

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:	Isaac	10/13/2009		
School:	Alston Elementary School			
		YES	NO	Completion Rating %
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	
D	Equipment Location Maps		x	Some
E	Guided Tour			
HVAC		YES	NO	Completion Rating %
When was the last inspection?				Last month 80%
Who did the inspection?				In house and Tolen Mechanical
When is the next scheduled inspection?				2 months
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			x	There are lists from Tolen but no maps and the units are not marked
1	Are the filters clean and dated?	x		there are many CO2 issues but the units were well and regularly maintained
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)				
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	
ROOFING		YES	NO	Completion Rating 1 to 10%
When was the last inspection?				No real inspection
Who did the inspection?				60%
When is the next scheduled inspection?				
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		The Roof on the Ramada is in disrepair The roof is new and has issues these issues would have been discovered if a regular PM inspection was performed.
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 %
When was the last inspection?				This summer
Who did the inspection?				In house 50%
When is the next scheduled inspection?				Not really scheduled
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?				no maps on plumbing
Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?				There are a couple of bad drains

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1	Is all piping free of water leaks?		x	The water heater in the kitchen needs help	
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?				
***	Does the district have a service to maintain the back flow preventers?			Vender	
ELECTRICAL					Completion Rating
		YES	NO	Comments	%
	When was the last inspection?			???? No real inspection	60%
	Who did the inspection?			In house	
	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?			none	
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		no		
1	Are emergency batteries maintained and in good working order?	x		There is a lot of stuff in front of panels	
2	Are the electrical rooms clean and uncluttered?		x		
3	Are the required panel door floor clearances maintained and floors painted?		x	Some exit signs were not working	
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	The timers were set on Sunday when inspected	
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			
SURFACES					Completion Rating
		YES	NO	Comments	%
	When was the last inspection?				
	Who did the inspection?				60%
	When is the next scheduled inspection?				
1	Is carpeting clean and in good repair?	x		Very nice and clean	
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?			Drain issues at portables	
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	There were clogged exterior drains	
SPECIAL EQUIPMENT					Completion Rating
		YES	NO	Comments	%
	When was the last inspection?		???		60%
	Who did the inspection?			in house	
	When is the next scheduled inspection?		???	not scheduled	
1	Are bleachers in good repair and operating properly?	na			
2	Are the doors, hinges and jambs in good repair and operating properly?	na			
3	Are the door closers working properly and without leaks?	x			

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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?	x		
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	x		
15	Is stage lighting in good repair and working properly?	x		
SPECIAL SYSTEMS				Completion Rating
		YES	NO	Comments
				%
	When was the last inspection?		????	not actually scheduled
	Who did the inspection?			In house
	When is the next scheduled inspection?			not scheduled
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?			?????
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?		????	
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????	
9	Is the intercom in good repair and working properly?	x		the intercom does not work in all rooms
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?			This district has a old style Honeywell EMS system that is only understood by the director and the HVAC vender they really do not have the hand held units to adjust the sensors
***	How many people are trained in the use of the EMS?			
***	Is the EMS controlled from a remote location?			
***	Is the EMS controlled units timing changed on a regular basis?			
Special notes:				
***** there was gas containers stored near class rooms in regular storage rooms				
***** this school has a lot of stuff on the grounds that need to be stored this poses a hazard to students				

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District:	Isaac			October-7-09
School:	Butler			
		YES	NO	Completion Rating 1 to 10
	Field Inspection			
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
	HVAC	YES	NO	Completion Rating %
	When was the last inspection?			
	Who did the inspection?			In house staff/Tolin Mechanical 80%
	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 maps
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		The HVACs' maintenance has been done well. The CO2 levels were high throughout the district and there needs to be a district wide evaluation and adjustment. The exhaust fans play an important role in maintaining good indoor air quality
3	Is all the equipment free of leaks at connections?	x		The exhaust fans in the district often had broken or bad belts
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?	???		
	Plant style equipment only (chillers, water loops, water source heat pumps)			
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 does have an older version of a Honeywell EMS system that requires special hand held controllers or new software to control the HVAC system. The district does not have any of these hand helds or the program at the sight does not work. The director of operations and an outside vender are the only ones that know how to make these changes.
***	Is the plant maintained by district personnel or an outside vendor?			s is a big probl
	ROOFING	YES	NO	Completion Rating %
	When was the last inspection?			This summer 60%
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
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?			

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PLUMBING		YES	NO	Completion Rating
		Comments		
		%		
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?		x	
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	
1	Is all piping free of water leaks?		x	The plumbing maintenance at this school is really bad see pictures.
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		YES	NO	Completion Rating
		Comments		
		%		
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?			Three years ago they have full report
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps
1	Are emergency batteries maintained and in good working order?	x		The electrical at this school could be stepped up all areas that need addressing are really the fault of the lead FA at the 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		
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		
		x		
SURFACES		YES	NO	Completion Rating
		Comments		
		%		
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
1	Is carpeting clean and in good repair?			
2	Are ceiling tiles clean, in good repair, with no water stains?			This part of maintenance is performed primarily by the custodians and is done exceptionally well
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		

