems were not calling for temperature adjustment. I asked for the sequence of operation of the controls to se how CO2 levels are addressed but found no such documentation.				
1	x		Are the filters clean and dated?	
2	x		Is the equipment running quietly?	
3	x		Is all the equipment free of leaks at connections?	Incomplete install of some 5 ton package units
4	x		Are all heat exchangers and coils clean and maintained in good condition?	
5	x		Are belts and blower drives in good condition?	Found some old and loose belts
6	x		Is the room temperature between 69 and 82 degrees and room sensors in good condition?***	
7	x		Is all equipment within the recommended life expectancy?	Some old units but fine for right now
<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?	na
9			Is the plant clean and in good working order?***	na
10			Is water treatment in use and in good order?	na
This district just finished with a performance contract and has received some training. I cant really say they understand it at all.				
***			Is this school using an energy management system and do they understand it?	
***			Is the plant maintained by district personnel or an outside vendor?	
ROOFING				
	YES	NO	Comments	Completion Rating 1 to 10
When was the last inspection?				
Who did the inspection?				
When is the next scheduled inspection?				
			?????	
			District	
			Not scheduled	7
1	x		Is roof free of bare spots or any exposed felt?	
2	x		Is the roof membrane free of distress or cracks?	
3	x		Is the roof free of any missing or torn shingles?	
4		x	Are the gutters and drains clear and clean of debris?	This roof is new and has many issues that need addressing
5		x	Is the overall appearance of the roof clean?	Roof needs regular cleaning maintenance
6	x		Are the surface mounted pipes and the blocking in good repair?	
7	na		Are the skylights in good repair?	
8	x		Are the exposed mortar and expansion joints in good repair?	
9	x		Are the equipment curbs properly attached and in good repair?	
10	x		Are the roof penetrations in good repair?	
PLUMBING				
	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?				
Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?				
			with in the last 90 days	7
			District	
			Not scheduled	
			they are being developed	
			No	
1		x	Is all piping free of water leaks?	
2		x	Were all faucets free of drips, mounted securely and good in repair?	
3	x		Are floor sinks clean and odor free?	Combustion exhaust issues with water heater in a mechanical room
4	x		Are monitoring gauges in working order?	Poorly hung pipe
5		x	Are all water heaters properly installed and in good repair?	dielectric issues
6		x	Are water heater pressure relief valves tested on a regular basis?	
7		x	Is the thermal insulation in good repair?	

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SFB PM 200-09			INSPECTION FORM	
8	Is the floor and wall tile and grout clean and in good repair?	x		could use a remodel of some of the restrooms
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		
	Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?***	x		
11	Are the kitchen hood devices in good repair, tested and working?	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?			Did not see any on visit
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?			
***	Does the district have a service to maintain the back flow preventers?			service
ELECTRICAL				Completion Rating
		YES	NO	Comments
				1 to 10
	When was the last inspection?			Not done
	Who did the inspection?			not done
	When is the next scheduled inspection?			not scheduled
	When was the last time the local utility did a phase and load test to incoming power?			?????
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			no
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			no
				This trade has been very staff dependent and a long time electrician has retired so there is some gap in understanding
1	Are emergency batteries maintained and in good working order?	x		I did not find old batteries at this school
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		No way to determine
5	Are the panels clean and secure?	x		
6	If timers are in use, are they adjusted for the season and working properly?	x		they were adjusted
8	Are all circuit breaker panels free of hot breakers?	x		found no hot breakers
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?			no generator discovered
SURFACES				Completion Rating
		YES	NO	Comments
				1 to 10
	When was the last inspection?			Last 90 days
	Who did the inspection?			Sodexo
	When is the next scheduled inspection?			every month
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		This section is the main responsibility of the custodians, and under Sodexo this is done very well.
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		
SPECIAL EQUIPMENT				Completion Rating
		YES	NO	Comments
				1 to 10
	When was the last inspection?			Last 90 days
	Who did the inspection?			Sodexo
	When is the next scheduled inspection?			Done monthly
1	Are bleachers in good repair and operating properly?	x		
2	Are the doors, hinges and jams in good repair and operating properly?	x		
3	Are the door closers working properly and without leaks?	x		
4	Do the door panic hardware and knobs work smoothly?	x		Mercury T stats in cafeteria
5	Are door sweeps and thresholds in place and in good working order?	x		
6	Are elevators in good working order and have current inspection certificates?	na		Gaps in doors with documents to fix or replace
7	Does the elevator emergency phone/alarm work?	na		
8	Is the kiln in good working order and free of debris in work area?	na		
9	Is the kiln room properly vented?	na		
10	Is the kitchen hood ansul system inspection up to date?	x		
11	Are the kitchen hood filters clean and grease-free?	x		
12	Is the kitchen equipment in good repair?	x		
13	Are the student lockers in good repair and in good working order?	na		
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	na		
15	Is stage lighting in good repair and working properly?	na		
SPECIAL SYSTEMS				Completion Rating
		YES	NO	Comments
				1 to 10
	When was the last inspection?			last 90 days
	Who did the inspection?			Most of the systems are done by Sodexo
	When is the next scheduled inspection?			Most of these systems are done monthly

