

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:	Mayer	Wednesday, February 13, 2013		
School:	Mayer Elementary School			
		YES	NO	Completion Rating 1 to 10
Field Inspection		Comments		
A	Current 3-Year Building Renewal Plan	x		no real money no real plan
B	Current Preventative Maintenance Plan	x		needs to be updated
C	Is the Preventative Maintenance Plan filed where it can be used by staff?	x		
D	Equipment Location Maps		x	A documented program would make their program better
E	Does district submit annual PM Reporting Statements? Current?	x		
F	Does district have backup documentation for PM reports?	x		
<b>HVAC</b>		YES	NO	Completion Rating 1 to 10
		Comments		
When was the last inspection?		not known but it is evident that it was done		
Who did the inspection?		district		
When is the next scheduled inspection?		not scheduled		
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		most of this information is dependent on the directors head		
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	some evaporative coolers are in bad shape
6	Is the room temperature between 69 and 82 degrees and room sensors in good condition?***	yes		some of the rooms were very stuffy there are some units on the gym multi purpose area that need replacing
7	Is all equipment within the recommended life expectancy?		x	
8	<i>Plant style equipment only (chillers, water loops, water source heat pumps)</i> 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	the ems system was just installed and he district has not been trained yet
***	Is the plant maintained by district personnel or an outside vendor?			
<b>ROOFING</b>		YES	NO	Completion Rating 1 to 10
		Comments		
When was the last inspection?		not known but it is evident that it was done		
Who did the inspection?		district		
When is the next scheduled inspection?		not scheduled		
1	Is roof free of bare spots or any exposed felt?	x		The roof system is generally in good shape
2	Is the roof membrane free of distress or cracks?	x		There are some issues that could be taken care of with on site personnel but the issues is money. This district has identified the issues and are prioritizing
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	
<b>PLUMBING</b>		YES	NO	Completion Rating 1 to 10
		Comments		
When was the last inspection?		not known but it is evident that it was done		
Who did the inspection?		district		
When is the next scheduled inspection?		not scheduled		

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	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			most of this information is dependent on the directors head
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?			this is a goal of the district but has not been done yet
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?	??		I don't remember seeing any problems
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		they are looked at not exercised
7	Is the thermal insulation in good repair?		x	
8	Is the floor and wall tile and grout clean and in good repair?	x		some restrooms are do for a remodel
9	Is the general appearance of the toilet rooms clean and well maintained?	x		yes very clean
10	Is the general appearance of the kitchen clean and well maintained?	x		nice kitchen
11	Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?***	x		I did not see the records
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		
<b>ELECTRICAL</b>				<b>Completion Rating</b>
		<b>YES</b>	<b>NO</b>	<b>Comments</b>
				<b>1 to 10</b>
	When was the last inspection?			last month
	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?			never
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		x	This is one area that needs addressing to improve their program
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		x	This is a must
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	
<b>SURFACES</b>				<b>Completion Rating</b>
		<b>YES</b>	<b>NO</b>	<b>Comments</b>
				<b>1 to 10</b>
	When was the last inspection?			no formal inspection but it is done
	Who did the inspection?			in house
	When is the next scheduled inspection?			not scheduled
1	Is carpeting clean and in good repair?	x		
2	Are ceiling tiles clean, in good repair, with no water stains?	x		This school is very clean
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		yes
10	Are exterior wood surfaces painted and free of dry rot?	yes		
11	Are drywall surfaces painted and in good repair?	x		
12	Are the asphalt drives in good repair?	x		very nice
13	Are the concrete walks in good repair and free of trip hazards?	yes		
14	Do all exterior surfaces drain properly?	x		no drainage issues
15	Are exterior drains, drywells and retention areas clean and well maintained?			
<b>SPECIAL EQUIPMENT</b>				<b>Completion Rating</b>
		<b>YES</b>	<b>NO</b>	<b>Comments</b>
				<b>1 to 10</b>
	When was the last inspection?			last month
	Who did the inspection?			In house
	When is the next scheduled inspection?			not scheduled

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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		
7	Does the elevator emergency phone/alarm work?	na		
8	Is the kiln in good working order and free of debris in work area?			I did not see a kiln
9	Is the kiln room properly vented?			I did not see a kiln
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		
<b>SPECIAL SYSTEMS</b>				<b>Completion Rating</b>
		<b>YES</b>	<b>NO</b>	<b>Comments</b>
	When was the last inspection?			
	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		This rating would be higher when they make the EMS system their own
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)	?????		
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?	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		I do not know how the communication to the agricultural building works
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?			No battery back up on student computers but yes on main frame
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?		yes were needed	
14	Is the fire sprinkler system in good repair and free of any leaks?	x		
15	Are the system required inspections current? (list)			
16	If the school has an energy management control system (EMCS), is it working properly?***	x		new performance contract that has no commissioning report
***	Is the EMS software current?			
***	How many people are trained in the use of the EMS?			none at this time
***	Is the EMS controlled from a remote location?			no sequence of operation submitted yet
***	Is the EMS controlled units timing changed on a regular basis?			

