Preventative Maintenance Inspection Process

In June of 2009, the School Facilities Board completed a Preventative Maintenance Inspection of Santa Cruz Valley Union 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

The district scored 53 points (adequate PM program) on their self-evaluation; however, following are the findings of the Preventative Maintenance Inspection:

1. The district does not conduct scheduled inspections of equipment and buildings.
2. The district has no record of performing preventative maintenance on equipment and buildings.
3. The district work order system does not support preventative maintenance.
4. The district performs only reactionary maintenance (urgent repairs) on equipment and buildings.
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
District Self-Evaluation Score……………………………………………………………..53
(see sidebar on Page 2)
Field Inspection Summary

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

**HVAC**
- Noisy units
- Belts need replaced

**PLUMBING**
- Underground water leak since 2003

**ELECTRICAL**
- Several unsafe in-house upgrades

**SURFACES**
- Asphalt needs repair
- Many sidewalk tripping hazards
- Neglected cracks in block walls
- Exterior & interior surfaces need paint

**SPECIAL SYSTEMS**
- Emergency lighting batteries require maintenance
- Fire alarm system needs repair
- Underground special systems vaults flood & need repair

**ROOFING**
- No maintenance performed
- Several require premature replacement

SFB Evaluation of PM Tasks Performed

<table>
<thead>
<tr>
<th>Task</th>
<th>Required</th>
<th>Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>Roofing</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Plumbing</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Electrical</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Surfaces</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Special Equipment</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Special Systems</td>
<td>10</td>
<td>6</td>
</tr>
</tbody>
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SFB Evaluation (on scale of 1 to 10) of PM Tasks performed as shown in chart above:
**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, SFB staff and district personnel established the following preventative maintenance goals and recommendations:

1. To implement a preventative maintenance program through staff development and instruction on use of the SFB Preventative Maintenance Program’s procedures, reports and goals.

2. To 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. To 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. Keep detailed records of preventative maintenance performed on equipment and buildings.

5. To develop maps and spreadsheets that contain the location and essential information (manufacturer, age, capacity, etc.) of each piece of equipment, roof, etc.

6. To 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.

7. Provide the SFB with quarterly progress reports for twelve (12) months on the SFB PM Progress Report form.
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.
7. Reduced energy costs.

To view the backup documentation for this report please click the following link:

Santa Cruz Valley Union