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:	Cottonwood/Oak Creek		Date: February 13/14, 2013	
School:	Oak Creek			
			YES	NO
			Comments	
			Completion Rating 1 to 10	
Field Inspection				
A	Current 3-Year Building Renewal Plan	x		At the district
B	Current Preventative Maintenance Plan	x		
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	The district is two reports behind
F	Does district have backup documentation for PM reports?	x	x	Years past yes but the last two years no
HVAC			YES	NO
			Comments	
			Completion Rating 1 to 10	
When was the last inspection?			The last two months	
Who did the inspection?			in house	
When is the next scheduled inspection?			not scheduled	
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			No but are being developed	
			7	
			I am giving this low rating because of the high CO2 levels	
Rms 511 1903 ppm 36 foot candles Rm501 2193ppm 48 foot candles			The CO2 level were very high in some of the rooms. The day was moderate in temperature an the systems were not calling for temperature adjustment. I asked for the sequence of operation of the controls to se how CO2 levels are addressed but found no such documentation.	
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		
<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?			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?			This district just finished with a performance contract and has received some training. I cant really say they understand it at all.	
*** Is the plant maintained by district personnel or an outside vendor?				
ROOFING			YES	NO
			Comments	
			Completion Rating 1 to 10	
When was the last inspection?			Within the last 90 days	
Who did the inspection?			District	
When is the next scheduled inspection?			Not scheduled	
			9	
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?		na	
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
			Comments	
			Completion Rating 1 to 10	
When was the last inspection?			with in the last 90 days	
Who did the inspection?			District	
When is the next scheduled inspection?			Not scheduled	
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			they are being developed	
Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?			No	
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		Poorly hung pipe
5	Are all water heaters properly installed and in good repair?		x	dielectric issues
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		

SCHOOL FACILITIES BOARD			PREVENTATIVE MAINTENANCE	
SFB PM 200-09			INSPECTION FORM	
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?			Did not see any on visit
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?			
***	Does the district have a service to maintain the back flow preventers?			service
ELECTRICAL				
		YES	NO	Comments
				Completion Rating 1 to 10
	When was the last inspection?			Not done
	Who did the inspection?			not done
	When is the next scheduled inspection?			not scheduled
	When was the last time the local utility did a phase and load test to incoming power?			I am sure it was done when the solar was installed. Really nice solar project.
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			no
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			no
				This trade has been very staff dependent and a long time electrician has retired so there is some gap in understanding
1	Are emergency batteries maintained and in good working order?	x		I did not find old batteries at this school
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		No way to determine
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		found no hot breakers
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?			no generator discovered
SURFACES				
		YES	NO	Comments
				Completion Rating 1 to 10
	When was the last inspection?			Last 90 days
	Who did the inspection?			Sodexo
	When is the next scheduled inspection?			every month
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		This section is the main responsibility of the custodians, and under Sodexo this is done very well.
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 lot issues
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		
SPECIAL EQUIPMENT				
		YES	NO	Comments
				Completion Rating 1 to 10
	When was the last inspection?			Last 90 days
	Who did the inspection?			Sodexo
	When is the next scheduled inspection?			Done monthly
1	Are bleachers in good repair and operating properly?	x		
2	Are the doors, hinges and jamba in good repair and operating properly?	x		
3	Are the door closers working properly and without leaks?	x		
4	Do the door panic hardware and knobs work smoothly?	x		
5	Are door sweeps and thresholds in place and in good working order?	x		
6	Are elevators in good working order and have current inspection certificates?	na		
7	Does the elevator emergency phone/alarm work?	na		
8	Is the kiln in good working order and free of debris in work area?	na		
9	Is the kiln room properly vented?	na		
10	Is the kitchen hood ansul system inspection up to date?	x		
11	Are the kitchen hood filters clean and grease-free?	x		
12	Is the kitchen equipment in good repair?	x		
13	Are the student lockers in good repair and in good working order?	na		
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	na		
15	Is stage lighting in good repair and working properly?	na		
SPECIAL SYSTEMS				
		YES	NO	Comments
				Completion Rating 1 to 10
	When was the last inspection?			last 90 days
	Who did the inspection?			Most of the systems are done by Sodexo
	When is the next scheduled inspection?			Most of these systems are done monthly
1	Is the intrusion alarm in good repair and working properly?	x		I did not inquire