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SFB PM 200-09		INSPECTION		
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:	Mayer			Wednesday, February 13, 2013
School:	Mayer Jr./ Sr. High			
Inspector:	David Kennon			
		YES	NO	Completion Rating 1 to 10
	Field Inspection			Comments
A	Current 3-Year Building Renewal Plan	x		no real money no real plan
B	Current Preventative Maintenance Plan	x		needs to be updated
C	Is the Preventative Maintenance Plan filed where it can be used by staff?	x		
D	Equipment Location Maps		x	A documented program would make their program better
E	Does district submit annual PM Reporting Statements? Current?	x		
F	Does district have backup documentation for PM reports?	x		
	<b>HVAC</b>			Completion Rating 1 to 10
		YES	NO	Comments
	When was the last inspection?			not known but it is evident that it was done
	Who did the inspection?			district
	When is the next scheduled inspection?			not scheduled
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			most of this information is dependent on the directors head
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	some evaporative coolers are in bad shape
6	Is the room temperature between 69 and 82 degrees and room sensors in good condition?***	yes		some of the rooms were very stuffy
7	Is all equipment within the recommended life expectancy? <i>Plant style equipment only (chillers, water loops, water source heat pumps)</i>		x	there are some units on the gym multi purpose area that need replacing
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	the ems system was just installed and he district has not been trained yet
***	Is the plant maintained by district personnel or an outside vendor?			
	<b>ROOFING</b>			Completion Rating 1 to 10
		YES	NO	Comments
	When was the last inspection?			not known but it is evident that it was done
	Who did the inspection?			district
	When is the next scheduled inspection?			not scheduled
1	Is roof free of bare spots or any exposed felt?	x		The roof system is generally in good shape except for the east side of the gym this area has several issues and needs attention and design and pricing to replace
2	Is the roof membrane free of distress or cracks?	x		
3	Is the roof free of any missing or torn shingles?	x		The foam roof over the main class room area is maintained but consideration should be given to a recoat of the foam roof to extended its life.
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	
	<b>PLUMBING</b>			Completion Rating 1 to 10
		YES	NO	Comments
	When was the last inspection?			not known but it is evident that it was done
	Who did the inspection?			district
	When is the next scheduled inspection?			not scheduled

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SFB PM 200-09		INSPECTION		
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			most of this information is dependent on the directors head
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?			this is a goal of the district but has not been done yet
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?	??		I don't remember seeing any
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		they are looked at
7	Is the thermal insulation in good repair?		x	
8	Is the floor and wall tile and grout clean and in good repair?	x		some restrooms are do for a remodel
9	Is the general appearance of the toilet rooms clean and well maintained?	x		yes very clean
10	Is the general appearance of the kitchen clean and well maintained?	x		nice kitchen
11	Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?***	x		I did not see the records
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		
<b>ELECTRICAL</b>				<b>Completion Rating</b>
		<b>YES</b>	<b>NO</b>	<b>Comments</b>
				<b>1 to 10</b>
	When was the last inspection?			last month
	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?			never
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?		x	This is one area that needs addressing to improve their program
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		x	This is a must
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	
<b>SURFACES</b>				<b>Completion Rating</b>
		<b>YES</b>	<b>NO</b>	<b>Comments</b>
				<b>1 to 10</b>
	When was the last inspection?			no formal inspection but it is done
	Who did the inspection?			in house
	When is the next scheduled inspection?			not scheduled
1	Is carpeting clean and in good repair?	x		
2	Are ceiling tiles clean, in good repair, with no water stains?	x		This school is very clean
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?			I don't remember looking
10	Are exterior wood surfaces painted and free of dry rot?	yes		
11	Are drywall surfaces painted and in good repair?	x		
12	Are the asphalt drives in good repair?	x		very nice
13	Are the concrete walks in good repair and free of trip hazards?	yes		
14	Do all exterior surfaces drain properly?	x		no drainage issues
15	Are exterior drains, drywells and retention areas clean and well maintained?			
<b>SPECIAL EQUIPMENT</b>				<b>Completion Rating</b>
		<b>YES</b>	<b>NO</b>	<b>Comments</b>
				<b>1 to 10</b>
	When was the last inspection?			last month
	Who did the inspection?			In house
	When is the next scheduled inspection?			not scheduled

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE		
SFB PM 200-09		INSPECTION		
1	Are bleachers in good repair and operating properly?	x		
2	Are the doors, hinges and jamba in good repair and operating properly?	x		
3	Are the door closers working properly and without leaks?	x		
4	Do the door panic hardware and knobs work smoothly?	x		
5	Are door sweeps and thresholds in place and in good working order?	x		
6	Are elevators in good working order and have current inspection certificates?	na		
7	Does the elevator emergency phone/alarm work?	na		
8	Is the kiln in good working order and free of debris in work area?	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		
<b>SPECIAL SYSTEMS</b>				<b>Completion Rating</b>
		<b>YES</b>	<b>NO</b>	<b>1 to 10</b>
			<b>Comments</b>	
	When was the last inspection?			
	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)	?????		
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?	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?		No battery back up on student computers but yes on main frame	
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?		yes were needed	
14	Is the fire sprinkler system in good repair and free of any leaks?	x		
15	Are the system required inspections current? (list)			
16	If the school has an energy management control system (EMCS), is it working properly?***	x	new performance contract that has no commissioning report	
***	Is the EMS software current?	x		
***	How many people are trained in the use of the EMS?		not at this time	
***	Is the EMS controlled from a remote location?	????	no sequence of operation submitted yet	
***	Is the EMS controlled units timing changed on a regular basis?	NA		