

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:	Littleton	Date: 8-19-09		
School:	Collier Elementary			
		YES	NO	Completion Rating 1 to 10
Field Inspection				
A	Current 3-Year Building Renewal Plan	x		
B	Current Preventative Maintenance Plan	x		
C	Is the Preventative Maintenance Plan filed where it can be used by staff?	x		
D	Equipment Location Maps		x	
E	Guided Tour			
HVAC		YES	NO	Completion Rating 1 to 10
				8
When was the last inspection?				9-Apr
Who did the inspection?				In house
When is the next scheduled inspection?				November
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			x	
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		
3	Is all the equipment free of leaks at connections?	x		
4	Are all heat exchangers and coils clean and maintained in good condition?	x		
5	Are belts and blower drives in good condition?	x		
6	Is the room temperature between 69 and 82 degrees and room sensors in good condition?***	x		Some units were installed with out outside air intakes
7	Is all equipment within the recommended life expectancy?			
<i>Plant style equipment only (chillers, water loops, water source heat pumps)</i>				
8	Are cooling towers, or coolers clean and in good working condition?	na		
9	Is the plant clean and in good working order?***	na		
10	Is water treatment in use and in good order?	na		
***	Is this school using an energy management system and do they understand it?			There are EMS systems at three schools and regular T-Stats at the other schools I would suggest more training with at least 4 more persons
***	Is the plant maintained by district personnel or an outside vendor?	na		
ROOFING		YES	NO	Completion Rating 1 to 10
				8
When was the last inspection?				9-May
Who did the inspection?				District Staff
When is the next scheduled inspection?				October
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		This roof needs a roof coating and is not on renewal plan
6	Are the surface mounted pipes and the blocking in good repair?	x		
7	Are the skylights in good repair?	x		
8	Are the exposed mortar and expansion joints in good repair?	x		
9	Are the equipment curbs properly attached and in good repair?	x		
10	Are the roof penetrations in good repair?	x		
PLUMBING		YES	NO	Completion Rating 1 to 10
				8
When was the last inspection?				9-May
Who did the inspection?				District Staff
When is the next scheduled inspection?				October

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		x	The district has organized there document room and is planning to provide each district maintenance person with this information
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	See above
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	Water heater issues
6	Are water heater pressure relief valves tested on a regular basis?		x	
7	Is the thermal insulation in good repair?		x	
8	Is the floor and wall tile and grout clean and in good repair?		x	
9	Is the general appearance of the toilet rooms clean and well maintained?		x	
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 1 to 10
		YES	NO	Comments
				8
	When was the last inspection?			May
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
	When was the last time the local utility did a phase and load test to incoming power?			The district has organized there document room and is planning to provide each district maintenance person with this information
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		x	This is being developed
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		x	
1	Are emergency batteries maintained and in good working order?		x	
2	Are the electrical rooms clean and uncluttered?		x	
3	Are the required panel door floor clearances maintained and floors painted?		x	
4	Are the panels grounded correctly?		x	
5	Are the panels clean and secure?		x	
6	If timers are in use, are they adjusted for the season and working properly?		x	
8	Are all circuit breaker panels free of hot breakers?		x	
9	Is the school free of any exposed electrical connections or wires?		x	
10	Are electrical raceways supported, connections tight and in place?		x	
11	Are the backup generator testing logs up to date and in order?		na	
SURFACES				Completion Rating 1 to 10
		YES	NO	Comments
				8
	When was the last inspection?			Last month
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
1	Is carpeting clean and in good repair?		x	
2	Are ceiling tiles clean, in good repair, with no water stains?		x	
3	Is VCT clean and in good repair?		x	
4	Is ceramic tile clean and in good repair?		x	
5	Are interior concrete floors sealed and in good repair?		x	
6	Are floor transition strips in good repair?		x	
7	Is wood flooring clean and in good repair?		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	Asphalt needs seal coat
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

