

SCHOOL FACILITIES BOARD		PREVENTATIVE MAINTENANCE INSPECTION	
SFB PM 200-09			
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: Scull Valley School District		Date: Aug/27/2014	
School: Scull Valley Elementary			
FIELD INSPECTION			Completion Rating
		YES NO	1 to 10
	Field Inspection		10
A	Current 3-Year Building Renewal Plan	x	No plan
B	Current Preventative Maintenance Plan	x	They turn in there required information yearly
C	Is the Preventative Maintenance Plan filed where it can be used by staff?	x	yes and they are well aware of the required plan
D	Equipment Location Maps	x	
E	Does district submit annual PM Reporting Statements? Current?	x	
F	Does district have backup documentation for PM reports?	x	They have a simple form of back up documentation
HVAC			Completion Rating
		YES NO	1 to 10
			10
	When was the last inspection?		2 weeks ago
	Who did the inspection?		They outsource and the company does a good job
	When is the next scheduled inspection?		
	Are there maps and spreadsheets available at the school with locations and essential information on key equipment?	x	They have sheets but they could be improved
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	very nice
5	Are belts and blower drives in good condition?	x	yes they use the cogged browning belts and have had factory training
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	yes
	Plant style equipment only (chillers, water loops, water source heat pumps)	na	all package units
8	Are cooling towers, or coolers clean and in good working condition?	na	all package units
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	They have T stats
***	Is the plant maintained by district personnel or an outside vendor?	na	
ROOFING			Completion Rating
		YES NO	1 to 10
			8
	When was the last inspection?		two weeks
	Who did the inspection?		The Plumbing Vender
	When is the next scheduled inspection?		every 6 weeks after the manager receives a work order in school Dude
1	Is roof free of bare spots or any exposed felt?	x	

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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	Metal roof and a flat roof over the Kitchen
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	1 to 10
			10
	When was the last inspection?		This week
	Who did the inspection?		the plumber
	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?	yes	
	Are there maps of underground utilities and emergency disconnects at the school and personnel trained in exercising these disconnects?	yes	Yes they do
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?	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	At the time of the inspection they had some issues and since used BRG moneys to repair
7	Is the thermal insulation in good repair?		
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	very clean
10	Is the general appearance of the kitchen clean and well maintained?	x	spotless
11	Are the back flow preventers inspected annually and calibrated to meet local code? Is this record available?***	x	out side vender does inspection
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?		no
***	Does the district have a service to maintain the back flow preventers?	x	
ELECTRICAL			Completion Rating
		YES NO	1 to 10
			10
	When was the last inspection?		
	Who did the inspection?		
	When is the next scheduled inspection?		

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	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?		
	Are there maps of underground utilities and emergency disconnects at the school, personnel trained in exercising these disconnects?		
1	Are emergency batteries maintained and in good working order?	x	I didn't see any
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	yes they adjust
8	Are all circuit breaker panels free of hot breakers?	x	I checked 3 panels
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		YES	NO
		Comments	
		Completion Rating	
		1 to 10	
		8	
	When was the last inspection?		They have a part time person that does 13 hours a week and the school is very clean
	Who did the inspection?		
	When is the next scheduled inspection?		
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	very nice
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?	NA	All dirt
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		YES	NO
		Comments	
		Completion Rating	
		1 to 10	
		9	
	When was the last inspection?	x	The lead teacher walks the school
	Who did the inspection?		
	When is the next scheduled inspection?		

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13	Is the air-conditioning in the MDF room independent and able to maintain temp in all seasons?	NA	
14	Is the fire sprinkler system in good repair and free of any leaks?	x	Just re done
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?	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?	NA	
			This is the school a small rural district with just 4 rooms. The school is run by 4 woman that take on all the roles for a school including maintenance. They have had a lot of issues with the new school over the years. The SFB has worked closely with the district to resolve these issues. They have a written document that tracks all the inspections and repairs done at the school. They also have a hand written map of all important equipment including under ground.