

ARIZONA SCHOOL FACILITIES BOARD PREVENTATIVE MAINTENANCE INSPECTION OF QUEEN CREEK UNIFIED SCHOOL DISTRICT

REPORT HIGHLIGHTS

Conclusion:

Queen Creek Unified School District has the required Preventative Maintenance Plan filed with the SFB pursuant to ARS §15-2002.

Recommendations:

While the district's facilities appear to be well maintained, the district does not have documentation and written procedures. The district needs to develop a comprehensive PM Program, as well as the other goals and recommendations established and agreed to during the PM Workshop.

Follow-up:

The SFB contacted the district to review the status of the implementation of the goals and recommendations outlined on page 3 of this report.

Preventative Maintenance Inspection Process

In April of 2012, the School Facilities Board completed a Preventative Maintenance Inspection of Queen Creek 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 has minimal records of performing preventative maintenance on equipment and buildings.
2. The district work order system is not used effectively for keeping adequate records for documentation and planning purposes.
3. The district does not have maps of underground utilities and emergency shut-offs, or provide training for maintenance and administrative personnel on their location (well marked and easy to identify) and function.
4. The district recently acquired an online PM software package to start developing a proactive PM Program.

Current 3-Yr Building Renewal Plan.....	YES
Preventative Maintenance Plan on file.....	YES
Annual PM Reporting Statement on file.....	YES
District Self-Evaluation Score.....	64



Queen Creek Unified

District Overview

Maricopa County	
Queen Creek, AZ	
Schools	7
Buildings	33
Square Footage	748,214
Students	5,145

District Self-Evaluation Scoring: 64

<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

Field Inspection Summary

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

HVAC

Well maintained
Some warranty issues

ROOFING

Well maintained
Some warranty issues

PLUMBING

Well maintained

ELECTRICAL

Very well maintained

SURFACES

Maintained
Some undocumented issues

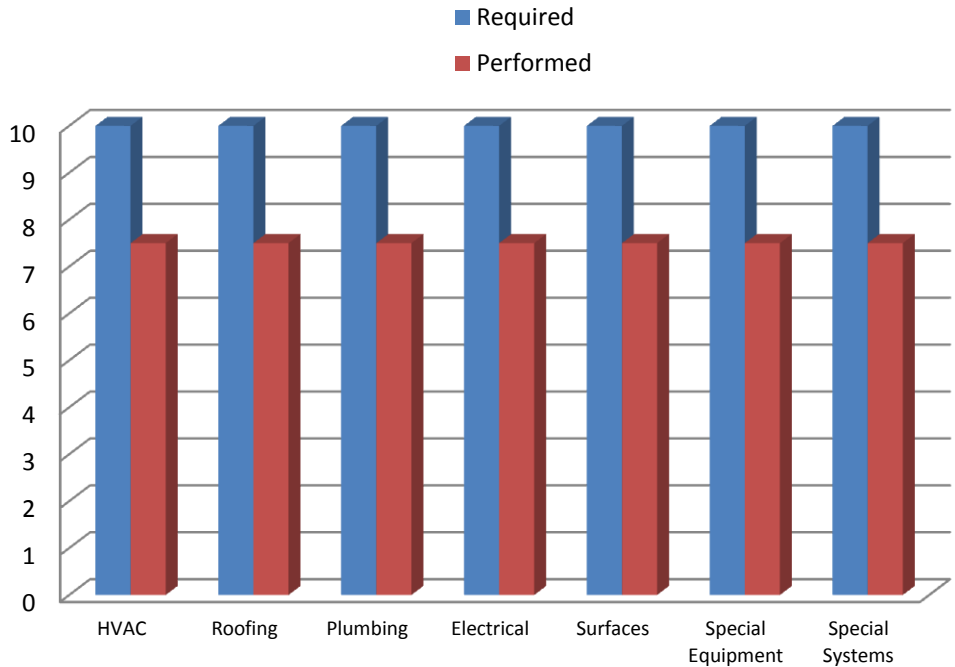
SPECIAL EQUIPMENT

Maintained

SPECIAL SYSTEMS

Maintained
Many undocumented issues

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	7.5	7.5	7.5	7.5	7.5	7.5	7.5

Workshop Attendees

Candy Cooley
Director of Facilities

Maintenance Staff (16 out of 16)

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. 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 continue implementing their preventative maintenance program through staff development and instruction on use of the SFB Preventative Maintenance Program's procedures, reports and goals.
2. To continue developing 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 continue developing 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.
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.

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 visit the SFB website:

[Queen Creek Unified](#)