

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."					
	San Simon Unified				
		YES	NO	REC	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				Completion Rating 1 to 10
		YES	NO	REC	1 to 10
	When was the last inspection?				
	Who did the inspection? Outside vender from Safford				
	When is the next scheduled inspection?				
1	Are the filters clean and dated?		x		
2	Is the equipment running quietly?		x		
3	Are there any apparent leaks at connections?		x		
4	Are belts in good condition?		x		
5	Is the room temperature between 69 and 82 degrees?		x		
6	Are cooling towers clean and in good working condition?		na		
7	Is the plant clean and in good working order?		na		
8	Is the plant maintained by the district or an outside vendor?	x			
9	Is water treatment in use?		na		
	ROOFING				Completion Rating 1 to 10
		YES	NO	REC	1 to 10
	When was the last inspection? Not scheduled				
	Who did the inspection? Maintenance Tech				
	When is the next scheduled inspection? Not scheduled				
					4
1	Are there bare spots or any exposed felt?	x			
2	Is there any roof membrane distress or cracks?	x			
3	Are there 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?	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 1 to 10
		YES	NO	REC	1 to 10
	When was the last inspection? Not scheduled				4
	Who did the inspection? Maintenance tech				
	When is the next scheduled inspection? Not scheduled				
1	Are any apparent water leaks visible in piping?	x			
2	Do faucets drip?	x			
3	Are floor sinks clean and odor free?	x			
4	Are monitoring gauges in working order?	na			
5	Are water heater pressure relief valves tested on a regular basis?		x		
6	Is the thermal insulation in good repair?		x		
7	Is the floor and wall tile and grout clean and in good repair?		x		

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8	Is the general appearance of the toilet rooms clean and well maintained?	x			
9	Is the general appearance of the kitchen clean and well maintained?	x			
10	Are the back flow preventers inspected and calibrated to meet local code?	?			
11	Does the District have a service to maintain the back flow preventers?	?			
12	Does the District maintain the back flow preventers in house?	?			
13	Are the kitchen hood devices in good repair, tested and working?	?			
14	Are water mixing valves being used?		x		
15	Are water mixing valves in good repair?		na		
16	Are recirculating pumps working and quiet?		na		
ELECTRICAL					Completion Rating
		YES	NO	REC	1 to 10
					3
	When was the last inspection?Not scheduled				
	Who did the inspection?				
	When is the next scheduled inspection?Not scheduled				
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	Are timers in use, adjusted for the season and working properly?		na		
7	Do the technicians check electrical connections (loose wire connections)?		na		
8	Are circuit breakers hot to the touch?		x		
9	Are there 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	REC	1 to 10
					6
	When was the last inspection?Not scheduled				
	Who did the inspection?				
	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?	na			
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	REC	1 to 10
	When was the last inspection?Not scheduled				
	Who did the inspection?				
	When is the next scheduled inspection?Not scheduled				
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	Does the door panic hardware and knobs work smoothly?	x			
5	Are door sweeps and thresholds in place and in good working order?		x		

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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?		x		
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
		YES	NO	REC	1 to 10
	Not scheduled				4
	Who did the inspection?				
	When is the next scheduled inspection?Not scheduled				
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 EMS working properly?		na		
5	Is the EMS software current?		na		
6	How many people are trained in the use of the EMS?		na		
7	Is the EMS controlled from a remote location?		na		
8	Is the EMS controlled units timing changed on a regular basis?		na		
9	Is the fire alarm system in good repair and working properly?		x		
10	Is the fire inspection current?	x			
11	Are there any violations resulting from the inspection not completed?		x		
12	Is the fire alarm system maintained in-house?	x			
13	Are the smoke and heat detectors cleaned on a regular basis?		x		
14	Is the intercom in good repair and working properly?	x			
15	Is the computer network in good repair and working properly?	x			
16	Is there at least one computer drop in every classroom?	x			
17	Is the computer system battery backup working properly?	?			
18	Is the air-conditioning in the MDF room independent of other rooms?	na			
19	Is the fire sprinkler system in good repair?	x			
20	Are there any apparent leaks?	?			
21	Are the system required inspections current?	?			
22	Have any violations resulting from the inspection not been completed?	?			