

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:	Murphy	June 10,2009			
School:	Garcia				
		YES	NO	Comments	Completion Rating 1 to 10
Field Inspection					
A	Current 3-Year Building Renewal Plan	x			
B	Current Preventative Maintenance Plan	x		The task sheets are more a reflection of what was done, not a result of an actual inspection	
C	Is the Preventative Maintenance Plan filed where it can be used by staff?		x	There is no maps or list of key equipment	
D	Equipment Location Maps		x	Preventive maintenance is considered an extra thing they must do. The program has not been integrated into there overall program.	
E	Guided Tour				
HVAC					
		YES	NO	Comments	Completion Rating 1 to 10
When was the last inspection?				this week	5
Who did the inspection?				District maintenance staff	
When is the next scheduled inspection?				6 weeks	
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			X	This is one area the district could improve on.	
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		There are units with damaged coils	
4	Are all heat exchangers and coils clean and maintained in good condition?	x			
5	Are belts and blower drives in good condition?	x			
6	Is the room temperature between 69 and 82 degrees and room sensors in good condition?***	x			
7	Is all equipment within the recommended life expectancy?	x			
<i>Plant style equipment only (chillers, water loops, water source heat pumps)</i>					
8	Are cooling towers, or coolers clean and in good working condition?	an			
9	Is the plant clean and in good working order?***	an			
10	Is water treatment in use and in good order?	na			
***	Is this school using an energy management system and do they understand it?		no		
***	Is the plant maintained by district personnel or an outside vendor?			In house	
ROOFING					
		YES	NO	Comments	Completion Rating 1 to 10
When was the last inspection?				Last month	
Who did the inspection?				District Technician	6
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		These roof have some issues	
5	Is the overall appearance of the roof clean?	x			
6	Are the surface mounted pipes and the blocking in good repair?	x			
7	Are the skylights in good repair?	na			
8	Are the exposed mortar and expansion joints in good repair?	x			
9	Are the equipment curbs properly attached and in good repair?	x			
10	Are the roof penetrations in good repair?	x			
PLUMBING					
		YES	NO	Comments	Completion Rating 1 to 10
When was the last inspection?				Not a scheduled inspection	
Who did the inspection?				Not a scheduled inspection	
When is the next scheduled inspection?				Not a scheduled inspection	
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		6
2	Were all faucets free of drips, mounted securely and good in repair?	x	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			

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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?***		????	
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?		vender	
***	Does the district have a service to maintain the back flow preventers?		vender	
ELECTRICAL				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			Not a scheduled inspection
	Who did the inspection?			
	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?		X	No maps at maintenance
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		X	No
1	Are emergency batteries maintained and in good working order?	x		Some breaker are not marked
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?			Not a scheduled inspection
	Who did the inspection?			Not scheduled
	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		
3	Is VCT clean and in good repair?	x		
4	Is ceramic tile clean and in good repair?	x		
5	Are interior concrete floors sealed and in good repair?	x		
6	Are floor transition strips in good repair?	x		
7	Is wood flooring clean and in good repair?	x		
8	Are exterior building surfaces sealed and/or painted appropriately?	x		
9	Are mortar and expansion joints in good repair?	x		
10	Are exterior wood surfaces painted and free of dry rot?	x		
11	Are drywall surfaces painted and in good repair?	x		
12	Are the asphalt drives in good repair?	x		
13	Are the concrete walks in good repair and free of trip hazards?	x		
14	Do all exterior surfaces drain properly?	x		
15	Are exterior drains, drywells and retention areas clean and well maintained?	x		
SPECIAL EQUIPMENT				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			Not a scheduled inspection
	Who did the inspection?			Not a scheduled inspection
	When is the next scheduled inspection?			Not a scheduled inspection
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?	?		
9	Is the kiln room properly vented?	?		
10	Is the kitchen hood ansul system inspection up to date?			
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		

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SPECIAL SYSTEMS				YES	NO	Completion Rating
				Comments		1 to 10
	When was the last inspection?			Not a scheduled inspection		
	Who did the inspection?			Not a scheduled inspection		6
	When is the next scheduled inspection?			Not a scheduled inspection		
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?		x			
4	Is the Fire Marshal inspection current? (every three years)			????		
	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?			????		
5	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			
	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?			????		
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?***		na			
***	Is the EMS software current?					
***	How many people are trained in the use of the EMS?					
***	Is the EMS controlled from a remote location?			No EMS system		
***	Is the EMS controlled units timing changed on a regular basis?					
	This is a very nice school and is well maintained the technician has a very good understanding of the campus and its needs.					
	The Technician has very good notes on the needs for this school but the work order system does not support input from the maintenance staff					