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE			
SFB PM 200-09		INSPECTION FORM			
		YES	NO	Comments	1 to 10
					8
When was the last inspection?				9-May	
Who did the inspection?				District Staff	
When is the next scheduled inspection?				October	
1	Are bleachers in good repair and operating properly?	na			
2	Are the doors, hinges and jamba in good repair and operating properly?	x			
3	Are the door closers working properly and without leaks?	x			
4	Do the door panic hardware and knobs work smoothly?	x			
5	Are door sweeps and thresholds in place and in good working order?	x			
6	Are elevators in good working order and have current inspection certificates?	na			
7	Does the elevator emergency phone/alarm work?	na			
8	Is the kiln in good working order and free of debris in work area?	na			
9	Is the kiln room properly vented?	na			
10	Is the kitchen hood ansul system inspection up to date?	x			
11	Are the kitchen hood filters clean and grease-free?	x			
12	Is the kitchen equipment in good repair?	x			
13	Are the student lockers in good repair and in good working order?	na			
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	x			
15	Is stage lighting in good repair and working properly?	x			
SPECIAL SYSTEMS					Completion Rating
		YES	NO	Comments	1 to 10
When was the last inspection?					9-May
Who did the inspection?				District Staff	8
When is the next scheduled inspection?				October	
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?	x			
8	Has the fire alarm system been commissioned and inspected by a certified person recently?	x			
9	Is the intercom in good repair and working properly?	x			
10	Is the computer network in good repair and working properly?	x			
11	Is there at least one computer drop in every classroom?	x			
12	Is the computer system battery backup working properly?	x			
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?	x			
14	Is the fire sprinkler system in good repair and free of any leaks?	x			
15	Are the system required inspections current? (list)	x			
16	If the school has an energy management control system (EMCS), is it working properly?***				
***	Is the EMS software current?	yes		There is an EMS system at three of the schools and there is only one person really trained in the system I would suggest at least 4 persons.	
***	How many people are trained in the use of the EMS?		1		
***	Is the EMS controlled from a remote location?	x			
***	Is the EMS controlled units timing changed on a regular basis?	x			

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District:	Littleton	Date: 8-19-09		
School:	Estrella Vista			
		YES	NO	Completion Rating 1 to 10
Field Inspection				
A	Current 3-Year Building Renewal Plan	x		
B	Current Preventative Maintenance Plan	x		
C	Is the Preventative Maintenance Plan filed where it can be used by staff?	x		
D	Equipment Location Maps		x	
E	Guided Tour			
HVAC		YES	NO	Completion Rating 1 to 10
When was the last inspection?				9-Apr 7
Who did the inspection?				In house
When is the next scheduled inspection?				November
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			x	
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		
3	Is all the equipment free of leaks at connections?	x		
4	Are all heat exchangers and coils clean and maintained in good condition?	x		
5	Are belts and blower drives in good condition?		x	
6	Is the room temperature between 69 and 82 degrees and room sensors in good condition?***	x		
7	Is all equipment within the recommended life expectancy?			
<i>Plant style equipment only (chillers, water loops, water source heat pumps)</i>				
8	Are cooling towers, or coolers clean and in good working condition?	na		
9	Is the plant clean and in good working order?***	na		
10	Is water treatment in use and in good order?	na		
***	Is this school using an energy management system and do they understand it?			There are EMS systems at three schools and regular T-Stats at the other schools I would suggest more training with at least 4 more persons
***	Is the plant maintained by district personnel or an outside vendor?	na		
ROOFING		YES	NO	Completion Rating 1 to 10
When was the last inspection?				9-May 8
Who did the inspection?				District Staff
When is the next scheduled inspection?				October
1	Is roof free of bare spots or any exposed felt?	x		
2	Is the roof membrane free of distress or cracks?	x		
3	Is the roof free of any missing or torn shingles?	x		
4	Are the gutters and drains clear and clean of debris?	x		
5	Is the overall appearance of the roof clean?	x		
6	Are the surface mounted pipes and the blocking in good repair?	x		
7	Are the skylights in good repair?	x		
8	Are the exposed mortar and expansion joints in good repair?	x		
9	Are the equipment curbs properly attached and in good repair?	x		
10	Are the roof penetrations in good repair?	x		
PLUMBING		YES	NO	Completion Rating 1 to 10
When was the last inspection?				9-May 8
Who did the inspection?				District Staff
When is the next scheduled inspection?				October
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			x	The district has organized there document room and is planning to provide each district maintenance person with this information

