

This Preventative Maintenance Questionnaire is meant to be used as a tool to assist districts in evaluating the effectiveness of the Preventative Maintenance Program currently being used to maintain district facilities.

District: _____

Date: _____

Please circle the number of the answer that most closely describes your district's answer to each question.

1. Are you aware of the SFB Preventative Maintenance Program?
 1. Aware and using it as our guide.
 2. Aware, but using district developed preventative maintenance program.
 3. Aware, but not using SFB Preventative Maintenance Program
 4. Not aware of the SFB Preventative Maintenance Program.

2. Is the district using the SFB Preventative Maintenance Program task sheets and forms?
 1. Using all of the SFB forms regularly.
 2. Using district developed forms.
 3. Not using any forms.

3. What type of work order generation software does the district use?
 1. Purchased software package.
 2. District developed software.
 3. None.

4. Is the district computer-based work order system easy to use?
 1. Very easy to understand and use.
 2. Only a limited number of staff know how to input data.
 3. I do not have access to input data into the system.
 4. Do not use software.

5. Does the district's computer-based work order system track by type (emergency, PM or regular maintenance)?
 1. Track using a purchased software package.
 2. Track using district developed software package.
 3. Do not track.
 4. Do not use software.

6. If the district uses a formalized software package for work orders, does that software also track costs on a per campus basis or can it track on a unit basis (ex: individual air conditioners)?
 1. Software can track just about any way we want it to.
 2. Only specific tracking is available.
 3. Do not know if it can track costs.
 4. Do not use software.

7. Does the district do regular preventative maintenance at all the schools?
 1. At regularly scheduled intervals.
 2. As time allows.
 3. Almost never.

8. Does the district have regularly scheduled preventative maintenance inspections?
 1. We do PM inspections on a regularly scheduled basis.
 2. We do PM inspections as time allows.
 3. We do PM inspections as necessary.

9. What percentage of work orders are PM/non-PM vs. emergencies?
 1. Most are PM and non-PM
 2. The number of PM and emergency work orders is about the same.
 3. Most are emergencies
 4. Not applicable to the district.

10. Does the district have a PM crew?
 1. Yes, district has a PM crew
 2. PM work is done by the maintenance staff.
 3. Insufficient funding to have a separate crew.
 4. Not needed.

11. Does the district PM (maintenance) crew fill out the PM Task Sheets or is this done centrally?
 1. Crews fill out Task Sheets as they do the PM inspections.
 2. Task Sheets are filled out at the office by administrative staff.
 3. We do not fill out Task Sheets.

12. Does the district have maps that show the location of system shut-offs such as electrical panels, water heaters, and underground utilities, etc. at each school?
 1. A complete set of maps showing all system shut-off locations is at each school.
 2. The custodians and school staff know where these system shut-offs are located without a map.
 3. We do not know where all the system shut-offs are located.

13. Are all system shut-offs identified so they may be easily found?
 1. All system shut-offs are clearly marked.
 2. District maintenance staff already knows where they are.
 3. They are not marked.

14. Does the district maintain a complete list of all equipment brands (HVAC, water heaters, electrical panels) at each site?
 1. District maintenance staff has a file that contains that information.
 2. District maintenance staff knows the types of equipment we have.
 3. We do not have a list.

15. Does the district equipment list at each site reflect the brand, purchase date (age), size, voltage, etc?
 1. District equipment lists contain all relevant information.
 2. District equipment lists are not that detailed.
 3. District does not maintain individual equipment lists.

16. If the maintenance director or key supervisor were to leave the district, is the PM program you have now easy enough to understand that a qualified person could continue with few problems?
 1. The transition for a new director could be done with few problems.
 2. Some time would be needed for a new director to get up to speed.
 3. There is no complete current documentation.

17. Does the district work order system allow you to track maintenance costs by school?
 1. District work order system allows that function.
 2. District tracks costs through business office.
 3. Each school has a limited budget and is required to stay within that budget.

18. Does the district work order system allow you to track maintenance costs by individual unit (HVAC, water heater, etc.)?
 1. District work order system allows that function.
 2. District work order system allows that function, but we do not use it.
 3. District does not track costs on that small of a scale.

19. When the district has to use outside vendors, does the district work order system allow you to track those costs by site and individual unit?
 1. District work order system allows that function.
 2. District work order system allows that function, but we do not use it.
 3. District work order system does not track those costs.

20. Does the district work order system allow you to keep historical data and can reports be generated to establish up-keep costs by particular unit?
 1. District work order system allows that function.
 2. District work order system allows that function, but we do not use it.
 3. District work order system does not track those costs.

21. Does PM (maintenance) crew change and date AC filters on a regular basis?
 1. District has an established schedule for changing filters.
 2. District tries to maintain a regular schedule.
 3. District changes filters on an as-needed basis.

22. Does district use T8 fluorescent lighting?
 1. District has changed all florescent lighting to T8.
 2. District is in the process of changing to T8 lighting.
 3. District is still using T12 lighting.

23. Does the district use seven-day programmable thermostats?
1. Most or all thermostats are seven-day programmable type and programming is utilized.
 2. Most or all thermostats are seven-day programmable type but programming has been bypassed.
 3. Most of the district uses standard non-programmable thermostats.
 4. I am not sure.
24. Does the district regularly walk and clean the roofs of each building?
1. On a regularly scheduled basis.
 2. Once a month.
 3. As needed.
 4. Never.
25. Does the district have a replacement schedule for systems (HVAC, water heaters, doors, etc.) based on identified life cycle?
1. All individual systems are on a replacement schedule.
 2. Only critical systems are on a replacement schedule.
 3. District only replaces a system when it is beyond repair.
26. Do administrators or teachers at each school site do part of the preventative maintenance tasks?
1. School site staff does many of the PM tasks.
 2. School site staff helps with some of the PM tasks.
 3. Maintenance does all of the PM tasks.

Self-Evaluation completed by: _____

Please total the number of each of your answers and compare to the chart below for your score.

Score	Outcome
26-42	Excelling PM program
43-56	Adequate PM program
57-69	Minimal PM program
70-85	Need PM program