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District:	Murphy	June 10,2009			
School:	Jack L Kuban				
		YES	NO	Comments	Completion Rating
Field Inspection					1 to 10
A	Current 3-Year Building Renewal Plan	x			
B	Current Preventative Maintenance Plan	x		The task sheets are more a reflection of what was done, not a result of an actual inspection	
C	Is the Preventative Maintenance Plan filed where it can be used by staff?		x	There is no maps or list of key equipment	
D	Equipment Location Maps		x	Preventive maintenance is considered an extra thing they must do. The program has not been integrated into there overall program.	
E	Guided Tour				
HVAC					Completion Rating
		YES	NO	Comments	1 to 10
When was the last inspection?				this week	10
Who did the inspection?				District maintenance staff	
When is the next scheduled inspection?				6 weeks	
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			X	This is one area the district could improve on. The HVAC units are new at this school and the installing Vender could possibly put this together for them.	
1	Are the filters clean and dated?	x			
2	Is the equipment running quietly?	x			
3	Is all the equipment free of leaks at connections?	x			
4	Are all heat exchangers and coils clean and maintained in good condition?	x			
5	Are belts and blower drives in good condition?	x			
6	Is the room temperature between 69 and 82 degrees and room sensors in good condition?***	x			
7	Is all equipment within the recommended life expectancy?	x			
<i>Plant style equipment only (chillers, water loops, water source heat pumps)</i>					
8	Are cooling towers, or coolers clean and in good working condition?	na			
9	Is the plant clean and in good working order?***	na			
10	Is water treatment in use and in good order?	na			
***	Is this school using an energy management system and do they understand it?		no		
***	Is the plant maintained by district personnel or an outside vendor?			In house	
ROOFING					Completion Rating
		YES	NO	Comments	1 to 10
When was the last inspection?				Last month	
Who did the inspection?				District Technician	10
When is the next scheduled inspection?				October	
1	Is roof free of bare spots or any exposed felt?	x		this is a metal roof with flat role roof at HVAC pits.	
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		This technician regularly checks his roofs	
5	Is the overall appearance of the roof clean?	x			
6	Are the surface mounted pipes and the blocking in good repair?	x			
7	Are the skylights in good repair?	na			
8	Are the exposed mortar and expansion joints in good repair?	x			
9	Are the equipment curbs properly attached and in good repair?	x			
10	Are the roof penetrations in good repair?	x			
PLUMBING					Completion Rating
		YES	NO	Comments	1 to 10
When was the last inspection?				Not a scheduled inspection	
Who did the inspection?				Not a scheduled inspection	
When is the next scheduled inspection?				Not a scheduled inspection	
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		6
2	Were all faucets free of drips, mounted securely and good in repair?	x	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			

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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?***		????	
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?		vender	
***	Does the district have a service to maintain the back flow preventers?		vender	
ELECTRICAL				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			Not a scheduled inspection
	Who did the inspection?			
	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?		X	No maps at maintenance
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		X	No
1	Are emergency batteries maintained and in good working order?	x		Some breaker are not marked
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?			Not a scheduled inspection
	Who did the inspection?			Not scheduled
	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		
3	Is VCT clean and in good repair?	x		
4	Is ceramic tile clean and in good repair?	x		
5	Are interior concrete floors sealed and in good repair?	x		
6	Are floor transition strips in good repair?	x		
7	Is wood flooring clean and in good repair?	x		
8	Are exterior building surfaces sealed and/or painted appropriately?	x		
9	Are mortar and expansion joints in good repair?	x		
10	Are exterior wood surfaces painted and free of dry rot?	x		
11	Are drywall surfaces painted and in good repair?	x		
12	Are the asphalt drives in good repair?	x		
13	Are the concrete walks in good repair and free of trip hazards?	x		
14	Do all exterior surfaces drain properly?	x		
15	Are exterior drains, drywells and retention areas clean and well maintained?	x		
SPECIAL EQUIPMENT				Completion Rating
		YES	NO	1 to 10
	When was the last inspection?			Not a scheduled inspection
	Who did the inspection?			Not a scheduled inspection
	When is the next scheduled inspection?			Not a scheduled inspection
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.)?	na		

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15	Is stage lighting in good repair and working properly?	na		
SPECIAL SYSTEMS				Completion Rating
		YES	NO	Comments
	When was the last inspection?			Not a scheduled inspection
	Who did the inspection?			Not a scheduled inspection
	When is the next scheduled inspection?			Not a scheduled inspection
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?	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?	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?***	na		
***	Is the EMS software current?			
***	How many people are trained in the use of the EMS?			
***	Is the EMS controlled from a remote location?			No EMS system
***	Is the EMS controlled units timing changed on a regular basis?			
This is a very nice school and is well maintained the technician has a very good understanding of the campus and its needs.				