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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
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				100%
1	Are bleachers in good repair and operating properly?	na		
2	Are the doors, hinges and jambs 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.)?	x		
15	Is stage lighting in good repair and working properly?	x		
SPECIAL SYSTEMS				Completion Rating
		YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				70%
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	
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?		????	
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????	
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?	na		
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?	?		
14	Is the fire sprinkler system in good repair and free of any leaks?	x		
15	Are the system required inspections current? (list)	x		administration does a fine job keeping required inspections
16	If the school has an energy management control system (EMCS), is it working properly?***		x	See HVAC
***	Is the EMS software current?		no	
***	How many people are trained in the use of the EMS?		0	See comment in HVAC
***	Is the EMS controlled from a remote location?		yes	
***	Is the EMS controlled units timing changed on a regular basis?		no	

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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:	Isaac			October-13-09
School:	Coe Elementary School xxx			
		YES	NO	Completion Rating 1 to 10
	Field Inspection			
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
	HVAC	YES	NO	Completion Rating 1 to 10
	When was the last inspection?			
	Who did the inspection?			In house staff/Tolin Mechanical
	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 maps
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		The HVACs' maintenance has been done well. The CO2 levels were high throughout the district and there needs to be a district wide evaluation and adjustment. The exhaust fans play an important role in maintaining good indoor air quality
3	Is all the equipment free of leaks at connections?	x		The exhaust fans in the district often had broken or bad belts
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?	???		
	Plant style equipment only (chillers, water loops, water source heat pumps)			
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 does have an older version of a Honeywell EMS system that requires special hand held controlers or new software to controll the HVAC system.The district does not have any of these hand helds or the program at the sight does not work.The director of operations and an outside vender are the only ones that know how to make these changes.
***	Is the plant maintained by district personnel or an outside vendor?			This is a big pr
	ROOFING	YES	NO	Completion Rating 1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				0%
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		

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PLUMBING		YES	NO	Completion Rating 1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?		x	20%
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	
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 recirculating 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	Completion Rating 1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?			Never
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps
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?		na	
SURFACES		YES	NO	Completion Rating 1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
	1 Is carpeting clean and in good repair?			50%
	2 Are ceiling tiles clean, in good repair, with no water stains?		x	This part of maintenance is performed primarily by the custodians and is done exceptionally well
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?	na		
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		

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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
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				50%
1	Are bleachers in good repair and operating properly?		a	
2	Are the doors, hinges and jambs 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?	x		
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
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				20%
1	Is the intrusion alarm in good repair and working properly?		na	
2	Is the emergency lighting in good repair and working properly?	x		
3	Are the emergency lighting batteries in good condition?		na	
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	
6	Is the fire alarm system in good repair and working properly?***	x		this is a real problem
7	Are the smoke and heat detectors inspected and cleaned on a regular basis?		????	
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????	
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	See HVAC
***	Is the EMS software current?		no	
***	How many people are trained in the use of the EMS?		0	See comment in HVAC
***	Is the EMS controlled from a remote location?		yes	
***	Is the EMS controlled units timing changed on a regular basis?		no	
This school is the worst school in the district. This school brings down the average of the whole district				

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:	Isaac			October-7-09
School:	Esperanza Elementary			
		YES	NO	Completion Rating %
	Field Inspection			
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
	HVAC			Completion Rating %
		YES	NO	Comments
				70%
	When was the last inspection?			
	Who did the inspection?			In house staff/Tolin Mechanical
	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 maps
1	Are the filters clean and dated?	x		There are some filter issues
2	Is the equipment running quietly?	x		This school has filters installed in the return grid in the room these grids are not made to hold filters. The filters are to be placed at the air handler were the out side air comes in
3	Is all the equipment free of leaks at connections?	x		The exhaust fans in the district often had broken or bad belts
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?	???		
	Plant style equipment only (chillers, water loops, water source heat pumps)			
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 does have an older version of a Honeywell EMS system that requires special hand held controllers or new software to control the HVAC system. The district does not have any of these hand holds or the program at the sight does not work. The director of operations and an outside vender are the only ones that know how to make these changes.
***	Is the plant maintained by district personnel or an outside vendor?			This is a big problem
	ROOFING			Completion Rating %
		YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
1	Is roof free of bare spots or any exposed felt?		x	
2	Is the roof membrane free of distress or cracks?		x	There are shingles missing on play ground patio
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		Rain gutters are in sad shape
6	Are the surface mounted pipes and the blocking in good repair?	x		
7	Are the skylights in good repair?	na		The roof is new but I question if any ounce regularly inspects roof
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
PLUMBING				Completion Rating
		YES	NO	Comments
				%
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?		x	
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	
1	Is all piping free of water leaks?		x	
2	Were all faucets free of drips, mounted securely and good in repair?		x	Under the sinks in the class rooms are a mess with chemicals not on MSDS sheets
3	Are floor sinks clean and odor free?		x	
4	Are monitoring gauges in working order?		x	Many of the plumbing repairs are incomplete and below standard
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	Clogged enterer drains
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?			
***	Does the district have a service to maintain the back flow preventers?		x	
ELECTRICAL				Completion Rating
		YES	NO	Comments
				%
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?			Three years ago they have full report
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps
				80%
1	Are emergency batteries maintained and in good working order?	x		
2	Are the electrical rooms clean and uncluttered?		x	The Switch gear panels are dirty
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		
SURFACES				Completion Rating
		YES	NO	Comments
				%
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
1	Is carpeting clean and in good repair?			
2	Are ceiling tiles clean, in good repair, with no water stains?	x		This part of maintenance is performed primarily by the custodians and is done exceptionally well
3	Is VCT clean and in good repair?	x		
4	Is ceramic tile clean and in good repair?	x		Storage is a big issue at this school. There was a lot of excess furniture stored were kids might get hurt
5	Are interior concrete floors sealed and in good repair?	x		
6	Are floor transition strips in good repair?	x		janitor closets were a mess and blocking access
7	Is wood flooring clean and in good repair?	x		emergency shut offs
8	Are exterior building surfaces sealed and/or painted appropriately?	x		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE			
SFB PM 200-09		INSPECTION FORM			
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	%
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	When is the next scheduled inspection?			Not scheduled	80%
1	Are bleachers in good repair and operating properly?	na			
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?	x			
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	x			
15	Is stage lighting in good repair and working properly?	x			
SPECIAL SYSTEMS					Completion Rating
		YES	NO	Comments	%
	When was the last inspection?			This summer	80%
	Who did the inspection?			District staff	
	When is the next scheduled inspection?			Not scheduled	
1	Is the intrusion alarm in good repair and working properly?				
2	Is the emergency lighting in good repair and working properly?				
3	Are the emergency lighting batteries in good condition?				
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		
6	Is the fire alarm system in good repair and working properly?***				
7	Are the smoke and heat detectors inspected and cleaned on a regular basis?		????		
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????		
9	Is the intercom in good repair and working properly?				
10	Is the computer network in good repair and working properly?				
11	Is there at least one computer drop in every classroom?				
12	Is the computer system battery backup working properly?				
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?				
14	Is the fire sprinkler system in good repair and free of any leaks?				
15	Are the system required inspections current? (list)				
16	If the school has an energy management control system (EMCS), is it working properly?***	x		See HVAC	
***	Is the EMS software current?		no		
***	How many people are trained in the use of the EMS?		0	See comment in HVAC	
***	Is the EMS controlled from a remote location?		yes		
***	Is the EMS controlled units timing changed on a regular basis?		no		