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	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	See above
1	Is all piping free of water leaks?	xx		
2	Were all faucets free of drips, mounted securely and good in repair?	x		
3	Are floor sinks clean and odor free?	x		
4	Are monitoring gauges in working order?	x		
5	Are all water heaters properly installed and in good repair?	x		
6	Are water heater pressure relief valves tested on a regular basis?	x		
7	Is the thermal insulation in good repair?	x		
8	Is the floor and wall tile and grout clean and in good repair?	x		
9	Is the general appearance of the toilet rooms clean and well maintained?	x		
10	Is the general appearance of the kitchen clean and well maintained?	x		
11	Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?***	x		
12	Are the kitchen hood devices in good repair, tested and working?	x		
13	If water mixing valves are being used, are they working and in good repair?	x		
14	If recirculation pumps are being used, are they working and in good repair?	x		
***	Does the district maintain the back flow preventers in-house?	x		
***	Does the district have a service to maintain the back flow preventers?	x		
ELECTRICAL				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			May 7
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
	When was the last time the local utility did a phase and load test to incoming power?			The district has organized there document room and is planning to provide each district maintenance person with this information
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		x	This is being developed
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		x	
1	Are emergency batteries maintained and in good working order?	x		
2	Are the electrical rooms clean and uncluttered?	x		
3	Are the required panel door floor clearances maintained and floors painted?		x	
4	Are the panels grounded correctly?	x		
5	Are the panels clean and secure?	x		
6	If timers are in use, are they adjusted for the season and working properly?	x		
8	Are all circuit breaker panels free of hot breakers?	x		
9	Is the school free of any exposed electrical connections or wires?	x		
10	Are electrical raceways supported, connections tight and in place?	x		
11	Are the backup generator testing logs up to date and in order?	na		
SURFACES				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			Last month 10
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
1	Is carpeting clean and in good repair?	x		
2	Are ceiling tiles clean, in good repair, with no water stains?	x		
3	Is VCT clean and in good repair?	x		
4	Is ceramic tile clean and in good repair?	x		
5	Are interior concrete floors sealed and in good repair?	x		
6	Are floor transition strips in good repair?	x		
7	Is wood flooring clean and in good repair?	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?			?
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?			9-May 9

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
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 1 to 10
		YES	NO	Comments
	When was the last inspection?			9-May
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
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?	x		
8	Has the fire alarm system been commissioned and inspected by a certified person recently?	x		
9	Is the intercom in good repair and working properly?	x		
10	Is the computer network in good repair and working properly?	x		
11	Is there at least one computer drop in every classroom?	x		
12	Is the computer system battery backup working properly?	x		
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?	x		
14	Is the fire sprinkler system in good repair and free of any leaks?	x		
15	Are the system required inspections current? (list)	x		
16	If the school has an energy management control system (EMCS), is it working properly?***			
***	Is the EMS software current?	yes		There is an EMS system at three of the schools and there is only one person really trained in the system I would suggest at least 4 persons.
***	How many people are trained in the use of the EMS?		1	
***	Is the EMS controlled from a remote location?	x		
***	Is the EMS controlled units timing changed on a regular basis?	x		

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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:	Littleton	Date: 8-19-09		
School:	Littleton Elementary			
		YES	NO	Completion Rating 1 to 10
Field Inspection				
A	Current 3-Year Building Renewal Plan	x		
B	Current Preventative Maintenance Plan	x		
C	Is the Preventative Maintenance Plan filed where it can be used by staff?	x		
D	Equipment Location Maps		x	
E	Guided Tour			
HVAC		YES	NO	Completion Rating 1 to 10
				6
When was the last inspection?				9-Apr
Who did the inspection?				In house
When is the next scheduled inspection?				November
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			x	
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		
3	Is all the equipment free of leaks at connections?	x		
4	Are all heat exchangers and coils clean and maintained in good condition?	x		
5	Are belts and blower drives in good condition?		x	
6	Is the room temperature between 69 and 82 degrees and room sensors in good condition?***	x		
7	Is all equipment within the recommended life expectancy?			
<i>Plant style equipment only (chillers, water loops, water source heat pumps)</i>				
8	Are cooling towers, or coolers clean and in good working condition?	na		
9	Is the plant clean and in good working order?***	na		
10	Is water treatment in use and in good order?	na		
***	Is this school using an energy management system and do they understand it?			There are EMS systems at three schools and regular T-Stats at the other schools I would suggest more training with at least 4 more persons
***	Is the plant maintained by district personnel or an outside vendor?	na		
ROOFING		YES	NO	Completion Rating 1 to 10
				7
When was the last inspection?				9-May
Who did the inspection?				District Staff
When is the next scheduled inspection?				October
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		Some 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?	x		
8	Are the exposed mortar and expansion joints in good repair?	x		
9	Are the equipment curbs properly attached and in good repair?	x		
10	Are the roof penetrations in good repair?	x		
PLUMBING		YES	NO	Completion Rating 1 to 10
				8
When was the last inspection?				9-May
Who did the inspection?				District Staff
When is the next scheduled inspection?				October
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			x	The district has organized there document room and is planning to provide each district maintenance person with this information

