



# ARIZONA SCHOOL FACILITIES BOARD PREVENTATIVE MAINTENANCE INSPECTION OF PALOMA ELEMENTARY SCHOOL DISTRICT

## REPORT HIGHLIGHTS

### Conclusion:

Paloma Elementary School District has the required Preventative Maintenance Plan filed with the SFB pursuant to ARS §15-2002.

### Recommendations:

While the district has a Preventative Maintenance Plan on file with the SFB, the facilities appear to be poorly maintained and the district does not have records of performing preventative maintenance on equipment and buildings. The district needs to implement this as well as the other goals and recommendations established and agreed to during the PM Workshop.

### Follow-up:

The SFB shall contact the district within 180 days to review field inspection findings and the Preventative Maintenance Program as submitted by the district.

## Preventative Maintenance Inspection Process

In September of 2009, the School Facilities Board completed a Preventative Maintenance Inspection of Paloma Elementary in accordance with ARS §15-2002.

Inspection process:

1. Discuss with district personnel the current status of the district's preventative maintenance program and demonstrate the required procedures, reports and goals of the School Facilities Board.
2. Perform a field inspection of all school facilities, and
3. Conduct a demonstration workshop with district administrators and maintenance personnel on the requirements and benefits of a compliant Preventative Maintenance Program.

## Findings

Following are the findings of the Preventative Maintenance Inspection:

1. While the district is performing some preventative maintenance, there is no formal recordkeeping. The required reporting is being done in whole at one time, rather than as the preventative maintenance tasks are performed throughout the year.
2. The district does not conduct scheduled inspections of equipment and buildings.
3. The district work order system does not support preventative maintenance.
4. If the district would perform scheduled PM, reactionary maintenance (urgent repairs) on equipment would occur less often.
5. All personnel responsible for performing preventative maintenance are not fully aware of or understand the SFB Preventative Maintenance Program.

Current 3-Yr Building Renewal Plan.....	NO
Preventative Maintenance Plan on file.....	YES
Annual PM Reporting Statement on file.....	NO
District Self-Evaluation Score.....	68
(see sidebar on Page 2)	



**Paloma Elementary**

**District Overview**

Maricopa County	
Students	75
Schools	1
Buildings	4
Square Footage	15,280

**District Self-Evaluation Scoring**

Score	Evaluation
26 – 42	Excelling PM program
43 – 56	Adequate PM program
57 – 69	Minimal PM program
70 – 85	Need PM program

**Field Inspection Summary**

Listed below are some of the preventative maintenance findings identified during the field inspection:

**HVAC**

High CO2 levels

**ROOFING**

Many issues, complete evaluation required  
Many stained ceiling tiles

**PLUMBING**

Broken recirculation valves  
High efficiency water heaters require manufacturer scheduled PM  
Dripping faucets

**ELECTRICAL**

Cluttered electrical rooms, access to panels obstructed  
Unmarked breakers  
Exposed electrical connections