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:	Isaac			October-2-09
School:	Isaac Middle School			
		YES	NO	Completion Rating 1 to 10
	Field Inspection			
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
	HVAC			Completion Rating 1 to 10
		YES	NO	Comments
	When was the last inspection?			90%
	Who did the inspection?			In house staff/Tolin Mechanical
	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 maps
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		The HVACs' maintenance has been done well. The CO2 levels were high throughout the district and there needs to be a district wide evaluation and adjustment. The exhaust fans play an important role in maintaining good indoor air quality
3	Is all the equipment free of leaks at connections?		x	The exhaust fans in the district often had broken or bad belts
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		This school does PM well on HVAC equipment but the equipment is past life ex the district needs to plan better
7	Is all equipment within the recommended life expectancy?		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	
***	Is this school using an energy management system and do they understand it?			This district does have an older version of a Honeywell EMS system that requires special hand held controlers or new software to control the HVAC system.The district does not have any of these hand helds or the program at the sight does not work.The director of operations and an outside vender are the only ones that know how to make these changes.
***	Is the plant maintained by district personnel or an outside vendor?			This is a big pr
	ROOFING			Completion Rating 1 to 10
		YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
1	Is roof free of bare spots or any exposed felt?	x		still has small issues need to do regular inspections
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
9	Are the equipment curbs properly attached and in good repair?	x		
10	Are the roof penetrations in good repair?	x		
PLUMBING				Completion Rating
		YES	NO	1 to 10
		Comments		
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?	x		
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?	x		Once again this school is behind in plumbing there is no PM on Plumbing
				10%
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 recirculating 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?	x		
ELECTRICAL				Completion Rating
		YES	NO	1 to 10
		Comments		
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?			Three years ago they have full report
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps
1	Are emergency batteries maintained and in good working order?	x		20%
2	Are the electrical rooms clean and uncluttered?	x		BAD BAD just see the pictures
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		
SURFACES				Completion Rating
		YES	NO	1 to 10
		Comments		
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
1	Is carpeting clean and in good repair?			
2	Are ceiling tiles clean, in good repair, with no water stains?	x		This part of maintenance is performed primarily by the custodians and is done exceptionally well
3	Is VCT clean and in good repair?	x		50%
4	Is ceramic tile clean and in good repair?	x		
5	Are interior concrete floors sealed and in good repair?	x		This school needs investment
6	Are floor transition strips in good repair?	x		
7	Is wood flooring clean and in good repair?	na		
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
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?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled 60%
1	Are bleachers in good repair and operating properly?	x		
2	Are the doors, hinges and jambs 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?	x		
7	Does the elevator emergency phone/alarm work?			didn't check
8	Is the kiln in good working order and free of debris in work area?	x		
9	Is the kiln room properly vented?	x		
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?	x		
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	x		
15	Is stage lighting in good repair and working properly?	x		
SPECIAL SYSTEMS		YES	NO	Comments
				Completion Rating 1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled 60%
1	Is the intrusion alarm in good repair and working properly?			
2	Is the emergency lighting in good repair and working properly?			
3	Are the emergency lighting batteries in good condition?			
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	
6	Is the fire alarm system in good repair and working properly?***			
7	Are the smoke and heat detectors inspected and cleaned on a regular basis?		????	
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????	
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	See HVAC
***	Is the EMS software current?		no	
***	How many people are trained in the use of the EMS?		0	See comment in HVAC
***	Is the EMS controlled from a remote location?		yes	
***	Is the EMS controlled units timing changed on a regular basis?		no	