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	See above
1	Is all piping free of water leaks?	x		
2	Were all faucets free of drips, mounted securely and good in repair?	x		
3	Are floor sinks clean and odor free?	x		
4	Are monitoring gauges in working order?	x		
5	Are all water heaters properly installed and in good repair?	x		
6	Are water heater pressure relief valves tested on a regular basis?	x		
7	Is the thermal insulation in good repair?	x		
8	Is the floor and wall tile and grout clean and in good repair?	x		
9	Is the general appearance of the toilet rooms clean and well maintained?	x		
10	Is the general appearance of the kitchen clean and well maintained?	x		
11	Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?***	x		
12	Are the kitchen hood devices in good repair, tested and working?	x		
13	If water mixing valves are being used, are they working and in good repair?	x		
14	If recirculation pumps are being used, are they working and in good repair?	x		
***	Does the district maintain the back flow preventers in-house?	x		
***	Does the district have a service to maintain the back flow preventers?	x		
ELECTRICAL				Completion Rating
		YES	NO	1 to 10
				10
	When was the last inspection?			May
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
	When was the last time the local utility did a phase and load test to incoming power?			The district has organized there document room and is planning to provide each district maintenance person with this information
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		x	This is being developed
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		x	
1	Are emergency batteries maintained and in good working order?	x		
2	Are the electrical rooms clean and uncluttered?	x		
3	Are the required panel door floor clearances maintained and floors painted?		x	
4	Are the panels grounded correctly?	x		
5	Are the panels clean and secure?	x		
6	If timers are in use, are they adjusted for the season and working properly?	x		
8	Are all circuit breaker panels free of hot breakers?	x		
9	Is the school free of any exposed electrical connections or wires?	x		
10	Are electrical raceways supported, connections tight and in place?	x		
11	Are the backup generator testing logs up to date and in order?	na		
SURFACES				Completion Rating
		YES	NO	1 to 10
				10
	When was the last inspection?			Last month
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
1	Is carpeting clean and in good repair?	x		
2	Are ceiling tiles clean, in good repair, with no water stains?	x		
3	Is VCT clean and in good repair?	x		
4	Is ceramic tile clean and in good repair?	x		
5	Are interior concrete floors sealed and in good repair?	x		
6	Are floor transition strips in good repair?	x		
7	Is wood flooring clean and in good repair?	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?			?
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
				10
	When was the last inspection?			9-May

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SFB PM 200-09		INSPECTION FORM		
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
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 1 to 10
		YES	NO	Comments
	When was the last inspection?			9-May
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
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?	x		
8	Has the fire alarm system been commissioned and inspected by a certified person recently?	x		
9	Is the intercom in good repair and working properly?	x		
10	Is the computer network in good repair and working properly?	x		
11	Is there at least one computer drop in every classroom?	x		
12	Is the computer system battery backup working properly?	x		
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?	x		
14	Is the fire sprinkler system in good repair and free of any leaks?	x		
15	Are the system required inspections current? (list)	x		
16	If the school has an energy management control system (EMCS), is it working properly?***			
***	Is the EMS software current?	yes		There is an EMS system at three of the schools and there is only one person really trained in the system I would suggest at least 4 persons.
***	How many people are trained in the use of the EMS?		1	
***	Is the EMS controlled from a remote location?	x		
***	Is the EMS controlled units timing changed on a regular basis?	x		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
ARS §15-2002 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:	Littleton	Date: 8-19-09		
School:	Quentin Elementary			
		YES	NO	Completion Rating 1 to 10
Field Inspection				
A	Current 3-Year Building Renewal Plan	x		
B	Current Preventative Maintenance Plan	x		
C	Is the Preventative Maintenance Plan filed where it can be used by staff?	x		
D	Equipment Location Maps		x	
E	Guided Tour			
HVAC		YES	NO	Completion Rating 1 to 10
When was the last inspection?			9-Apr	8
Who did the inspection?			In house	
When is the next scheduled inspection?			November	
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			x	
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		
3	Is all the equipment free of leaks at connections?	x		This School Has belts that are broken on the exhaust fans
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?			There are EMS systems at three schools and regular T-Stats at the other schools I would suggest more training with at least 4 more persons
***	Is the plant maintained by district personnel or an outside vendor?	na		
ROOFING		YES	NO	Completion Rating 1 to 10
When was the last inspection?			9-May	10
Who did the inspection?			District Staff	
When is the next scheduled inspection?			October	
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		Some roof 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?	x		
8	Are the exposed mortar and expansion joints in good repair?	x		
9	Are the equipment curbs properly attached and in good repair?	x		
10	Are the roof penetrations in good repair?	x		
PLUMBING		YES	NO	Completion Rating 1 to 10
When was the last inspection?			9-May	8
Who did the inspection?			District Staff	
When is the next scheduled inspection?			October	

