

# ARIZONA SCHOOL FACILITIES BOARD PREVENTATIVE MAINTENANCE INSPECTION OF SAN SIMON UNIFIED SCHOOL DISTRICT

## REPORT HIGHLIGHTS

### Conclusion:

San Simon Unified School District does not have a Preventative Maintenance Program as required by ARS §15-2002.

### Recommendations:

The district should submit to the SFB a comprehensive Preventative Maintenance Program as outlined on Page 3 of this report.

### 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 April of 2009, the School Facilities Board completed a Preventative Maintenance Inspection of San Simon Unified 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. 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.

|   |       |
|---|-------|
| Current 3-Yr Building Renewal Plan .....    | NO    |
| Preventative Maintenance Plan on file ..... | YES   |
| District Self-Evaluation Score .....        | 43-56 |
| (see sidebar on Page 2)                     |       |



**San Simon Unified**

**District Overview**

Location: Cochise County,  
Southeastern AZ/near NM border  
Schools 1  
Buildings 11  
Students 110  
Square Footage 45,061

**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 during the field inspection:

**HVAC**

District contract/maintained by outside vendor, Not properly maintained

**ROOFING**

Appearance of bare spots/exposed felt  
Roof membrane shows distress/cracks

**PLUMBING**

Leaks visible in piping  
Pressure relief valves need testing

**ELECTRICAL**

Panels grounded incorrectly  
Exposed electrical connections/wires

**SURFACES**

Exterior & interior surfaces need paint  
Exterior drainage needs repair

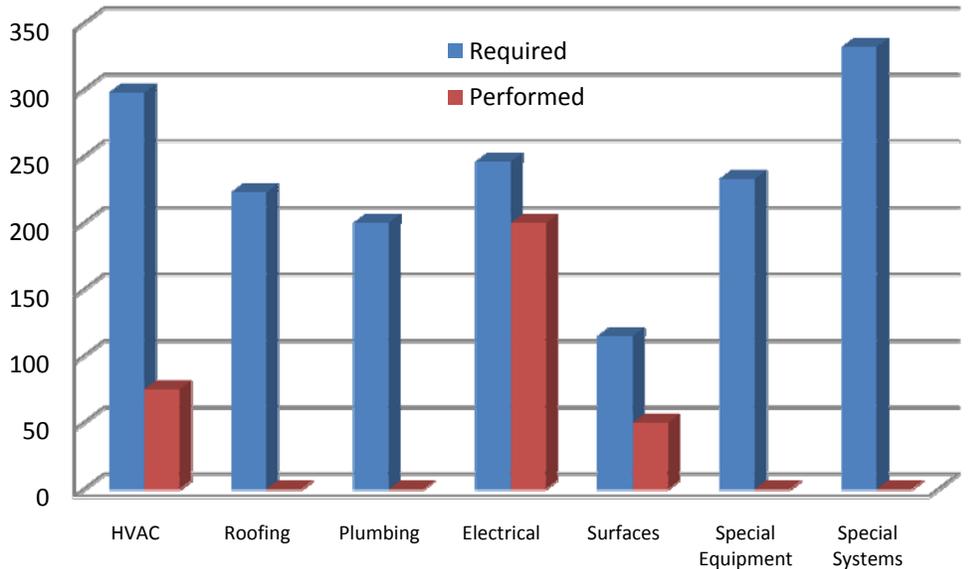
**SPECIAL EQUIPMENT**

Doors, hinges & jambs need repair  
Kiln requires proper maintenance

**SPECIAL SYSTEMS**

Emergency lighting batteries require maintenance  
Fire alarm system needs repair

**PM Tasks Required vs. Performed**



Number of Tasks as shown in chart above:

|           | HVAC | Roofing | Plumbing | Electrical | Surfaces | Special Equipment | Special Systems |
|-----------|------|---------|----------|------------|----------|-------------------|-----------------|
| Required  | 298  | 223     | 200      | 246        | 115      | 233               | 332             |
| Performed | 75   | 0       | 0        | 200        | 50       | 0                 | 0               |

### Workshop Attendees

Curry Donaldson  
Superintendent

Fernando Cuzman  
Facilities Director

Guy Kellogg  
Maintenance Director

Eva Moen  
Lean Custodian

## 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 would like 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.

During the Workshop, district personnel established the following preventative maintenance goals:

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

## Recommendations

In addition to the district established goals listed above the SFB makes the following recommendations:

1. Perform regularly scheduled preventative maintenance on equipment and buildings.
2. Keep detailed records of preventative maintenance performed on equipment and buildings.

3. 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.
6. Equipment replacement based on life-cycle.
7. Reduced energy costs.

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

[San Simon Inspection Form](#)