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:	Isaac			October-5-09
School:	Isaac Pre School			
		YES	NO	Completion Rating 1 to 10
	Field Inspection			
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
	HVAC			Completion Rating 1 to 10
		YES	NO	Comments
	When was the last inspection?			
	Who did the inspection?			In house staff/Tolin Mechanical
	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 maps
				100%
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		The HVACs' maintenance has been done well. The CO2 levels were high throughout the district and there needs to be a district wide evaluation and adjustment. The exhaust fans play an important role in maintaining good indoor air quality
3	Is all the equipment free of leaks at connections?	x		The exhaust fans in the district often had broken or bad belts
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		Old units with out out side air intakes
7	Is all equipment within the recommended life expectancy?	???		
	Plant style equipment only (chillers, water loops, water source heat pumps)			
8	Are cooling towers, or coolers clean and in good working condition?	na		Well maintained
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 does have an older version of a Honeywell EMS system that requires special hand held controlers or new software to controll the HVAC system.The district does not have any of these hand holds or the program at the sight does not work.The director of operations and an outside vender are the only ones that know how to make these changes.
***	Is the plant maintained by district personnel or an outside vendor?			This is a big pr
	ROOFING			Completion Rating 1 to 10
		YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
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	shingles are missing from some of the buildings
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
10	Are the roof penetrations in good repair?	x		
PLUMBING				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?		x	70%
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	
1	Is all piping free of water leaks?	x		
2	Were all faucets free of drips, mounted securely and good in repair?	x		I did not have a chance at the time of the inspection to see the water heaters so I assumed they are ok
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?			
13	If water mixing valves are being used, are they working and in good repair?	x		
14	If recirculating 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?	x		
ELECTRICAL				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?			Three years ago they have full report
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps
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?	na		
SURFACES				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
1	Is carpeting clean and in good repair?			80%
2	Are ceiling tiles clean, in good repair, with no water stains?	x		This part of maintenance is performed primarily by the custodians and is done exceptionally well
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
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	1 to 10
		Comments		
	When was the last inspection?			
	Who did the inspection?		This summer District staff	
	When is the next scheduled inspection?		Not scheduled	
				80%
1	Are bleachers in good repair and operating properly?	na		
2	Are the doors, hinges and jambs 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?			
11	Are the kitchen hood filters clean and grease-free?			
12	Is the kitchen equipment in good repair?	na		
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	1 to 10
		Comments		
	When was the last inspection?		This summer	
	Who did the inspection?		District staff	80%
	When is the next scheduled inspection?		Not scheduled	
1	Is the intrusion alarm in good repair and working properly?	?		
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	
6	Is the fire alarm system in good repair and working properly?***			
7	Are the smoke and heat detectors inspected and cleaned on a regular basis?		????	
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????	
9	Is the intercom in good repair and working properly?	?		
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?	?		
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?	?		
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	See HVAC
***	Is the EMS software current?		no	
***	How many people are trained in the use of the EMS?		0	See comment in HVAC
***	Is the EMS controlled from a remote location?		yes	
***	Is the EMS controlled units timing changed on a regular basis?		no	

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:	Isaac			October-5-09
School:	Mitchell			
		YES	NO	Completion Rating 1 to 10
	Field Inspection			
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
	HVAC	YES	NO	Completion Rating 1 to 10
	When was the last inspection?			
	Who did the inspection?			In house staff/Tolin Mechanical
	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 maps 90%
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		The HVACs' maintenance has been done well. The CO2 levels were high throughout the district and there needs to be a district wide evaluation and adjustment. The exhaust fans play an important role in maintaining good indoor air quality
3	Is all the equipment free of leaks at connections?	x		The exhaust fans in the district often had broken or bad belts
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?***	???		
	Plant style equipment only (chillers, water loops, water source heat pumps)			
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 does have an older version of a Honeywell EMS system that requires special hand held controlers or new software to controll the HVAC system.The district does not have any of these hand helds or the program at the sight does not work.The director of operations and an outside vender are the only ones that know how to make these changes.
***	Is the plant maintained by district personnel or an outside vendor?			
	ROOFING	YES	NO	Completion Rating 1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled 20%
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE			
SFB PM 200-09		INSPECTION FORM			
PLUMBING		YES	NO	Comments	Completion Rating 1 to 10
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	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?		x		
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x		20%
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?	z			
14	If recirculating 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?	x			
ELECTRICAL		YES	NO	Comments	Completion Rating 1 to 10
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	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?			Three years ago they have full report	
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps	
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps	
					60%
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?	na			
SURFACES		YES	NO	Comments	Completion Rating 1 to 10
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	When is the next scheduled inspection?			Not scheduled	
1	Is carpeting clean and in good repair?				
2	Are ceiling tiles clean, in good repair, with no water stains?		x	This part of maintenance is performed primarily by the custodians and is done exceptionally well	60%
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?		na		
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
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
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				50%
1	Are bleachers in good repair and operating properly?	na		
2	Are the doors, hinges and jambs 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?	x		
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	x		
15	Is stage lighting in good repair and working properly?	x		
SPECIAL SYSTEMS				Completion Rating
		YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				50%
1	Is the intrusion alarm in good repair and working properly?			
2	Is the emergency lighting in good repair and working properly?			
3	Are the emergency lighting batteries in good condition?			
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	
6	Is the fire alarm system in good repair and working properly?***			
7	Are the smoke and heat detectors inspected and cleaned on a regular basis?		????	
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????	
9	Is the intercom in good repair and working properly?			
10	Is the computer network in good repair and working properly?			
11	Is there at least one computer drop in every classroom?			
12	Is the computer system battery backup working properly?			
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?			
14	Is the fire sprinkler system in good repair and free of any leaks?			
15	Are the system required inspections current? (list)			
16	If the school has an energy management control system (EMCS), is it working properly?***	x		See HVAC
***	Is the EMS software current?		no	
***	How many people are trained in the use of the EMS?		0	See comment in HVAC
***	Is the EMS controlled from a remote location?		yes	
***	Is the EMS controlled units timing changed on a regular basis?		no	