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		x	The district has organized there document room and is planning to provide each district maintenance person with this information
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	See above
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				Completion Rating 1 to 10
		YES	NO	Comments
	When was the last inspection?			May
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
	When was the last time the local utility did a phase and load test to incoming power?			The district has organized there document room and is planning to provide each district maintenance person with this information
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		x	This is being developed
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		x	
1	Are emergency batteries maintained and in good working order?	x		non marked breakers
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 1 to 10
		YES	NO	Comments
	When was the last inspection?			Last month
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
1	Is carpeting clean and in good repair?	x		
2	Are ceiling tiles clean, in good repair, with no water stains?	x		
3	Is VCT clean and in good repair?	x		
4	Is ceramic tile clean and in good repair?	x		
5	Are interior concrete floors sealed and in good repair?	x		
6	Are floor transition strips in good repair?	x		
7	Is wood flooring clean and in good repair?	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	needs a seal coat
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

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE			
SFB PM 200-09		INSPECTION FORM			
		YES	NO	Comments	1 to 10
	When was the last inspection?			9-May	10
	Who did the inspection?			District Staff	
	When is the next scheduled inspection?			October	
1	Are bleachers in good repair and operating properly?	na			
2	Are the doors, hinges and jamba in good repair and operating properly?	x			
3	Are the door closers working properly and without leaks?	x			
4	Do the door panic hardware and knobs work smoothly?	x			
5	Are door sweeps and thresholds in place and in good working order?	x			
6	Are elevators in good working order and have current inspection certificates?	na			
7	Does the elevator emergency phone/alarm work?	na			
8	Is the kiln in good working order and free of debris in work area?	na			
9	Is the kiln room properly vented?	na			
10	Is the kitchen hood ansul system inspection up to date?	x			
11	Are the kitchen hood filters clean and grease-free?	x			
12	Is the kitchen equipment in good repair?	x			
13	Are the student lockers in good repair and in good working order?	na			
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	x			
15	Is stage lighting in good repair and working properly?	x			
SPECIAL SYSTEMS					Completion Rating
		YES	NO	Comments	1 to 10
	When was the last inspection?			9-May	7
	Who did the inspection?			District Staff	
	When is the next scheduled inspection?			October	
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?	x			
8	Has the fire alarm system been commissioned and inspected by a certified person recently?	x			
9	Is the intercom in good repair and working properly?	x			
10	Is the computer network in good repair and working properly?	x			
11	Is there at least one computer drop in every classroom?	x			
12	Is the computer system battery backup working properly?	x			
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?	x			
14	Is the fire sprinkler system in good repair and free of any leaks?	x			
15	Are the system required inspections current? (list)	x			
16	If the school has an energy management control system (EMCS), is it working properly?***				
***	Is the EMS software current?	yes		There is an EMS system at three of the schools and there is only one person really trained in the system I would suggest at least 4 persons.	
***	How many people are trained in the use of the EMS?		1		
***	Is the EMS controlled from a remote location?	x			
***	Is the EMS controlled units timing changed on a regular basis?	x			

