

| 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: | Paloma | Date: | 9/29/2009 | | |
| School: | Paloma Elementary | | | | |
| | | YES | NO | Comments | Completion Rating 1 to 10 |
| Field Inspection | | | | | |
| A | Current 3-Year Building Renewal Plan | | x | There is only one maintenance person for this district. This person drives and repairs the bus in the morning and is the custodian during the day and drives the bus in the afternoon. | |
| B | Current Preventative Maintenance Plan | | ??? | | |
| C | Is the Preventative Maintenance Plan filed where it can be used by staff? | | ???? | The district knows of the SFB PM program but never really implemented it or truly understood why. | |
| D | Equipment Location Maps | | X | | |
| E | Guided Tour | | | | |
| HVAC | | YES | NO | Comments | Completion Rating 1 to 10 |
| When was the last inspection? | | | | This summer | |
| Who did the inspection? | | | | In house | 4 |
| When is the next scheduled inspection? | | | | ????? | |
| 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?*** | | ??? | There were some issues | |
| 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? | | x | | |
| *** | Is the plant maintained by district personnel or an outside vendor? | | | District personnel | |
| ROOFING | | YES | NO | Comments | Completion Rating 1 to 10 |
| When was the last inspection? | | | | This Summer | |
| Who did the inspection? | | | | District Maintenance person | 4 |
| When is the next scheduled inspection? | | | | | |
| 1 | Is roof free of bare spots or any exposed felt? | | x | The shingle roof on the older part of the school is in need of replacement and the district is asking for funds to replace. There has been no serious attempt to fix the existing problems | |
| 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? | | na | | |
| 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? | | | ??? | This summer | |
| Who did the inspection? | | | | District Maintenance person | |
| 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? | | x | | |
| | Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects? | | x | | 5 |
| 1 | Is all piping free of water leaks? | x | | | |
| 2 | Were all faucets free of drips, mounted securely and good in repair? | | x | There are some serious issues with the water heaters | |
| 3 | Are floor sinks clean and odor free? | | x | there are some bad fixes on bathroom fixtures | |
| 4 | Are monitoring gauges in working order? | | na | | |
| 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? | ??? | | | |
| 13 | If water mixing valves are being used, are they working and in good repair? | na | | | |
| 14 | If recirculating pumps are being used, are they working and in good repair? | na | | | |
| *** | Does the district maintain the back flow preventers in-house? | | | | |
| *** | Does the district have a service to maintain the back flow preventers? | | | They have a service | |
| ELECTRICAL | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | | This summer | |
| | Who did the inspection? | | | District Maintenance person | |
| | When is the next scheduled inspection? | | | Not scheduled | 2 |
| | 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 | | |
| | Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects? | | x | There are open wires non-shunted terminations open boxes, unmarked breakers and conduit that needs repair | |
| 1 | Are emergency batteries maintained and in good working order? | | | | |
| 2 | Are the electrical rooms clean and uncluttered? | | x | Some scary wiring | |
| 3 | Are the required panel door floor clearances maintained and floors painted? | | x | | |
| 4 | Are the panels grounded correctly? | x | | | |
| 5 | Are the panels clean and secure? | x | | | |
| 6 | If timers are in use, are they adjusted for the season and working properly? | | x | | |
| 8 | Are all circuit breaker panels free of hot breakers? | x | | | |
| 9 | Is the school free of any exposed electrical connections or wires? | | x | | |
| 10 | Are electrical raceways supported, connections tight and in place? | | x | | |
| 11 | Are the backup generator testing logs up to date and in order? | | na | | |
| SURFACES | | | | | Completion Rating |
| | | YES | NO | Comments | 1 to 10 |
| | When was the last inspection? | | ??? | this summer | |
| | Who did the inspection? | | | District Maintenance person | |
| | When is the next scheduled inspection? | | ??? | Not scheduled | 6 |
| 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 | needs paint | |
| 11 | Are drywall surfaces painted and in good repair? | x | | | |
| 12 | Are the asphalt drives in good repair? | | | No asphalt | |
| 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? | | ???? | This summer | |

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| | Who did the inspection? | | | | District Maintenance person |
| | When is the next scheduled inspection? | | ??? | | not scheduled |
| | | | | | 5 |
| 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 debree in work area? | na | | | |
| 9 | Is the kiln room properly vented? | na | | | |
| 10 | Is the kitchen hood ansul system inspection up to date? | x | | | |
| 11 | Are the kitchen hood filters clean and grease-free? | x | | | |
| 12 | Is the kitchen equipment in good repair? | x | | | |
| 13 | Are the student lockers in good repair and in good working order? | x | | | |
| 14 | Is stage rigging in good repair (ropes, pulleys, counter weights, etc.)? | na | | | |
| 15 | Is stage lighting in good repair and working properly? | na | | | |
| | SPECIAL SYSTEMS | | | | Completion Rating 1 to 10 |
| | | YES | NO | Comments | |
| | When was the last inspection? | | ??? | This summer | |
| | Who did the inspection? | | | District Maintenance person | |
| | When is the next scheduled inspection? | | ??? | Not scheduled | |
| 1 | Is the intrusion alarm in good repair and working properly? | | na | | 3 |
| 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? | NA | | In the new gym, yes | |
| 15 | Are the system required inspections current? (list) | | x | the fire extinguishers are three years old | |
| 16 | If the school has an energy management control system (EMCS), is it working properly?**** | NA | | | |
| *** | Is the EMS software current? | NA | | | |
| *** | How many people are trained in the use of the EMS? | NA | | | |
| *** | Is the EMS controlled from a remote location? | NA | | | |
| *** | Is the EMS controlled units timing changed on a regular basis? | | | | |