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:	Isaac			October-7-09
School:	Moya			
The lead custodian really does a fine job hear and it reflects in the condition of the schools				Completion Rating %
		YES	NO	Comments
	Field Inspection			
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
HVAC				Completion Rating %
		YES	NO	Comments
				The HVAC maintenance at this school was done well
	When was the last inspection?			90%
	Who did the inspection?			In house staff/Tolin Mechanical
	When is the next scheduled inspection?			Not scheduled/? Tolin
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			No maps
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		The HVACs' maintenance has been done well. The CO2 levels were high throughout the district and there needs to be a district wide evaluation and adjustment.
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?	???		
Plant style equipment only (chillers, water loops, water source heat pumps)				
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 does have an older version of a Honeywell EMS system that requires special hand held controllers or new software to control the HVAC system. The district does not have any of these hand helds or the program at the sight does not work. The director of operations and an outside vender are the only ones that know how to make these changes. s is a big probl
***	Is the plant maintained by district personnel or an outside vendor?			
ROOFING				Completion Rating %
		YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
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		Completion Rating %
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		80%

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
PLUMBING				
		YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?		x	the Plumbing was done well at this school
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	
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		
	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		
13	If water mixing valves are being used, are they working and in good repair?	x		Completion Rating %
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		80%
ELECTRICAL				
		YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?			Three years ago they have full report
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps
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		Completion Rating %
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		90%
		x		
SURFACES				
		YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
1	Is carpeting clean and in good repair?			
2	Are ceiling tiles clean, in good repair, with no water stains?	x		This part of maintenance is performed primarily by the custodians and is done exceptionally well
3	Is VCT clean and in good repair?			
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		Completion Rating %
13	Are the concrete walks in good repair and free of trip hazards?	x		

SCHOOL FACILITIES BOARD				PREVENTATIVE MAINTENANCE	
SFB PM 200-09				INSPECTION FORM	
14	Do all exterior surfaces drain properly?	x			
15	Are exterior drains, drywells and retention areas clean and well maintained?	x			80%
SPECIAL EQUIPMENT					
		YES	NO	Comments	
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	When is the next scheduled inspection?			Not scheduled	
1	Are bleachers in good repair and operating properly?	na			
2	Are the doors, hinges and jambs 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?	x			
7	Does the elevator emergency phone/alarm work?	na			
8	Is the kiln in good working order and free of debris in work area?	x			
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			Completion Rating 1 to 10
13	Are the student lockers in good repair and in good working order?	x			
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	x			
15	Is stage lighting in good repair and working properly?	x			90%
SPECIAL SYSTEMS					
		YES	NO	Comments	
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	When is the next scheduled inspection?			Not scheduled	
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		
6	Is the fire alarm system in good repair and working properly?***				
7	Are the smoke and heat detectors inspected and cleaned on a regular basis?		????		
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????		
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	See HVAC	
***	Is the EMS software current?		no		
***	How many people are trained in the use of the EMS?		0	See comment in HVAC	
***	Is the EMS controlled from a remote location?		yes		
***	Is the EMS controlled units timing changed on a regular basis?		no		
Special note: This school was one of the better schools at the district. The fine maintenance should be credited to the lead custodian at this school.					