**SURFACES**

Flooding issues

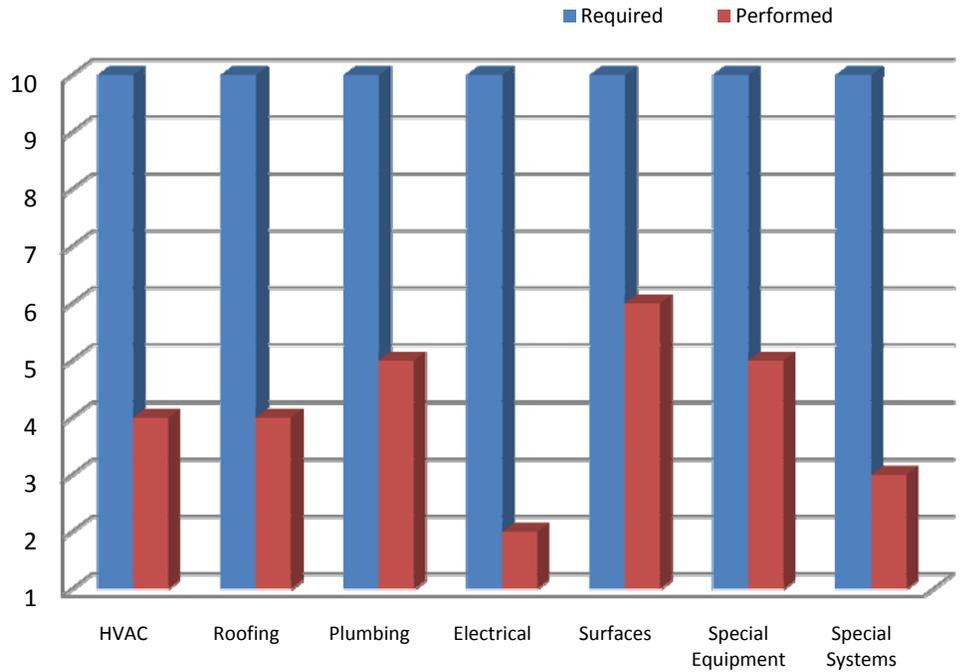
**SPECIAL EQUIPMENT**

General maintenance satisfactory

**SPECIAL SYSTEMS**

Fire alarm commissioning required

**SFB Evaluation of PM Tasks Performed**



SFB Evaluation (on scale of 1 to 10) of PM Tasks performed as shown in chart above:

	HVAC	Roofing	Plumbing	Electrical	Surfaces	Special Equipment	Special Systems
Required	10	10	10	10	10	10	10
Performed	4	4	5	2	6	5	3

### Workshop Attendees

Rita Lauderdale  
Business Manager

Jose Juan Sanchez  
Maintenance Supervisor

## Workshop

A Preventative Maintenance Workshop was held for the district's administrative and maintenance personnel, which included discussion on the district's current preventative maintenance program and the improvements they need to implement, including use of the SFB Preventative Maintenance Program.

A walk-through inspection of the school's facilities was conducted, during which maintenance personnel took a critical look at the equipment and buildings and listed each maintenance issue that was found. Maintenance personnel were aware of many of these issues, but none had been officially documented. Demonstration, discussion and collaboration concluded that the issues found during the walk-through inspection should be addressed through use of the SFB Preventative Maintenance and Building Renewal programs.

## Recommendations

During the Workshop, district personnel and SFB staff established the following preventative maintenance goals and recommendations:

1. Develop a compliant preventative maintenance program with documentation and written procedures that would allow for a smooth transition to new personnel in the event current administrative or maintenance personnel retire or leave the district.
2. Develop a work order system that seeks input from maintenance personnel, tracks and prioritizes preventative maintenance issues and tasks completed, as well as trends and key data to assist in decision-making.
3. Schedule and conduct four (4) inspections of equipment and buildings each year using the SFB Preventative Maintenance Plan and Task Sheets as a guide to document and prioritize work orders regarding any issues or concerns discovered during the inspections.
4. Develop maps and spreadsheets that contain the location and essential information (manufacturer, age, capacity, etc.) of each piece of equipment, roof, etc.
5. Develop maps of underground utilities and emergency shut-offs and provide training for administrative and maintenance personnel on their location (well marked and easy to identify) and function.
6. Use the Preventative Maintenance Program to identify and plan future projects as part of their SFB 3-Year Building Renewal Plan.

## Benefits

Proper use of the SFB Preventative Maintenance Program in conjunction with the Building Renewal Program has proven to provide the following benefits:

1. Improved educational achievement.
2. Projects are developed and prioritized based on real need.
3. Reduced costs and improved routine maintenance.
4. Facilities maintain code requirements for fire, health and safety.
5. Maximize use of Building Renewal funds.
6. Equipment replacement based on life-cycle.
7. Reduced energy costs.

To view the backup documentation for this report click the link below:

[Paloma Elementary](#)