

# ARIZONA SCHOOL FACILITIES BOARD PREVENTATIVE MAINTENANCE INSPECTION OF COTTONWOOD-OAK CREEK ELEMENTARY SCHOOL

## REPORT HIGHLIGHTS

### Conclusion:

Cottonwood-Oak Creek Elementary School District has the required Preventative Maintenance Program filed with the SFB as required by A.R.S. §15-2002.

### Recommendations:

While the district's facilities appear to be well maintained, the district does not follow the formal procedures submitted in their PM Plan. The district needs to implement the Preventative Maintenance Program including recordkeeping and incremental scheduling, as well as the goals and recommendations established and agreed to during introduction to 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 February 2013, the School Facilities Board completed a Preventative Maintenance Inspection of Cottonwood-Oak Creek Elementary in accordance with A.R.S. §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 has no formal schedule for inspections of equipment and buildings.
2. The district keeps minimal records of performing preventative maintenance on equipment and buildings, and the annual reporting requirements have not been met.
3. The district work order system is primarily for reporting issues by faculty or staff from outside the maintenance department.
4. The district recently outsourced their food service and maintenance departments to Sodexo, which is developing a comprehensive PM program with its own maintenance work order and reporting system.
5. The district does not have maps and spreadsheets that contain the location and essential information (manufacturer, age, capacity, etc.) of each piece of equipment, roof, etc.

Current 3-Yr Building Renewal Plan.....	YES
Preventative Maintenance Plan on file.....	YES
District Self-Evaluation Score.....	50
(see sidebar on Page 2)	



**Cottonwood-Oak Creek  
Elementary**

**District Overview**

Schools	6
Buildings	49
Students	1,993
Square Footage	310,889
County	Yavapai

**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

**PLUMBING**

Water heater combustion exhaust issues  
Poorly hung pipe  
Dielectric issues

**SURFACES**

Well maintained

**SPECIAL SYSTEMS**

Training on EMS needed

**ROOFING**

Some areas need maintenance

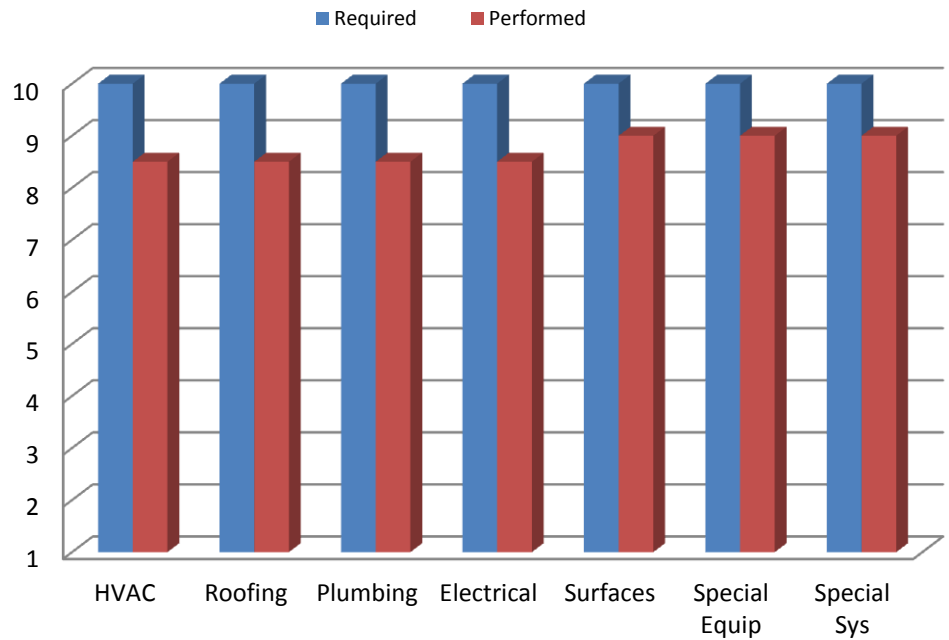
**ELECTRICAL**

Installs by district not code compliant

**SPECIAL EQUIPMENT**

Exterior door gaskets need replaced

**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	8.5	8.5	8.5	8.5	9	9	9

### Workshop Attendees

David Snyder  
Business Manager

Ray Morrison  
Maintenance Supervisor

Matt Kregman  
SODEXO

## Workshop

An introduction to the 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 will be conducted, during which maintenance personnel will take a critical look at the equipment and buildings and list each maintenance issue that is found. Demonstration, discussion and collaboration will conclude 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 introduction, 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. Develop a 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 and utilize a comprehensive work order system for documentation and planning purposes.
3. 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 please click the following link:

[Cottonwood-Oak Creek Elementary](#)