



ARIZONA SCHOOL FACILITIES BOARD PREVENTATIVE MAINTENANCE INSPECTION OF HEBER-OVERGAARD UNIFIED SCHOOL DISTRICT

REPORT HIGHLIGHTS

Conclusion:

Heber-Overgaard Unified School District has a Preventative Maintenance Program filed with the SFB as required by ARS §15-2002.

Recommendations:

While the district's facilities appear to be 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 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 July of 2009, the School Facilities Board completed a Preventative Maintenance Inspection of Heber-Overgaard 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 conducts periodic preventative maintenance inspections and tasks, but the SFB field inspection revealed issues that were not documented.
2. It appears the district is not tracking the PM Tasks as they are performed. The report is being done in whole at one time.
3. The district work order system is primarily for reporting issues by faculty or staff from outside the maintenance department.
4. 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.....	YES
Preventative Maintenance Plan on file.....	YES
District Self-Evaluation Score.....	64
(see sidebar on Page 2)	



Heber-Overgaard Unified

District Overview

Location: Navajo County,
Mogollon Rim
Schools 3
Buildings 26
Students 590
Square Footage 156,864

Field Inspection Summary

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

HVAC

Improperly installation of heaters
Missing filters
Belts need replaced

ROOFING

Roof cracks need recoating
Many stained ceiling tiles

PLUMBING

Underground leaks/piping issues
Insecure faucet mounting/dripping

ELECTRICAL

Improperly mounted conduit
Unmarked breakers
Unsafe covering of electrical boxes

SURFACES

Flooding issues
Parking lots need resurfacing

SPECIAL EQUIPMENT

Door hardware and gaskets need replaced

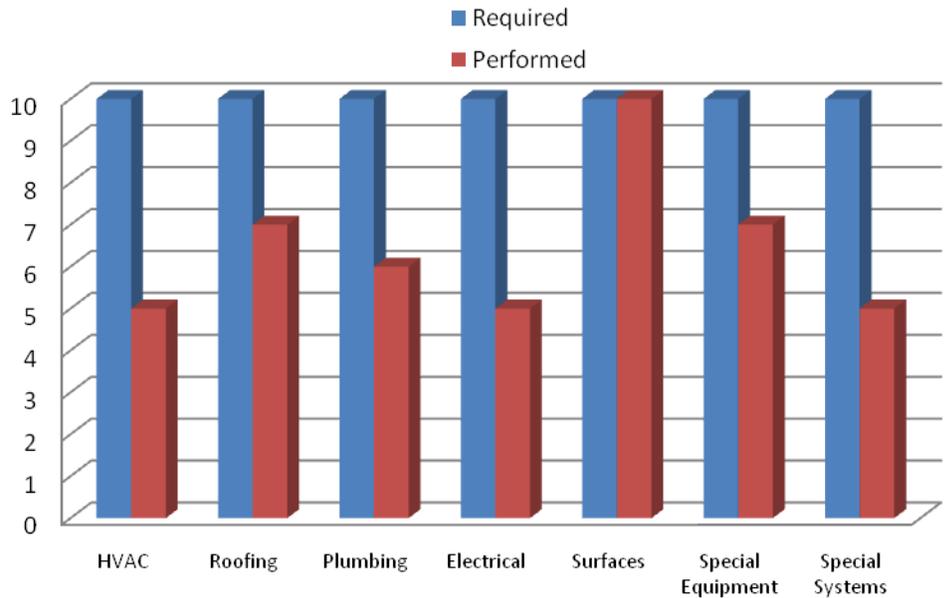
SPECIAL SYSTEMS

No findings

District Self-Evaluation Scoring:

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

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	5	7	6	5	10	7	5

Workshop Attendees

Sam Hover
Maintenance Technician

Bob Secrist
Grounds

Kelly Williams
Facilities Manager

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. 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. 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.
6. Use the preventative maintenance program to identify and plan future projects as part of their SFB 3-Year Building Renewal Plan.
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.
6. Equipment replacement based on life-cycle.

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

[Heber-Overgaard Unified](#)