



# ARIZONA SCHOOL FACILITIES BOARD PREVENTATIVE MAINTENANCE INSPECTION OF RIVERSIDE ELEMENTARY SCHOOL DISTRICT

## REPORT HIGHLIGHTS

### Conclusion:

Riverside Elementary 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 to follow in the event current staff retires or leaves the district. The district needs to implement this as well as the other goals and recommendations established and agreed to during the PM Workshop.

### Follow-up:

The SFB shall contact the district within 180 days to review the status of the implementation of the goals and recommendations outlined on page 3 of this report.

## Preventative Maintenance Inspection Process

In July of 2009, the School Facilities Board completed a Preventative Maintenance Inspection of Riverside Elementary 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 regularly scheduled inspections of equipment and buildings.
2. The district keeps detailed records of performing preventative maintenance on equipment and buildings.
3. The district performs regularly scheduled preventative maintenance on equipment and buildings.
4. The district uses their preventative maintenance program to identify and plan future projects as part of their SFB 3-Year Building Renewal Plan.

Current 3-Yr Building Renewal Plan.....	YES
Preventative Maintenance Plan on file.....	YES
District Self-Evaluation Score.....	54
(see sidebar on Page 2)	



Riverside Elementary

**District Overview**

Location: Maricopa County,  
Phoenix Area  
Schools 2  
Buildings 10  
Students 751  
Square Footage 156,337

**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**

District contract/maintained by outside vendor, very well maintained

**ROOFING**

Very well maintained  
Some warranty issues

**PLUMBING**

Very well maintained

**ELECTRICAL**

Very well maintained

**SURFACES**

Issues well documented  
Very well maintained

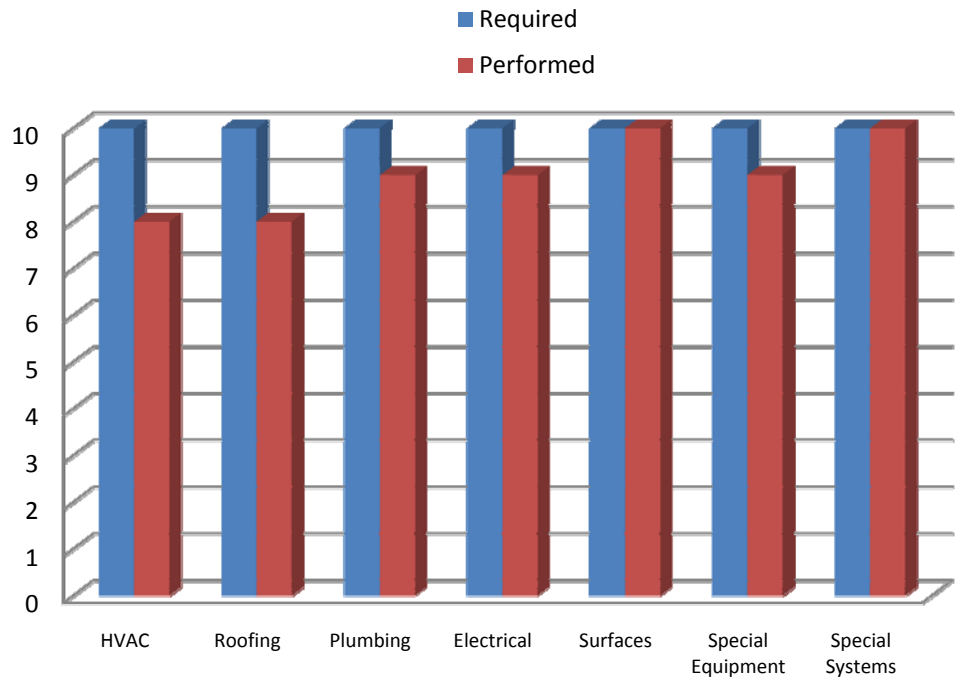
**SPECIAL EQUIPMENT**

Issues well documented  
Very well maintained

**SPECIAL SYSTEMS**

Issues well documented  
Very well maintained

**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	8	9	9	10	9	10

### Workshop Attendees

Andy Valdivia  
Director of  
Transportation/Maintenance

Victor Ortega  
Maintenance Technician

Kelli Latham  
Maintenance Technician

Donnell Allen  
Maintenance Technician

Rogelio Carmona  
Maintenance Technician

Lorenzo Barrerres  
Maintenance Technician

## **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.

To view the backup documentation for this report please visit the SFB website:

[Riverside Elementary](#)

## 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.