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SFB PM 200-09		INSPECTION FORM			
ARS §15-2002 Powers and duties; executive director; staffing; report Paragraph A.3. "The School Facilities Board shall randomly select twenty school districts every thirty months and inspect them pursuant to this paragraph."					
District:	Murphy	June 10,2009			
School:	Sullivan				
		YES	NO	Comments	Completion Rating
Field Inspection					1 to 10
A	Current 3-Year Building Renewal Plan	x			
B	Current Preventative Maintenance Plan	x		The task sheets are more a reflection of what was done, not a result of an actual inspection	
C	Is the Preventative Maintenance Plan filed where it can be used by staff?		x	There is no maps or list of key equipment	
D	Equipment Location Maps		x	Preventive maintenance is considered an extra thing they must do. The program has not been integrated into there overall program.	
E	Guided Tour				
HVAC					Completion Rating
		YES	NO	Comments	1 to 10
When was the last inspection?				this week	5
Who did the inspection?				District maintenance staff	
When is the next scheduled inspection?				6 weeks	
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			X	This is one area the district could improve on.	
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 some badly damaged coils that need to be raked, These coils were noted in last years SFB assessment and still have not been addressed. this is the primary reason the score is so low for the HVAC maintenance. The school does good filter change maintenance.	
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 units need to be replaced they are old and have been vandalized.	
6	Is the room temperature between 69 and 82 degrees and room sensors in good condition?***	x			
7	Is all equipment within the recommended life expectancy?	x			
<i>Plant style equipment only (chillers, water loops, water source heat pumps)</i>					
8	Are cooling towers, or coolers clean and in good working condition?	an			
9	Is the plant clean and in good working order?***	an		There are some AC units with out side air intakes.	
10	Is water treatment in use and in good order?	na			
***	Is this school using an energy management system and do they understand it?		no		
***	Is the plant maintained by district personnel or an outside vendor?			In house	
ROOFING					Completion Rating
		YES	NO	Comments	1 to 10
When was the last inspection?				Last month	
Who did the inspection?				District Technician	10
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		These roof have some issues	
5	Is the overall appearance of the roof clean?	x			
6	Are the surface mounted pipes and the blocking in good repair?	x			
7	Are the skylights in good repair?	na			
8	Are the exposed mortar and expansion joints in good repair?	x			
9	Are the equipment curbs properly attached and in good repair?	x			
10	Are the roof penetrations in good repair?	x			
PLUMBING					Completion Rating
		YES	NO	Comments	1 to 10
When was the last inspection?				Not a scheduled inspection	
Who did the inspection?				Not a scheduled inspection	
When is the next scheduled inspection?				Not a scheduled inspection	
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		

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE			
SFB PM 200-09		INSPECTION FORM			
1	Is all piping free of water leaks?		x		6
2	Were all faucets free of drips, mounted securely and good in repair?	x	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?***			????	
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?			vender	
***	Does the district have a service to maintain the back flow preventers?			vender	
ELECTRICAL					Completion Rating
		YES	NO	Comments	1 to 10
	When was the last inspection?			Not a scheduled inspection	
	Who did the inspection?				
	When is the next scheduled inspection?			Not scheduled	6
	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?		X	No maps at maintenance	
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		X	No	
1	Are emergency batteries maintained and in good working order?	x		Some breaker are not marked	
2	Are the electrical rooms clean and uncluttered?	x			
3	Are the required panel door floor clearances maintained and floors painted?		x	There is a problem with the lights in the Gym	
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	1 to 10
	When was the last inspection?			Not a scheduled inspection	8
	Who did the inspection?			Not scheduled	
	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			
3	Is VCT clean and in good repair?	x			
4	Is ceramic tile clean and in good repair?	x			
5	Are interior concrete floors sealed and in good repair?	x			
6	Are floor transition strips in good repair?	x			
7	Is wood flooring clean and in good repair?	x			
8	Are exterior building surfaces sealed and/or painted appropriately?	x			
9	Are mortar and expansion joints in good repair?	x			
10	Are exterior wood surfaces painted and free of dry rot?	x			
11	Are drywall surfaces painted and in good repair?	x			
12	Are the asphalt drives in good repair?	x			
13	Are the concrete walks in good repair and free of trip hazards?	x			
14	Do all exterior surfaces drain properly?	x			
15	Are exterior drains, drywells and retention areas clean and well maintained?	x			
SPECIAL EQUIPMENT					Completion Rating
		YES	NO	Comments	1 to 10
	When was the last inspection?			Not a scheduled inspection	
	Who did the inspection?			Not a scheduled inspection	
	When is the next scheduled inspection?			Not a scheduled inspection	6
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?	x			
9	Is the kiln room properly vented?	x			

SCHOOL FACILITIES BOARD				PREVENTATIVE MAINTENANCE	
SFB PM 200-09				INSPECTION FORM	
10	Is the kitchen hood ansul system inspection up to date?	x			
11	Are the kitchen hood filters clean and grease-free?	x			
12	Is the kitchen equipment in good repair?	x			
13	Are the student lockers in good repair and in good working order?	na			
14	Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)?	na			
15	Is stage lighting in good repair and working properly?	na			
SPECIAL SYSTEMS					Completion Rating
		YES	NO	Comments	1 to 10
	When was the last inspection?			Not a scheduled inspection	
	Who did the inspection?			Not a scheduled inspection	6
	When is the next scheduled inspection?			Not a scheduled inspection	
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?	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?	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?***	na			
***	Is the EMS software current?				
***	How many people are trained in the use of the EMS?				
***	Is the EMS controlled from a remote location?			No EMS system	
***	Is the EMS controlled units timing changed on a regular basis?				
This is a very nice school and is clean and well maintained.This school has several issues that were addressed in the SFB assessment that are still not taken care					