



ARIZONA SCHOOL FACILITIES BOARD PREVENTATIVE MAINTENANCE INSPECTION OF TOMBSTONE UNIFIED SCHOOL DISTRICT

REPORT HIGHLIGHTS

Conclusion:

Tombstone Unified School District has not submitted a Preventative Maintenance Plan to the School Facilities Board as required by ARS §15-2002.

Recommendations:

The district must submit to the SFB a comprehensive Preventative Maintenance Program as required by ARS §15-2002.

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 Tombstone 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 perform and document SFB required tasks; rather, reporting and compliance varies from school to school.
2. The district work order system does not support preventative maintenance.
3. It appears the district is not tracking the PM Tasks as they are performed. The report is being done in whole at one time.
4. All personnel responsible for performing preventative maintenance are not fully aware of or understand the SFB Preventative Maintenance Program.
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.....	NO
Preventative Maintenance Plan on file.....	NO
District Self-Evaluation Score.....	70
(see sidebar on Page 2)	



Tombstone Unified

District Overview

Location: Cochise County,
Southeastern Arizona
Schools 3
Buildings 32
Students 805
Square Footage 231,447

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, not properly maintained
Units at Walter J. Meyer have exceeded useful life (50 yrs. old)

ROOFING

Huachuca City - Appearance of bare spots/exposed felt and roof membrane shows distress/cracks

PLUMBING

Well maintained overall
Few minor leaks

ELECTRICAL

Uncovered & unmarked conduit boxes
Improper installation of circuit breakers

SURFACES

Exterior surfaces need seal & paint
Exterior drainage needs repair

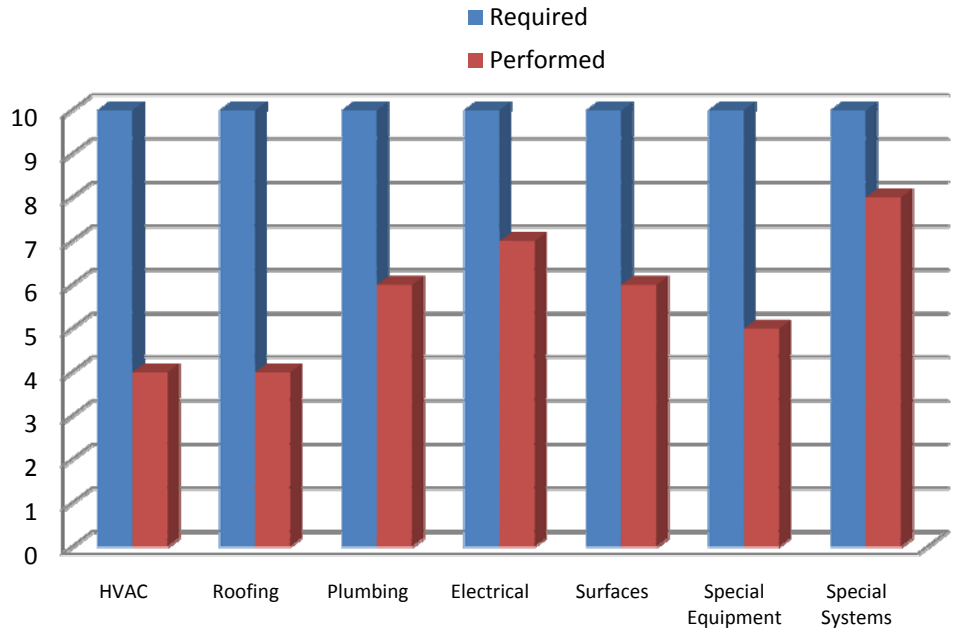
SPECIAL EQUIPMENT

Lacking proper equipment to get up on roof (safe ladder)

SPECIAL SYSTEMS

Huachuca City – intercom system not functional to all rooms

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	4	4	6	7	6	5	8

Workshop Attendees

Karl Uterhardt
Superintendent

Tom Yarborough
Principal

Dennis Diltz
Facilities Director

Richard Fenton
Transportation Director

Dan Johnson
Maintenance Technician

Mike Holtzman
Maintenance Technician

Bruce Little
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, 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. Use the preventative maintenance program to identify and plan future projects as part of their SFB 3-Year Building Renewal Plan.
4. 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 visit the SFB website:

[Tombstone Unified](#)