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SFB PM 200-09		INSPECTION FORM	
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	The Fire Marshal finished his inspection the week before mine and results were not out yet
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	
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?	???	I asked for this information but have not received it yet.
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?		main frame yes, under systems no
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?	x	were needed
14	Is the fire sprinkler system in good repair and free of any leaks?	x	
15	Are the system required inspections current? (list)		
16	If the school has an energy management control system (EMCS), is it working properly?***		I asked for this information but have not received it yet.
***	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?	???	non compliant interior up grades don by house staff

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:	Cottonwood/Oak Creek			Date:	February 13/14, 2013
School:	Tavasci (now called Mountain View Preparatory)				
		YES	NO	Comments	Completion Rating 1 to 10
Field Inspection					
A	Current 3-Year Building Renewal Plan	x		At the district	
B	Current Preventative Maintenance Plan	x			
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	The district is two reports behind	
F	Does district have backup documentation for PM reports?	x	x	Years past yes but the last two years no	
HVAC					
		YES	NO	Comments	Completion Rating 1 to 10
When was the last inspection?				The last two months	
Who did the inspection?				in house	
When is the next scheduled inspection?				not scheduled	
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?				No but are being developed	9
					I am giving this low rating because of the high CO2 levels
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		Some old units but fine for right now	
<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?			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?				This district just finished with a performance contract and has received some training. I cant really say they understand it at all.	
*** Is the plant maintained by district personnel or an outside vendor?					
ROOFING					
		YES	NO	Comments	Completion Rating 1 to 10
When was the last inspection?				Within the last 90 days	
Who did the inspection?				District	
When is the next scheduled inspection?				Not scheduled	
					9
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		Nice roofs	
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?	na			
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	Comments	Completion Rating 1 to 10
When was the last inspection?				with in the last 90 days	9
Who did the inspection?				District	
When is the next scheduled inspection?				Not scheduled	
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?				they are being developed	
Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?				No	
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			

SCHOOL FACILITIES BOARD			PREVENTATIVE MAINTENANCE		
SFB PM 200-09			INSPECTION FORM		
13	If water mixing valves are being used, are they working and in good repair?			Did not see any on visit	
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?				
***	Does the district have a service to maintain the back flow preventers?			service	
ELECTRICAL					Completion Rating
		YES	NO	Comments	1 to 10
	When was the last inspection?			Not done	
	Who did the inspection?			not done	7
	When is the next scheduled inspection?			not scheduled	
	When was the last time the local utility did a phase and load test to incoming power?			?????	
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			no	
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			no	
				This trade has been very staff dependent and a long time electrician has retired so there is some gap in understanding	
1	Are emergency batteries maintained and in good working order?	x		I did not find old batteries at this school	
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		No way to determine	
5	Are the panels clean and secure?	x			
6	If timers are in use, are they adjusted for the season and working properly?	x		they were adjusted	
8	Are all circuit breaker panels free of hot breakers?	x		found no hot breakers	
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?			no generator discovered	
SURFACES					Completion Rating
		YES	NO	Comments	1 to 10
	When was the last inspection?			Last 90 days	10
	Who did the inspection?			Sodexo	
	When is the next scheduled inspection?			every month	
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		This section is the main responsibility of the custodians, and under Sodexo this is done very well.	
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			
SPECIAL EQUIPMENT					Completion Rating
		YES	NO	Comments	1 to 10
	When was the last inspection?			Last 90 days	8
	Who did the inspection?			Sodexo	
	When is the next scheduled inspection?			Done monthly	
1	Are bleachers in good repair and operating properly?	x			
2	Are the doors, hinges and jams in good repair and operating properly?	x			
3	Are the door closers working properly and without leaks?	x			
4	Do the door panic hardware and knobs work smoothly?	x			
5	Are door sweeps and thresholds in place and in good working order?	x			
6	Are elevators in good working order and have current inspection certificates?	na			
7	Does the elevator emergency phone/alarm work?	na			
8	Is the kiln in good working order and free of debris in work area?	na			
9	Is the kiln room properly vented?	na			
10	Is the kitchen hood ansul system inspection up to date?	x			
11	Are the kitchen hood filters clean and grease-free?	x			
12	Is the kitchen equipment in good repair?	x			
13	Are the student lockers in good repair and in good working order?	na			
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	na			
15	Is stage lighting in good repair and working properly?	na			
SPECIAL SYSTEMS					Completion Rating
		YES	NO	Comments	1 to 10
	When was the last inspection?			last 90 days	9
	Who did the inspection?			Most of the systems are done by Sodexo	
	When is the next scheduled inspection?			Most of these systems are done monthly	
1	Is the intrusion alarm in good repair and working properly?	x		I did not inquire	
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		The Fire Marshal finished his inspection the week before mine and results were not out yet	