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:	Isaac			October-6-09
School:	Pueblo Middle School			
		YES	NO	Completion Rating 1 to 10
	Field Inspection			
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
	HVAC	YES	NO	Completion Rating 1 to 10
	When was the last inspection?			100%
	Who did the inspection?			In house staff/Tolin Mechanical
	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 maps
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		The HVACs' maintenance has been done well. The CO2 levels were high throughout the district and there needs to be a district wide evaluation and adjustment. The exhaust fans play an important role in maintaining good indoor air quality
3	Is all the equipment free of leaks at connections?	x		The exhaust fans in the district often had broken or bad belts
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?	???		
	Plant style equipment only (chillers, water loops, water source heat pumps)			
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 does have an older version of a Honeywell EMS system that requires special hand held controllers or new software to control the HVAC system. The district does not have any of these hand held's or the program at the sight does not work. The director of operations and an outside vender are the only ones that know how to make these changes.
***	Is the plant maintained by district personnel or an outside vendor?			This is a big pr
	ROOFING	YES	NO	Completion Rating 1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
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		newer roof lots of issues
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?	?		
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
PLUMBING		YES	NO	Completion Rating 1 to 10
		Comments		
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?		x	
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	
1	Is all piping free of water leaks?	x		
2	Were all faucets free of drips, mounted securely and good in repair?	x		there is a lot of obstructions in front of panels
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		there are old water heaters and it is hard to believe any PM was done on any of the units.
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?			
***	Does the district have a service to maintain the back flow preventers?	x		
ELECTRICAL		YES	NO	Completion Rating 1 to 10
		Comments		
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?			Three years ago they have full report
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps
1	Are emergency batteries maintained and in good working order?	x		
2	Are the electrical rooms clean and uncluttered?		x	there is a lot of obstructions in front of panels
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		non adjusted timers
8	Are all circuit breaker panels free of hot breakers?	x		
9	Is the school free of any exposed electrical connections or wires?	x		broken boxes and exposed wires
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		
SURFACES		YES	NO	Completion Rating 1 to 10
		Comments		
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
1	Is carpeting clean and in good repair?	x		80%
2	Are ceiling tiles clean, in good repair, with no water stains?		x	missing tiles
3	Is VCT clean and in good repair?			This part of maintenance is performed primarily by the custodians and is done exceptionally well
4	Is ceramic tile clean and in good repair?			
5	Are interior concrete floors sealed and in good repair?	x		bad side walks and asphalt major tripping hazards
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
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	1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				70%
1	Are bleachers in good repair and operating properly?	x		
2	Are the doors, hinges and jambs 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		The bleachers are in need of repair
7	Does the elevator emergency phone/alarm work?	na		
8	Is the kiln in good working order and free of debris in work area?	x		
9	Is the kiln room properly vented?	x		
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?	x		
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	x		
15	Is stage lighting in good repair and working properly?	x		
SPECIAL SYSTEMS				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				70%
1	Is the intrusion alarm in good repair and working properly?	?		
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	
6	Is the fire alarm system in good repair and working properly?***		x	batteries in panels are old
7	Are the smoke and heat detectors inspected and cleaned on a regular basis?		????	
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????	
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	See HVAC
***	Is the EMS software current?		no	
***	How many people are trained in the use of the EMS?		0	See comment in HVAC
***	Is the EMS controlled from a remote location?		yes	
***	Is the EMS controlled units timing changed on a regular basis?		no	

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:	Isaac			October-7-09
School:	Smith Elementary			
		YES	NO	Completion Rating 1 to 10
	Field Inspection			
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
	HVAC			Completion Rating 1 to 10
		YES	NO	Comments
	When was the last inspection?			90%
	Who did the inspection?			In house staff/Tolin Mechanical
	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 maps
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		The HVACs' maintenance has been done well. The CO2 levels were high throughout the district and there needs to be a district wide evaluation and adjustment. The exhaust fans play an important role in maintaining good indoor air quality
3	Is all the equipment free of leaks at connections?	x		The exhaust fans in the district often had broken or bad belts
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		There is some high CO2 levels at this school
7	Is all equipment within the recommended life expectancy?	???		
	<i>Plant style equipment only (chillers, water loops, water source heat pumps)</i>			Loose belts on ac units
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 does have an older version of a Honeywell EMS system that requires special hand held controllers or new software to control the HVAC system. The district does not have any of these hand held's or the program at the sight does not work. The director of operations and an outside vender are the only ones that know how to make these changes.
***	Is the plant maintained by district personnel or an outside vendor?			This is a big pr
				Completion Rating 1 to 10
	ROOFING	YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				50%
1	Is roof free of bare spots or any exposed felt?			
2	Is the roof membrane free of distress or cracks?			They have a newer roof but still has issues this school needs to perform regular inspections
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?			

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
10	Are the roof penetrations in good repair?			
PLUMBING				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?		x	
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	
				The plumbing at this school was ok and there must be some regular inspections.
1	Is all piping free of water leaks?	x		70%
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		
	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?			
***	Does the district have a service to maintain the back flow preventers?	x		
ELECTRICAL				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	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?			Three years ago they have full report
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps
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	covers are missing on fire monitors
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		
SURFACES				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
1	Is carpeting clean and in good repair?			
2	Are ceiling tiles clean, in good repair, with no water stains?		x	This part of maintenance is performed primarily by the custodians and is done exceptionally well
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		Stained ceiling tiles
7	Is wood flooring clean and in good repair?	na		
8	Are exterior building surfaces sealed and/or painted appropriately?	x		Cracks on walls.(undocumented)
9	Are mortar and expansion joints in good repair?		x	
10	Are exterior wood surfaces painted and free of dry rot?	x		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
11	Are drywall surfaces painted and in good repair?	x		Areal serious problem with erosion next to BB courts this is a situation that needs to be fixed immediately
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?			
SPECIAL EQUIPMENT				Completion Rating
		YES	NO	Comments
	When was the last inspection?			This summer 70%
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
1	Are bleachers in good repair and operating properly?	na		
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
	When was the last inspection?			This summer 70%
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
1	Is the intrusion alarm in good repair and working properly?	?		
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	see safety reports
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?		????	
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????	
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?	?		
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	See HVAC
***	Is the EMS software current?		no	
***	How many people are trained in the use of the EMS?		0	See comment in HVAC
***	Is the EMS controlled from a remote location?		yes	
***	Is the EMS controlled units timing changed on a regular basis?		no	