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
ARS §15-2002 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:	Littleton	Date: 8-19-09		
School:	Tres Rios			
		YES	NO	Completion Rating 1 to 10
Field Inspection				
A	Current 3-Year Building Renewal Plan	x		
B	Current Preventative Maintenance Plan	x		
C	Is the Preventative Maintenance Plan filed where it can be used by staff?	x		
D	Equipment Location Maps		x	
E	Guided Tour			
HVAC		YES	NO	Completion Rating 1 to 10
When was the last inspection?				9-Apr 6
Who did the inspection?				In house
When is the next scheduled inspection?				November
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			x	
1	Are the filters clean and dated?	x		
2	Is the equipment running quietly?	x		
3	Is all the equipment free of leaks at connections?	x		The exhaust fans were not working at this school resulting in high CO2 readings in some classes
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?			
<i>Plant style equipment only (chillers, water loops, water source heat pumps)</i>				
8	Are cooling towers, or coolers clean and in good working condition?	na		
9	Is the plant clean and in good working order?***	na		
10	Is water treatment in use and in good order?	na		
***	Is this school using an energy management system and do they understand it?			There are EMS systems at three schools and regular T-Stats at the other schools I would suggest more training with at least 4 more persons
***	Is the plant maintained by district personnel or an outside vendor?	na		
ROOFING		YES	NO	Completion Rating 1 to 10
When was the last inspection?				9-May 8
Who did the inspection?				District Staff
When is the next scheduled inspection?				October
1	Is roof free of bare spots or any exposed felt?	x		
2	Is the roof membrane free of distress or cracks?	x		This is a new roof under warrantee and has some issues
3	Is the roof free of any missing or torn shingles?	x		
4	Are the gutters and drains clear and clean of debris?	x		
5	Is the overall appearance of the roof clean?	x		
6	Are the surface mounted pipes and the blocking in good repair?	x		
7	Are the skylights in good repair?	x		
8	Are the exposed mortar and expansion joints in good repair?	x		
9	Are the equipment curbs properly attached and in good repair?		x	
10	Are the roof penetrations in good repair?		x	
PLUMBING		YES	NO	Completion Rating 1 to 10
When was the last inspection?				9-May 10
Who did the inspection?				District Staff
When is the next scheduled inspection?				October

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION FORM		
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		x	The district has organized there document room and is planning to provide each district maintenance person with this information
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?		x	See above
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?		no	
***	Does the district have a service to maintain the back flow preventers?		yes	
ELECTRICAL				Completion Rating
		YES	NO	1 to 10
				10
	When was the last inspection?			May
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
	When was the last time the local utility did a phase and load test to incoming power?			The district has organized there document room and is planning to provide each district maintenance person with this information
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		x	This is being developed
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		x	
1	Are emergency batteries maintained and in good working order?		x	
2	Are the electrical rooms clean and uncluttered?		x	
3	Are the required panel door floor clearances maintained and floors painted?		x	
4	Are the panels grounded correctly?		x	
5	Are the panels clean and secure?		x	
6	If timers are in use, are they adjusted for the season and working properly?		x	
8	Are all circuit breaker panels free of hot breakers?		x	
9	Is the school free of any exposed electrical connections or wires?		x	
10	Are electrical raceways supported, connections tight and in place?		x	
11	Are the backup generator testing logs up to date and in order?		na	
SURFACES				Completion Rating
		YES	NO	1 to 10
				10
	When was the last inspection?			Last month
	Who did the inspection?			District Staff
	When is the next scheduled inspection?			October
1	Is carpeting clean and in good repair?		x	
2	Are ceiling tiles clean, in good repair, with no water stains?		x	
3	Is VCT clean and in good repair?		x	
4	Is ceramic tile clean and in good repair?		x	
5	Are interior concrete floors sealed and in good repair?		x	
6	Are floor transition strips in good repair?		x	
7	Is wood flooring clean and in good repair?		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	
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

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE			
SFB PM 200-09		INSPECTION FORM			
		YES	NO	Comments	1 to 10
	When was the last inspection?			9-May	8
	Who did the inspection?			District Staff	
	When is the next scheduled inspection?			October	
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	1 to 10
	When was the last inspection?			9-May	8
	Who did the inspection?			District Staff	
	When is the next scheduled inspection?			October	
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?	x			
8	Has the fire alarm system been commissioned and inspected by a certified person recently?	x			
9	Is the intercom in good repair and working properly?	x			
10	Is the computer network in good repair and working properly?	x			
11	Is there at least one computer drop in every classroom?	x			
12	Is the computer system battery backup working properly?	x			
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?	x			
14	Is the fire sprinkler system in good repair and free of any leaks?	x			
15	Are the system required inspections current? (list)	x			
16	If the school has an energy management control system (EMCS), is it working properly?***				
***	Is the EMS software current?	yes		There is an EMS system at three of the schools and there is only one person really trained in the system I would suggest at least 4 persons.	
***	How many people are trained in the use of the EMS?		1	There are others some what trained	
***	Is the EMS controlled from a remote location?	x			
***	Is the EMS controlled units timing changed on a regular basis?	x			