

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: Naco Elementary		Date: 6-17-09		
		YES	NO	Completion Rating 1 to 10
Field Inspection				
A	Current 3-Year Building Renewal Plan	X		
B	Current Preventative Maintenance Plan	X	Yes not properly done redone at workshop	9
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
			No problems well maintained	
When was the last inspection?			NO SET DATE	8
Who did the inspection?			MAINTENANCE TECH	
When is the next scheduled inspection?			NO SET DATE	
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			x	None this was a goal set at work shop
1	Are the filters clean and dated?	Y		
2	Is the equipment running quietly?	Y		
3	Is all the equipment free of leaks at connections?	Y		
4	Are all heat exchangers and coils clean and maintained in good condition?	Y		
5	Are belts and blower drives in good condition?	Y		
6	Is the room temperature between 69 and 82 degrees and room sensors in good condition?***	Y		
7	Is there any equipment at the school that has exceeded its life expectancy? <i>Plant style equipment only (chillers, water loops, water source heat pumps)</i>		N	
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 EMS System	
***	Is the plant maintained by district personnel or an outside vendor?		District Personnel	
ROOFING		YES	NO	Completion Rating 1 to 10
			No problems well maintained	
When was the last inspection?			NO SET DATE	8
Who did the inspection?			MAINTENANCE TECH	
When is the next scheduled inspection?			NO SET DATE	
1	Is roof free of bare spots or any exposed felt?	Y		
2	Is the roof membrane free of distress or cracks?	Y		
3	Is the roof free of any missing or torn shingles?	Y		
4	Are the gutters and drains clear and clean of debris?	Y		
5	Is the overall appearance of the roof clean?	Y		
6	Are the surface mounted pipes and the blocking in good repair?	Y		
7	Are the skylights in good repair?	Y		
8	Are the exposed mortar and expansion joints in good repair?	Y		
9	Are the equipment curbs properly attached and in good repair?	Y		
10	Are the roof penetrations in good repair?	Y		
PLUMBING		YES	NO	Completion Rating 1 to 10
			No problems well maintained	
When was the last inspection?			NO SET DATE	9
Who did the inspection?			MAINTENANCE TECH	
When is the next scheduled inspection?			NO SET DATE	
Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			N	
Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?			N	
1	Is all piping free of water leaks?	Y		
2	Were all faucets free of drips, mounted securely and good in repair?	Y		
3	Are floor sinks clean and odor free?	Y		
4	Are monitoring gauges in working order?	Y		10

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5	Are all water heaters properly installed and in good repair?	Y		
6	Are water heater pressure relief valves tested on a regular basis?	Y		
7	Is the thermal insulation in good repair?	Y		
8	Is the floor and wall tile and grout clean and in good repair?	Y		
9	Is the general appearance of the toilet rooms clean and well maintained?	Y		
10	Is the general appearance of the kitchen clean and well maintained?	Y		
11	Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?***	Y		
12	Are the kitchen hood devices in good repair, tested and working?	Y		
13	If water mixing valves are being used, are they working and in good repair?	Y		
14	If recirculating pumps are being used, are they working and in good repair?	Y		
***	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	Comments
				1 to 10
				No problems well maintained
	When was the last inspection?			NO SET DATE
	Who did the inspection?			MAINTENANCE TECH
	When is the next scheduled inspection?			NO SET DATE
	When was the last time the local utility did a phase and load test to incoming power?			LONG TIME
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?			NO MAPS This was a goal set at work shop
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?			NO MAPS This was a goal set at work shop
1	Are emergency batteries maintained and in good working order?	Y		10
2	Are the electrical rooms clean and uncluttered?	Y		
3	Are the required panel door floor clearances maintained and floors painted?	Y		
4	Are the panels grounded correctly?	Y		
5	Are the panels clean and secure?	Y		
6	If timers are in use, are they adjusted for the season and working properly?	Y		
8	Are all circuit breaker panels free of hot breakers?	Y		
9	Is the school free of any exposed electrical connections or wires?	Y		
10	Are electrical raceways supported, connections tight and in place?	Y		
11	Are the backup generator testing logs up to date and in order?	NA		
SURFACES				Completion Rating
		YES	NO	Comments
				1 to 10
				No problems well maintained
	When was the last inspection?			NO SET DATE
	Who did the inspection?			MAINTENANCE TECH
	When is the next scheduled inspection?			NO SET DATE
1	Is carpeting clean and in good repair?	Y		
2	Are ceiling tiles clean, in good repair, with no water stains?	Y		10
3	Is VCT clean and in good repair?	Y		
4	Is ceramic tile clean and in good repair?	Y		
5	Are interior concrete floors sealed and in good repair?	Y		
6	Are floor transition strips in good repair?	Y		
7	Is wood flooring clean and in good repair?	Y		
8	Are exterior building surfaces sealed and/or painted appropriately?	Y		
9	Are mortar and expansion joints in good repair?	Y		
10	Are exterior wood surfaces painted and free of dry rot?		N	One bad spot by gym
11	Are drywall surfaces painted and in good repair?	Y		
12	Are the asphalt drives in good repair?	Y		
13	Are the concrete walks in good repair and free of trip hazards?	Y		
14	Do all exterior surfaces drain properly?	Y		
15	Are exterior drains, drywells and retention areas clean and well maintained?	Y		
SPECIAL EQUIPMENT				Completion Rating
		YES	NO	Comments
				1 to 10
				No problems well maintained
	When was the last inspection?			
	Who did the inspection?			
	When is the next scheduled inspection?			
1	Are bleachers in good repair and operating properly?	y		
2	Are the doors, hinges and jambs in good repair and operating properly?	Y		10
3	Are the door closers working properly and without leaks?	Y		
4	Do the door panic hardware and knobs work smoothly?	Y		
5	Are door sweeps and thresholds in place and in good working order?	Y		

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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?	Y		
11	Are the kitchen hood filters clean and grease-free?	Y		
12	Is the kitchen equipment in good repair?	Y		
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?			NO SET DATE
	Who did the inspection?			MAINTENANCE TECH
	When is the next scheduled inspection?			NO SET DATE
1	Is the intrusion alarm in good repair and working properly?	NA		
2	Is the emergency lighting in good repair and working properly?	Y		
3	Are the emergency lighting batteries in good condition?	Y		
4	Is the Fire Marshal inspection current? (every three years)	Y		
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?	Y		
6	Is the fire alarm system in good repair and working properly?***	Y		
7	Are the smoke and heat detectors inspected and cleaned on a regular basis?	Y		
8	Has the fire alarm system been commissioned and inspected by a certified person recently?	Y		
9	Is the intercom in good repair and working properly?	Y		
10	Is the computer network in good repair and working properly?	Y		
11	Is there at least one computer drop in every classroom?	Y		
12	Is the computer system battery backup working properly?	Y		
13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?		N	The district needs to install mini splits in server rooms
14	Is the fire sprinkler system in good repair and free of any leaks?	NA		
15	Are the system required inspections current? (list)			
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 school does not have properly filled records of PM work as required by the SFB. This issue was corrected at the work shop. A new PM plan was created at the work shop			This School is exceptionally maintained. This school does not have maps of key equipment,undergrounds,and emergency shutoffs