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:	Isaac			October-7-09
School:	Sutton			
		YES	NO	Completion Rating %
	Field Inspection			
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
	HVAC			Completion Rating %
		YES	NO	Comments
	When was the last inspection?			
	Who did the inspection?			In house staff/Tolin Mechanical
	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 maps
				90%
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		The HVACs' maintenance has been done well. The CO2 levels were high throughout the district and there needs to be a district wide evaluation and adjustment. The exhaust fans play an important role in maintaining good indoor air quality. Some CO2 problems, Some units with out side air intakes.
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?	???		
	Plant style equipment only (chillers, water loops, water source heat pumps)			
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 does have an older version of a Honeywell EMS system that requires special hand held controllers or new software to control the HVAC system. The district does not have any of these hand helds or the program at the sight does not work. The director of operations and an outside vender are the only ones that know how to make these changes. This is a big pr
***	Is the plant maintained by district personnel or an outside vendor?			
	ROOFING			Completion Rating %
		YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
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		Lots of stained ceiling tiles
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	

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE			
SFB PM 200-09		INSPECTION FORM			
PLUMBING		YES	NO	Comments	Completion Rating %
	When was the last inspection?			This summer	20%
	Who did the inspection?			District staff	
	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?		x		
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x		
1	Is all piping free of water leaks?		x	Poor plumbing maintenance	
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?				
***	Does the district have a service to maintain the back flow preventers?		x		
ELECTRICAL		YES	NO	Comments	Completion Rating %
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	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?			Three years ago they have full report	
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps	
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps	
					70%
1	Are emergency batteries maintained and in good working order?	x			
2	Are the electrical rooms clean and uncluttered?		x	Lots of extension cords	
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			
SURFACES		YES	NO	Comments	Completion Rating %
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	When is the next scheduled inspection?			Not scheduled	
1	Is carpeting clean and in good repair?				
2	Are ceiling tiles clean, in good repair, with no water stains?		x	This school has a real problem with stained tiles	20%
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	Many concrete issues	
14	Do all exterior surfaces drain properly?		x		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
15	Are exterior drains, drywells and retention areas clean and well maintained?	x		
SPECIAL EQUIPMENT				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				40%
1	Are bleachers in good repair and operating properly?	na		
2	Are the doors, hinges and jambs 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.)?	x		
15	Is stage lighting in good repair and working properly?	x		
SPECIAL SYSTEMS				Completion Rating
		YES	NO	%
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				70%
1	Is the intrusion alarm in good repair and working properly?	????		
2	Is the emergency lighting in good repair and working properly?		x	
3	Are the emergency lighting batteries in good condition?	??		
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	
6	Is the fire alarm system in good repair and working properly?***			
7	Are the smoke and heat detectors inspected and cleaned on a regular basis?		????	
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????	
9	Is the intercom in good repair and working properly?	x		
10	Is the computer network in good repair and working properly?		x	Some of the net work wiring in the classrooms is a mess.
11	Is there at least one computer drop in every classroom?	x		
12	Is the computer system battery backup working properly?	???		
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	See HVAC
***	Is the EMS software current?		no	
***	How many people are trained in the use of the EMS?		0	See comment in HVAC
***	Is the EMS controlled from a remote location?		yes	
***	Is the EMS controlled units timing changed on a regular basis?		no	
	The plumbing at this school was below standard			

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:	Isaac	October-7-09		
School:	Udall Elementary			
Real nice school				Completion Rating
		YES	NO	Comments
Field Inspection				
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
HVAC		YES	NO	Completion Rating
				1 to 10
When was the last inspection?				
Who did the inspection?				In house staff/Tolin Mechanical
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 maps
				100%
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		The HVACs' maintenance has been done well. The CO2 levels were high throughout the district and there needs to be a district wide evaluation and adjustment. The exhaust fans play an important role in maintaining good indoor air quality
3	Is all the equipment free of leaks at connections?	x		The exhaust fans in the district often had broken or bad belts
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?	???		
Plant style equipment only (chillers, water loops, water source heat pumps)				
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 does have an older version of a Honeywell EMS system that requires special hand held controlers or new software to controll the HVAC system.The district does not have any of these hand helds or the program at the sight does not work.The director of operations and an outside vender are the only ones that know how to make these changes.
***	Is the plant maintained by district personnel or an outside vendor?			This is a big pr
ROOFING		YES	NO	Completion Rating
				1 to 10
When was the last inspection?				This summer
Who did the inspection?				District staff
When is the next scheduled inspection?				Not scheduled
1	Is roof free of bare spots or any exposed felt?	x		60%
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE			
SFB PM 200-09		INSPECTION FORM			
PLUMBING		YES	NO	Comments	Completion Rating 1 to 10
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	When is the next scheduled inspection?			Not scheduled	50%
	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 and personnel trained in exercising these disconnects?		x		
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 recirculating 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?	x			
ELECTRICAL		YES	NO	Comments	Completion Rating 1 to 10
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	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?			Three years ago they had a full report	80%
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps	
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps	
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?	na			
SURFACES		YES	NO	Comments	Completion Rating 1 to 10
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	When is the next scheduled inspection?			Not scheduled	
1	Is carpeting clean and in good repair?				
2	Are ceiling tiles clean, in good repair, with no water stains?		x	This part of maintenance is performed primarily by the custodians and is done exceptionally well	
3	Is VCT clean and in good repair?	x			
4	Is ceramic tile clean and in good repair?	x		Nice	90%
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			

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
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	1 to 10
			Comments	
	When was the last inspection?		This summer	
	Who did the inspection?		District staff	
	When is the next scheduled inspection?		Not scheduled	
1	Are bleachers in good repair and operating properly?	na		70%
2	Are the doors, hinges and jambs 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?	x		
7	Does the elevator emergency phone/alarm work?	x		
8	Is the kiln in good working order and free of debris in work area?	?		
9	Is the kiln room properly vented?	?		
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?	x		
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	x		
15	Is stage lighting in good repair and working properly?	x		
SPECIAL SYSTEMS				Completion Rating
		YES	NO	1 to 10
			Comments	
	When was the last inspection?		This summer	
	Who did the inspection?		District staff	80%
	When is the next scheduled inspection?		Not scheduled	
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	
6	Is the fire alarm system in good repair and working properly?***		????	
7	Are the smoke and heat detectors inspected and cleaned on a regular basis?		????	
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????	
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	See HVAC
***	Is the EMS software current?		no	
***	How many people are trained in the use of the EMS?		0	See comment in HVAC
***	Is the EMS controlled from a remote location?		yes	
***	Is the EMS controlled units timing changed on a regular basis?		no	

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:	Isaac			October-7-09
School:	Zito Elementary			
		YES	NO	Completion Rating 1 to 10
	Field Inspection			
A	Current 3-Year Building Renewal Plan	x		The preventive maintenance report was not done accurate. and reporting sheets did not match or did not exist for prior years.
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	Guided Tour			
	HVAC			Completion Rating 1 to 10
		YES	NO	Comments
	When was the last inspection?			100%
	Who did the inspection?			In house staff/Tolin Mechanical
	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 maps
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		The HVACs' maintenance has been done well. The CO2 levels were high throughout the district and there needs to be a district wide evaluation and adjustment. The exhaust fans play an important role in maintaining good indoor air quality
3	Is all the equipment free of leaks at connections?	x		The exhaust fans in the district often had broken or bad belts
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?	???		
	Plant style equipment only (chillers, water loops, water source heat pumps)			
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 does have an older version of a Honeywell EMS system that requires special hand held controllers or new software to control the HVAC system. The district does not have any of these hand helds or the program at the sight does not work. The director of operations and an outside vender are the only ones that know how to make these changes.
***	Is the plant maintained by district personnel or an outside vendor?			This is a big pr
				Completion Rating 1 to 10
	ROOFING	YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				75%
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE			
SFB PM 200-09		INSPECTION FORM			
PLUMBING		YES	NO	Comments	Completion Rating 1 to 10
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	When is the next scheduled inspection?			Not scheduled	60%
	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 and personnel trained in exercising these disconnects?		x		
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?				
***	Does the district have a service to maintain the back flow preventers?	x			
ELECTRICAL		YES	NO	Comments	Completion Rating 1 to 10
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	When is the next scheduled inspection?			Not scheduled	75%
	When was the last time the local utility did a phase and load test to incoming power?			Three years ago they have full report	
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO maps	
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			No maps	
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?	na			
SURFACES		YES	NO	Comments	Completion Rating 1 to 10
	When was the last inspection?			This summer	
	Who did the inspection?			District staff	
	When is the next scheduled inspection?			Not scheduled	
1	Is carpeting clean and in good repair?				
2	Are ceiling tiles clean, in good repair, with no water stains?	x		This part of maintenance is performed primarily by the custodians and is done exceptionally well	
3	Is VCT clean and in good repair?	xx		nice school very clean and seems well maintained	
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			

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
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
	When was the last inspection?			This summer
	Who did the inspection?			District staff 70%
	When is the next scheduled inspection?			Not scheduled
1	Are bleachers in good repair and operating properly?	na		
2	Are the doors, hinges and jambs 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.)?	x		
15	Is stage lighting in good repair and working properly?	x		
SPECIAL SYSTEMS				Completion Rating
		YES	NO	Comments
	When was the last inspection?			This summer
	Who did the inspection?			District staff
	When is the next scheduled inspection?			Not scheduled
				70%
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	
6	Is the fire alarm system in good repair and working properly?***			
7	Are the smoke and heat detectors inspected and cleaned on a regular basis?		????	
8	Has the fire alarm system been commissioned and inspected by a certified person recently?		????	
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)			
16	If the school has an energy management control system (EMCS), is it working properly?***		x	See HVAC
***	Is the EMS software current?		no	
***	How many people are trained in the use of the EMS?		0	See comment in HVAC
***	Is the EMS controlled from a remote location?		yes	
***	Is the EMS controlled units timing changed on a regular basis?		no	
The 1999 fire extinguisher discovered tells me there is no regular inspection or they do not care				